

### Proposed Changes to Rule 5.90 (formerly Policy 5.90)

NOTE: Sections referred to as Policy refer the prior version of this document. Sections referred to as Rule refer to proposed revision to prior Policy now contained in the Administrative Rules and Procedures (ARP). Sections referred to as Part refer to the proposed revisions to this Rule. This change, and the associated change in formatting and numbering, is due to the separation of the former Policy Manual into the Regents Policy Manual (RPM) and the accompanying ARP. This proposed revision is to Rule 5.90 (along with the concomitant changes to Rules 5.86 and 5.91).

NOTE: The “mark-up” version of this document will not show the formatting changes made nor corrections to previous typographical errors in an effort to make the revised version easier to read.

General, Rule-wide changes include:

- 1) Aspects of Annual Performance Review (APR) procedures that were in Policy 5.90 have been moved to Rule 5.86 “Performance Evaluation” to more clearly elucidate the annual evaluation process. Sections moved include 5.90.3.3 “Performance Evaluation”, 5.90.3.4 “Allocation of Effort”, 5.90.4 “Criteria for Promotion and Tenure”, and 5.90.5.1 “Annual Performance Evaluation and the Promotion and Tenure Process” (which are now Part 2 “Procedures for the Faculty Performance Evaluation System” and 3 “Allocation of Effort”, respectively, in Rule 5.86).
- 2) Policy 5.87 “Post-Tenure Review” has been renumbered and reformatted in its entirety to Rule 5.91 to provide better organization to this section of the ARP.
- 3) Throughout the Rule, all actions taken by Departmental P&T Committees, Department Heads, College P&T Committees, and Deans are now referred to as “recommendations” and not as “decisions” as it is only the EVPP who makes a decision on a candidate’s application for promotion and/or tenure.
- 4) Policy 5.90.4.5 “Leadership” and Policy 5.90.4.5.1 “Evaluation of Leadership” have been moved to the start of Rule 5.86 Part 4.C “Criteria for Annual Performance Evaluation.” Leadership is not a separate area of evaluation, and this change is intended to make that more clear.

Specific Rule changes include:

- 1) In Part 1 “Introduction” a new paragraph was added to outline the contents of the Rule.
- 2) Part 1.E was added to reference other relevant parts of the ARP.
- 3) Part 2.I was added to provide a definition for “External Reviewer.”
- 4) Part 2.M was added to provide a definition of “Leadership” based on outcomes.
- 5) Part 3.2.B was clarified with respect to what was expected on the college websites with respect to links to pertinent promotion and tenure documents and policies.
- 6) Part 5.C.3 was clarified to include notification of the EVPP when early application for promotion and/or tenure was approved by the candidate, department head, department P&T

committee and dean so that H&R would automatically be notified of the change in status.

- 7) Part 9.B was expanded to clarify that department P&T policies must be consistent with all sections of this Rule.
- 8) Part 9.D was expanded to clarify that college P&T policies must be consistent with all sections of this Rule.
- 9) Part 9.D was expanded to clarify that college P&T policies must be approved by the EVPP subsequent to review by a Faculty Senate standing committee.
- 10) Part 10.A.4 was added to explicitly require the candidate to submit their portfolio in the spring a year prior to the end of the probationary period and clarified that a de facto early withdrawal from the tenure process if the candidate does not submit a portfolio.
- 11) Part 10.A.5 was expanded to allow the candidate to submit a list of people who they did not want to serve as external reviewers.
- 12) Part 10.A.7 and Part 10.A.8 were added to allow the candidate to correct any factual error in the recommendations of the Department P&T committee, Department Head, College P&T Committee, or College Dean.
- 13) Part 10.B.1 was changed so that a tenured faculty member would serve as a mentor to tenure-track faculty instead of a tenure-track faculty serving as the mentor.
- 14) Part 10.B.2 was expanded to require the Department Head to ensure that the candidate's core document was consistent in format with Part 12 "Portfolio Preparation" of this Rule.
- 15) Part 10.B.9 was added to clarify the role of the Department Head in selecting external reviewers.
- 16) Part 10.B.12 was expanded to require that the recommendations of the Department Head and Department P&T Committee be provided to the candidate in both writing and electronic forms.
- 17) Part 10.C.1 was rewritten to clarify what documents the College P&T Committee should consider.
- 18) Part 10.C.2 was rewritten to clarify that the College P&T Committee should base their recommendation on the College policy and not the Department policy.
- 19) Part 10.E.1 was rewritten to clarify that the College P&T policy must be approved by the EVPP.
- 20) Part 10.E.6.a was rewritten to clarify that the Dean would consider the Core Document and, only if the Dean requested it, would the Documentation File be forwarded to the Dean instead of the entire Portfolio (i.e. both documents) being routinely forwarded.
- 21) Part 10.E.7.12 was expanded to require that the recommendations of the Dean and College P&T Committee be provided to the candidate in both writing and electronic forms.
- 22) Part 10.F.4.a was rewritten to clarify that the EVPP would consider the Core Document and, only if the EVPP requested it, would the Documentation File be forwarded to the EVPP instead of the entire Portfolio (i.e. both documents) being routinely forwarded.
- 23) Part 11.E was changed so that Colleges and Departments are required to review their policies

