

Deleted: ¶

Deleted: FS 10/2/08

Deleted:

Deleted: .

Proposition: ~~07-08/09~~ Amended

Date Submitted: 10/02/08

Sponsors: Chris Brown (A&S), Carlos Rosencrans (CAHE)

Proposed Committee Assignment: Faculty Affairs

Assigned Committee: **Long Range Planning 10/9/08**

Title: **Proposal to Amend Section 5.45.20 of the NMSU Policy Manual**

Proposal: Require department heads to provide new tenure track faculty with appropriate mentoring by inserting a new item 10 in the list of department head duties and renumbering the subsequent item(s) (see below).

Proposed Language

5.45.20 Department Heads - Responsibilities

The following responsibilities of the department head are to be accomplished, insofar as possible, within budget and policy restraints.

1. The department head is expected to be the academic leader of the departmental faculty. The department head is responsible for ensuring that highly qualified faculty are employed. Also, the department head ensures that official transcripts, including highest degree earned, are obtained for every new faculty member's official personnel file (routed through the Office of the Executive Vice President and Provost). Insofar as possible, the kind of atmosphere in which the faculty can do their best work in teaching, research, and service should be maintained.
2. Leadership of the faculty implies working closely with the faculty on the development and sustenance of departmental courses and the stimulation and encouragement of faculty development. A performance evaluation of each faculty member will be carried out at least once a year and should be made in the positive vein of professional development. Evaluation of the progress of tenure-track faculty should be made in consultation with senior department faculty and in accordance with the highest national standards of faculty performance.
3. The department head is responsible for encouraging the national and international professional contacts of the faculty within the constraints of the departmental budget. This implies appropriate travel and bringing well-known professionals to the campus.
4. The department head has no more important task than ensuring teaching excellence. Encouragement and support of good teaching must be given to faculty, especially new faculty. Copies of current syllabi will be maintained in the department head's

Deleted: ¶

Deleted: FS 10/2/08

office. The department head is responsible for ensuring an effective departmental evaluation of teaching, and for advisement of student departmental majors.

- 5. The department head must ensure the effective administration of the department, including keeping the faculty fully informed of department, college, and university matters. Routine and special reports, including grade reports and other matters, must be handled accurately and on time. Effective supervision and development of the department budget is important. The department head will keep the faculty informed on budgetary matters. All research and program contracts should be carefully supervised, both for fiscal integrity and academic appropriateness.
- 6. The department head is expected to be an advocate of the department, yet at the same time appreciate the concerns and priorities of the college and university. The most important department activities in the development of faculty, programs, research, and service are done in close partnership with the office of the dean of the college.
- 7. The department head is responsible to the dean of the college for all the activities of the department. The dean should be kept apprized of all department activities and problems.
- 8. The department head is responsible for ensuring that department, college, and university regulations are enforced.
- 9. The department head will inform the search committee chair if an underutilization memorandum is received from the Office of the Executive Vice President and Provost for purposes of meeting affirmative action goals. The *Search Committee Handbook* will be provided by the department head for tenure-track faculty positions.

10. Supervision of Junior Faculty: An especially important duty of the department head is the mentoring of junior faculty, especially tenure track faculty. Mentoring may take various forms, but certainly an element of mentoring is ensuring that junior faculty are aware of the processes and procedures related to promotion and tenure (see 5.90.5.3). Also, during the first semester of employment, the department head shall explain to new faculty members the policies and procedures under for non-renewal of contract (see 5.98).

Formatted: Bullets and Numbering

Deleted: that must be

Deleted: followed to ensure successful

11. Supervision of Graduate Assistants: Graduate assistants are recommended for appointment by the department head. The appointment requires approval of the college and graduate dean. Three letters of recommendation are required for the approval. Specific orientation and training of graduate assistants are the responsibilities of the department head. Graduate assistants work under the close supervision of faculty. The policy on academic freedom does not apply to the service expected of graduate assistants. The assignment of teaching duties to graduate assistants is the responsibility of the department head. Such assignment requires that the department head ascertain that the graduate assistant is fully qualified and that the work performed by the graduate assistant be closely supervised by a member of the

Formatted: Bullets and Numbering

faculty responsible for monitoring the assigned tasks associated with the graduate assistant's teaching responsibility. Only those graduate assistants proficient in English may be assigned to teaching or teaching-related activities.

Discussion

1. The change makes section 5.45.20 consistent with the new Promotion and Tenure Policy (5.90.5.3).
2. During the Summer 2008, the Regents Task Force on Policy and Procedures met to investigate the issues surrounding the non-renewal of contracts in the College of Health and Social Services. The Task Force concluded that there was no substantive violation of policy but also identified areas where NMSU's policies could be improved. This proposal implements Recommendation 6 of the Task Force Report. The explanation given in the report explains the rationale for the proposed change:

D: Is University policy concerning non-renewal of contracts communicated effectively to faculty?

It is in the best interest of New Mexico State University that policies be clearly and fully communicated to faculty, especially untenured faculty, as to the circumstances under which non-renewal may occur. To accomplish this goal, it is critical that department heads, associate deans, deans and other relevant administrators be fully informed as to the policy. While policy manuals are available on NMSU's web site, historically these manuals have not been displayed prominently.

Comment: The University recently completed an extensive two year long re-evaluation of its Promotion and Tenure Policy resulting in a major revision of the policy that will go into effect August 1, 2008. The new policy requires that each new faculty member be provided with a copy of the P&T Policy with their employment package.

Findings:

Department heads at NMSU should be more proactive in communicating information to faculty, especially new faculty, regarding policy and procedures for non-renewal of contracts.

Recommendation 6:

In the first semester of employment, the academic department head should inform new faculty members about NMSU policy concerning non-renewal of a contract. Department heads should review general information about P&T policies with junior faculty members on a regular basis.