every 5 years instead of every 3 years.

- 24) Part 11.E was expanded to required that Colleges and Departments review their P&T policies within 1 and 2 years, respectively, of the any changes to ARP Rule 5.90.
- 25) Part 11.E was expanded to require Faculty Senate review of any changes to ARP Rule 5.90.
- 26) Part 11.E was expanded to require college and Faculty Senate review of any changes to a College's P&T policy.
- 27) Part 11.O was expanded to allow P&T committee members to participate using "confidential electronic methods" in lieu of in-person participation.
- 28) Part 11.P was expanded to allow P&T committee members to vote using "confidential electronic methods" in lieu of in-person voting.
- 29) Part 11.Z.1 was expanded to indicate that "at least three [external] letters should be included in the P&T portfolio."
- 30) Part 11.Z.2 was expanded to indicate that the Department Head was required to solicit the external letters of review.
- 31) Part 11.Z.7 was expanded to limit the timeframe in which unsolicited letters could be accepted and also provided that such letters were not to be accepted unless the principal unit had a policy which stated otherwise.
- 32) Part 11.4 was added to clarify the criteria for external reviewers.
- 33) Part 11.5 was added to clarify real and potential conflict of interest with respect to external reviewers.
- 34) Part 12 Introduction was expanded to allow electronic submissions when agreed to by all parties involved when there is a secure method of doing so.
- 35) Part 13.B was expanded to include a de facto early withdrawal from the tenure process if the candidate does not submit a portfolio at the end of the fifth (or as appropriate) year.
- 36) Parts 14.A, 14.B, and 14.C were rewritten to replace "recommendation" with "decision" since this part deals with the final decision by the EVPP.

1 Excerpt from Regents Policy Manual, also replicated in the ARP

2 **ADMINISTRATIVE RULES AND PROCEDURES**

3 **5.90 Promotion and Tenure**~~(for listing of specific topics, See Regents Policy Manual~~  
4 ~~Table of Contents)~~ *(See also NMSU Policies website for postings of Procedural*  
5 *Clarifications from the Office of the Provost relating to this policy) [Amendment (FS*  
6 *Proposition 18-06/07 to be effective 08.01.08 )passed by the Faculty Senate 05.03.07*  
7 *and Amendment (FS Proposition 16-07/08 to be effective 08.01.08) passed by the*  
8 *Faculty Senate 03.06.08; ratified by the Board of Regents 07.15.08]*

9 **PART 1: Introduction**

10 The following Administrative Rules and Procedures are adopted pursuant to the authority  
11 granted in Regents' Policy 5.00 Parts B.5-B.7. They establish the guiding principles for the  
12 process and criteria for promotion and tenure, the implementation of the promotion and tenure  
13 process (including the roles and responsibilities of the various parties), the common elements  
14 that must be in every unit's Promotion and Tenure Policy, the nature and order of material in the  
15 Promotion and Tenure Portfolio (including both the core document and the documentation file),  
16 and the University timeline for the promotion and tenure process. (See also NMSU Policies  
17 website for postings of Procedural Clarifications from the Office of the Provost relating to this  
18 policy) [Amendment (FS Proposition 18-06/07 to be effective 08.01.08) passed by the Faculty  
19 Senate 05.03.07 and Amendment (FS Proposition 16-07/08 to be effective 08.01.08) passed by  
20 the Faculty Senate 03.06.08; ratified by the Board of Regents 07.15.08]

21 **A. 5.90.1 — Introduction**

22 B.A. Promotion and tenure decisions are the means by which NMSU rewards and retains its  
23 most valued scholars, sustains excellence in its instructional disciplines, and fulfills its  
24 mission to advance knowledge. The quality of faculty accomplishments in teaching and  
25 advising (or its equivalent), scholarship and creative activity, extension, outreach and service  
26 largely determines the quality of the university as a whole. The granting of tenure or  
27 promotion to associate or full professor represents a prediction by the university that the  
28 individual concerned will continue to make substantial contributions to the profession and the  
29 university.

30 C.B. The processes involved in promotion and tenure rely upon basic principles in order to be  
31 effective. Above all, the promotion and tenure processes must be fair, transparent, and  
32 participatory. These values mean that decisions must be made without regard to race,  
33 national origin, gender, gender identity, age, disability, political beliefs, religion, marital  
34 status, sexual orientation, special friendships, or animus towards candidates, taking care to  
35 avoid conflicts of interest, structural, institutional, or habitual thoughts and patterns that  
36 could lead to discrimination. NMSU values the richness that inquiry based upon intellectual  
37 and cultural differences brings to the university community.

38 D.C. Each principal unit must develop written standards by the end of the Spring Semester of  
39 2017~~08~~ based on criteria developed by that principal unit subject to the approval of the dean

40 or equivalent administrator. Criteria and procedures must be clear and readily available to all  
41 participants and must be followed by all participants at each level of the process. Therefore,  
42 it is imperative that clear standards for annual performance evaluation, promotion, and tenure  
43 be articulated and broadly publicized. Applicants for tenure or promotion must be judged on  
44 their performance of the duties assigned to them, following agreed-upon allocations of effort.  
45 The process needs to involve broad consultation by groups and individuals with successively  
46 broader views of the mission of the university, and provide the opportunity for appeal. In  
47 order to achieve fairness, transparency, and broad-based participation, all of the parties must  
48 base decisions on the documentation called for by this policy.

49 D. This policy relies on the four types of scholarship defined by Ernest L. Boyer (1990) in his  
50 book “Scholarship Reconsidered”<sup>1</sup>, namely, the scholarships of discovery, of teaching, of  
51 integration, and of engagement. Broadening the definition of scholarship (*See Rule 5.86*  
52 *Part 4.C.2 “[Scholarships and Creative Activity](#)”*) reflects the changing roles of faculty  
53 members in teaching and advising, scholarship and creative activity, extension, outreach and  
54 service.

55 E. Additional rules and procedures relevant to this Rule are given in Rule 5.98 “Tenure Track  
56 and Tenure.”

57 F. This policy takes effect at the beginning of the Fall Semester, 2016.

58 G. The following are the parts in this Rule:

- 59 PART 1: Introduction
- 60 PART 2: Glossary
- 61 PART 3: Guiding Principles
- 62 PART 4: The Professorial Ranks
- 63 PART 5: Flexibility in Tenure-Track
- 64 PART 6: Joint Appointment (with Dual Primary Responsibilities)
- 65 PART 7: Mid-Probationary Review
- 66 PART 8: Community Colleges, Library, and College Faculty
- 67 PART 9: Implementation of the Promotion and Tenure Process
- 68 PART 10: Roles and Responsibilities during the Promotion and Tenure Process
- 69 PART 11: Common Elements to be Included in the Principal Unit’s Promotion and  
70 Tenure Policy
- 71 PART 12: Portfolio Preparation
- 72 PART 13: Withdrawal
- 73 PART 14: Outcomes
- 74 PART 15: Appeals
- 75 PART 16: University Timeline for Promotion and Tenure
- 76 PART 17: Forms Relating to Promotion and Tenure

---

<sup>1</sup> Boyer, Ernest L. (1990). *Scholarship reconsidered: Priorities of the Professoriate*. New York: Carnegie Foundation for the Advancement of Teaching.

77 **PART 2: Glossary**

78 Key terms used throughout this document are defined here.

79 A. Allocation of Effort: The percentage of effort, agreed upon by the faculty member and  
80 department head or supervisor, that the faculty member will devote to each of the major  
81 categories of teaching and advising (or its equivalent), scholarship and creative activity,  
82 service, extension, outreach and other assigned duties.

83 B. Annual Performance Review: See Rule 5.86 "[Performance Evaluation](#)."

84 C. College Faculty: A faculty member on a regular (0.5 FTE or greater) appointment, who is  
85 not eligible for tenure. (See Rules 4.30.10 "[Hiring Definitions](#)" and 5.15.40  
86 "[Appointments-Nontenure Track](#).")

87 D. Core Document: A document submitted in the portfolio for promotion or tenure that  
88 includes several specific elements: a routing form, cover sheet, table of contents,  
89 curriculum vitae, executive summary, department head and dean letters, prior and current  
90 allocation of effort statements, annual performance evaluations, summary of teaching  
91 evaluations, and letters of support. (See Rule 5.86 "[Performance Evaluations](#)" and [Part 12](#)  
92 "[Portfolio Preparation](#)" of this Rule.)

93 E. Curriculum Vitae: A detailed summary that reflects the candidate's educational and  
94 academic experiences that are relevant to the position.

95 F. Documentation File: An organized collection of supplemental documents and other  
96 materials that supports, explains, or clarifies the quality and significance of the candidate's  
97 work. Administrators and committee members must have access to this file, which is  
98 stored by the Principal Unit.

99 G. Executive Summary: A summative report and personal statement by the candidate that  
100 addresses their activities in and philosophies regarding teaching and advising (or its  
101 equivalent), scholarship and creative activity, service, extension, outreach, and other  
102 assigned areas.

103 H. Extension: The process of defining and building relationships between communities and  
104 the university to extend university resources and intellectual expertise through coalition  
105 building, non-formal educational programs, and applied research designed to address  
106 locally identified needs.

107 H.I. External Reviewer: [A person from outside the NMSU system who writes a letter of](#)  
108 [evaluation of a candidate's portfolio.](#)

109 I.J. Flexibility in Tenure-Track: The extension or reduction of the pre-tenure probationary  
110 period under certain circumstances.

111 I.K. Formative Evaluation: Evaluation that allows for continuous feedback and improvement.

112 L. Joint Appointment: A faculty line shared between two departments or colleges; the  
113 appointee enjoys all the privileges and incurs all the responsibilities normally given in each  
114 area.

115 ~~K.M.~~ Leadership: Leadership can be characterized by: (1) contributions to achieving the mission  
116 of the college or university and to enhancing the faculty member's profession; (2)  
117 participation in the distribution of responsibility among the members of a group; (3)  
118 empowering and mentoring group members; and (4) aiding the group's decision-making  
119 process.

120 L.N. Mid-probationary Review: A formal, non-mandatory mid-term assessment requested by a  
121 tenure-track faculty member of their professional development and progress toward tenure.  
122 The mid-probationary review is in addition to the annual performance evaluation.

123 M.O. Outreach: Entails an organized and planned program of activities which are offered to  
124 citizens of New Mexico and the nation; these activities bring the resources of the university  
125 to bear in a coherent and strategic fashion for the benefit of the receiving entity.

126 N.P. Peer Evaluation: Assessment of teaching style, content, and effectiveness gained through  
127 observation by colleagues; the observations may come in such forms as classroom visits,  
128 participation in web-based courses, review of videotaped teaching, or reviews of course  
129 materials collected/created by the faculty member being reviewed.

130 O.O. Performance Evaluation: An annual report prepared by the faculty member documenting  
131 activities in the areas of teaching and advising (or its equivalent), scholarship and creative  
132 activity, service, extension, outreach, and other assigned areas. The department head (or  
133 other assigned supervisor) provides the faculty member with a written appraisal of the  
134 faculty member's performance.

135 P.R. Portfolio: Consists of the core document and documentation file that supports the  
136 candidate's case for promotion or tenure.

137 Q.S. Post-tenure Review: An annual review designed to identify strengths and weaknesses of  
138 the tenured faculty member in the areas of teaching and advising (or its equivalent),  
139 scholarship and creative activity, service, extension, outreach and other assigned areas.  
140 The Performance Evaluation generally serves the above aim; however, if deemed necessary  
141 due to deficiencies, a more extensive review may be initiated. (See Rule 5.9187 "Post  
142 Tenure Review".)

143 R.T. Probationary Period: The cumulative amount of time spent under term appointments while  
144 on the "tenure-track." (See Part 5 "Flexibility in Tenure Track of this Rule.)

145 S.U. Principal Unit: A tenure home unit responsible for conducting annual faculty performance  
146 evaluations and making promotion and tenure ~~decisions~~ recommendations. This definition  
147 includes Departments, Colleges, Community Colleges, Cooperative Extension Service, and  
148 the Library, but not centers, clusters, or institutes.

149 T.V. Research: See Scholarship.

150 ~~U-W~~. Scholarship: Both activity and product, scholarship includes discovery through original  
151 research; integration through synthesizing and reintegration of knowledge; application  
152 through professional practice; and teaching through transformation of knowledge. (See  
153 Boyer, 1990 and [Rule 5.86 Part 4.C.2 “Scholarship and Creative Activity”](#).)

154 ~~V-X~~. Supporting Documents: Material available to the Promotion and Tenure Committee in the  
155 *Documentation File* that serves to further support, explain, or clarify the *Core Document*.

156 ~~W-Y~~. Tenure: Continuous contract granted after a probationary period to a faculty member that  
157 gives protection from dismissal without due process; the primary purpose of tenure is to  
158 protect academic freedom and offer economic security.

159 ~~X-Z~~. Tenure Clock: See [Part 5 “Flexibility in Tenure Track”](#) of this Rule.

160 ~~Y-AA~~. Tenure Home: The principal unit where tenure and rank resides or will reside.

161 ~~Z-BB~~. Tenure-Track Faculty: A faculty member who is eligible for tenure but who has not yet  
162 been granted tenure.

163 ~~AA-CC~~. Tenured Faculty: A faculty member who has been granted a continuous contract  
164 by the university.

### 165 **PART 3: Guiding Principles**

166 The following guiding principles are critical underpinnings to the promotion and tenure process  
167 at NMSU.

#### 168 A. Faculty Participation

169 The selection and retention of faculty members are of utmost importance to the quality of the  
170 university, the achievement of university goals, and the future of the institution. In order to  
171 ensure a fair process for recognition of excellent faculty, it shall be the policy of the  
172 university to allow faculty members to vote on the promotion or tenure of departmental  
173 colleagues, exercising collegial judgment based on an established set of criteria.

#### 174 B. Transparency of Process

175 1. Access to Promotion and Tenure Policies/University Posting: For faculty members to  
176 trust the promotion and tenure process, they need to have a clear idea of what is expected  
177 of them, how they will be evaluated, and the rules of the process. To this end, the  
178 university website will include a specific link to the university-wide promotion and  
179 tenure policy, professional ethics related to promotion and tenure, the appeals process,  
180 and links to college, department, or division policy statements.

181 2. Departmental and Principal Unit Postings:



- 182 a. To promote the transparency of the process, each principal unit shall post on its  
 183 website its written policy document aligned with the Guiding Principles, Criteria, and  
 184 Policies outlined in this ~~policy~~Rule.
- 185 b. ~~College w~~bsites will also contain links to the university’s promotion and tenure  
 186 documents, as well as to ~~each of the department~~the websites containing the promotion  
 187 and tenure policies of each department in the college.
- 188 c. In addition, each department shall post on its website its current statement of goals,  
 189 objectives, and expectations as these relate to promotion and tenure (sometimes called  
 190 a functions and criteria statement). These shall be agreed upon by the faculty in each  
 191 department and approved by the responsible dean or comparable administrator.
- 192 3. Policies to be Provided to Eligible Faculty: A written copy of promotion and tenure  
 193 policies, including departmental, college, and university (or equivalent), will be given to  
 194 all tenure-track, tenured, college and ~~research~~ faculty who are eligible for consideration  
 195 for promotion or tenure.

**Commented [SM1]:** We don't have the category "research faculty" do we?

196 C. Conflict of Interest – ~~See Policies-Rules 3.19~~ “Conflicts of Interest - Ethical Conduct” and  
 197 3.22, “Conflicts of Interest Arising from Consensual Relationships”.

198 **PART 4: ~~5.90.3.3~~ — Performance Evaluation**

- 199 A. Instructor:
- 200 1. Demonstrates expertise within their discipline through practical, applied, and/or related  
 201 experience.
- 202 2. Individuals new to this rank may not have demonstrated ability to conduct independent  
 203 scholarship and creative activity, but there must be substantive evidence of likely success  
 204 at university teaching or its equivalent.
- 205 3. Instructors may be working toward a terminal degree.
- 206 4. An instructor’s job description primarily relates to teaching or its equivalent and usually  
 207 does not include scholarship and creative activity.
- 208 5. An instructor is not eligible for tenure, except at the community colleges.
- 209 B. College Faculty: A person holding a college faculty appointment is eligible for advancement  
 210 in rank but not eligible for tenure.
- 211 C. Assistant Professor:
- 212 1. Tenure-Track Assistant professors normally holds the highest terminal degree in their  
 213 field of expertise.
- 214 2. Outstanding experience and recognition in a professional field may be considered the

- 215 equivalent of the terminal degree.
- 216 3. An assistant professor is expected to have a thorough command of the subject matter of  
217 some segment of the discipline, in addition to a comprehension of the whole.
- 218 4. Assistant professors are tenure-track faculty members hired on a yearly, renewable  
219 contract for a maximum of seven years.
- 220 5. During the sixth year, assistant professors typically are evaluated for promotion and  
221 tenure simultaneously, having submitted their portfolio at the beginning of that year.
- 222 6. However, an assistant professor may elect to apply for tenure or promotion at any time  
223 with the written approval of department head and dean or their equivalents.
- 224 7. The application for tenure may occur only one time.

225 D. Associate Professor:

- 226 1. An associate professor is often a mid-career faculty member who has been awarded  
227 tenure.
- 228 2. If a faculty member is initially employed at the rank of associate professor without  
229 tenure, the probationary period may vary depending upon agreements stipulated in  
230 writing at the time of initial hire.
- 231 3. Once tenured, associate professors may hold this rank indefinitely or apply for  
232 promotion.
- 233 4. Promotion to professor should not be considered to be forthcoming merely because of  
234 years of service to the university, or because tenure has previously been awarded.
- 235 5. In accordance with the principal unit's timelines, a faculty member may present a  
236 promotion portfolio in any given year.
- 237 6. An associate professor must demonstrate competence, continuous progress, and maturity  
238 over a large part of the academic field.
- 239 7. It is expected that evidence showing high quality of teaching and scholarship and creative  
240 activity has been provided and is current.

241 E. Professor:

- 242 1. A professor, sometimes referred to as a "full professor," has established disciplinary,  
243 intellectual, and institutional leadership.
- 244 2. The professor demonstrates command and a mature view of the disciplinary field as  
245 evidenced by teaching and advising (or its equivalent) or similar experience, scholarship  
246 and creative activity, service, extension, or outreach.

247 3. Faculty members initially hired at the rank of professor are often given tenure on  
248 appointment.

**Commented [Office2]:** Should there be a definition here for Research Faculty comparable to College Faculty above?

249 **PART 5: Flexibility in Tenure-Track**

250 Normally, before being considered for tenure, eligible faculty members serve six consecutive  
251 probationary years. The probationary period begins with the first year of the contract. Note that  
252 according to [Rule 5.98 Part C.3 "Tenure Track and Tenure"](#), "New tenure-track faculty reporting  
253 for duty after the last Friday in September (12-month employees) or the second Friday in  
254 October (9-month employees) will not receive a temporary contract...." The first contract will  
255 be issued at the beginning of the next contract period, which will constitute the first year of the  
256 probationary period toward tenure. During the sixth year, a case for tenure and/or promotion is  
257 made by the faculty member and considered by the university. Those achieving tenure are  
258 awarded a continuous contract at the end of their sixth year, while those not awarded tenure are  
259 given a one-year terminal contract for their seventh and final year of employment at NMSU.  
260 There may be exceptions, however, to shorten or lengthen the normal six-year probationary  
261 period.

262 A. Credit for Prior Service

- 263 1. Faculty members with previous teaching and advising (or its equivalent), service,  
264 extension, outreach, scholarly, and/or administrative experience at another institution  
265 may have some or all of that experience taken into consideration on appointment at  
266 NMSU.
- 267 2. With executive vice-president and provost approval, and particularly when tenure has  
268 been granted to a candidate at another institution, tenure may be accorded at the time of  
269 initial appointment to the university.
- 270 3. Prior probationary service at another institution may count towards the six-year  
271 probationary period at NMSU, but usually only up to a maximum of three years.
- 272 4. Any expedited schedule must be recommended by the department head and dean and  
273 agreed to by both the executive vice-president and provost and the faculty member at the  
274 time of appointment.
- 275 5. The details of such credit for prior service, the resulting length of the probationary period,  
276 the timing of any third-year review, and the period for the tenure application process,  
277 shall all be stated unambiguously in the appointment letter.

278 B. Extension of the Probationary Period

279 When requested in writing within one year of the qualifying event by the faculty member,  
280 leaves of absence can lead to postponement of the tenure decision date; however,  
281 modifications in that date require the recommendation of the department head and dean and  
282 the approval of the executive vice-president and provost. Faculty responsibilities may be  
283 negotiated when the extension is requested. An extension may be granted up to two times, so  
284 long as the total pre-tenure probationary period does not exceed eight years. Exceptions to

285 this limit can be made under extraordinary circumstances if approved by the executive vice-  
286 president and provost. Candidates must be held to the same standards of performance when  
287 the probationary period has been extended as candidates whose probationary period was not  
288 extended. The probationary period may be extended, upon written request, under the  
289 following circumstances:

290 1. Leave of Absence without Pay: Probationary faculty members may request in writing a  
291 leave of absence without pay, usually not to exceed one academic or fiscal year. Prior to  
292 initiating the leave, affected faculty may request in writing a probation extension of one  
293 year.

294 2. Military Leave of Absence: Involuntary induction into the armed forces entitles the  
295 faculty member to a leave of absence to cover the term of military service. Such leave  
296 constitutes valid grounds for requesting an extension of the tenure decision date.  
297 Similarly, a faculty member's voluntary participation in a military reserve program may  
298 lead to periodic or prolonged absence sufficient to affect the faculty member's  
299 performance (e.g., annual active duty training, or active duty training or participation  
300 when a reserve unit is called to active duty) that constitutes valid grounds for extension of  
301 the tenure decision date.

302 3. Medical Leave of Absence: Probationary faculty members with a serious personal illness  
303 or providing prolonged, substantive care for a chronically ill family member may request  
304 in writing an extension of the tenure decision date, usually for one year.

305 4. Family Leave of Absence or Exceptional Family Responsibilities: Upon written request,  
306 probationary faculty members who become parents will receive a one-year automatic  
307 extension of the tenure decision date. Such an extension does not require that the faculty  
308 member take a leave of absence.

309 5. Catastrophic Events: Probationary faculty who have experienced a catastrophic event  
310 such as a fire or flood or who must aid family members in such situations may request in  
311 writing an extension of the tenure decision date.

312 6. Jury Duty: Prolonged jury service, when significantly affecting a faculty member's  
313 performance, constitutes a valid reason to petition for extension of the tenure decision  
314 date.

315 7. Other, as Negotiated: Extensions for other reasons may be negotiated.

316 C. Reduction of the Probationary Period

317 1. Tenure Upon Initial NMSU Appointment: Faculty members who have worked in a  
318 teaching and advising (or its equivalent), service, extension, scholarly, and/or  
319 administrative role at another institution may have some or all of that work taken into  
320 consideration on appointment at NMSU. With executive vice-president and provost  
321 approval, and particularly when tenure has been granted to a candidate at another  
322 institution, tenure may be accorded at the time of initial appointment to the university.

- 323 2. Expedited Tenure Schedule: Prior probationary service at another institution may count  
324 towards the six-year probationary period at NMSU, but usually only up to a maximum of  
325 three years. Any expedited schedule must be recommended by the department head and  
326 dean and agreed to by both the executive vice-president and provost and the faculty  
327 member at the time of appointment. The details of such credit for prior service, the  
328 resulting length of the probationary period, the timing of any third-year review, and the  
329 period for the tenure application process, shall all be stated unambiguously in the  
330 appointment letter. In such instances, no extension of the probationary period will be  
331 granted unless the request falls in one of the categories mentioned in [Section E.2. above](#)  
332 [5.90.3.6.2 Extension of the Probationary Period](#).
- 333 3. Committee, Department Head and Dean Supported Appeal for Early Tenure Review:  
334 ~~Tenure-Track~~Current faculty may request the length of the probationary period be  
335 shortened. Such an appeal requires the written request of the faculty member, positive  
336 recommendations of the department promotion and tenure committee as determined in  
337 the ~~spring~~ review [of progress toward promotion and/or tenure](#), department head, and dean  
338 [and approval by the Executive Vice President and Provost](#). If this tenure application is  
339 not successful, the candidate's contract is not renewed according to the provisions of  
340 [Rule 5.98 Policy 5.98 Tenure Track and Tenure](#) "[Tenure Track and Tenure](#)".

341 D. Part-Time Faculty and Tenure

- 342 1. Retention of Tenure Upon Move from Full-Time to Part-Time: Tenured, full-time  
343 faculty members who move to part-time status may retain tenure.
- 344 a. Retention of tenure in such a case requires the written request of the faculty member,  
345 positive recommendations of the department head and dean, and approval of the  
346 executive vice-president and provost.
- 347 b. While this policy encourages departments to accommodate reasonable requests for  
348 part-time appointment, part-time appointments are not an entitlement, and requests  
349 may be turned down.
- 350 c. Pending availability of funding and the approval of the department head, dean and  
351 executive vice-president and provost, the faculty member may return later to full-time  
352 tenured status. (*See* subsection D. below)

353 2. Procedural Guidelines:

- 354 —
- 355 b. As with full-time faculty, the maximum probationary period for part-time faculty  
356 members is the equivalent of six FTE years, with the tenure decision to be made  
357 before the end of the six full-time years of service. For example, a tenure-track  
358 candidate with a 0.50 FTE appointment must apply for tenure at the end of the 11th  
359 year.

360 e.—

361 e.—

362 f.—

363 4. Return from Part--Time to Full--Time: When recurring state funding is available, a  
364 tenure-track, part-time faculty member may apply for a full-time tenure track position  
365 and, if hired, apply earned tenure-track FTE from prior years toward tenure and  
366 promotion in the full-time position.

367 **PART 6:**

368

369 **PART 7: Mid-Probationary Review**

370

371 **PART 8: Community Colleges, Library, and College Faculty**

372 The community colleges (other than Doña Ana Community College, whose division committees  
373 function as department committees), and the library faculty should begin their promotion and  
374 tenure deliberations with a committee that acts as a college-level committee. Specific variations  
375 are described below.

376 A. Community Colleges

377 1. Mission and Corresponding Emphasis in Evaluation Process: The mission of NMSU's  
378 community colleges is to provide open access to quality education and support economic  
379 and cultural life in prescribed service areas. Community colleges provide traditional  
380 liberal arts education, vocational and technical training, contract training, community  
381 interest classes, and developmental education. Every effort is made to keep programs  
382 and curricula flexible, in order to accommodate varied and expanding community  
383 educational needs. Since the community college's primary role is the dissemination of  
384 information, more emphasis is placed on teaching and advising (or its equivalent), in the  
385 evaluation process.

386 2. Tenure Committees: Due to their size, the organizational structure for tenure review at  
387 the Alamogordo, Carlsbad, and Grants campuses consists of a tenure committee at each  
388 campus that evaluates and makes recommendations to the campus executive officer.

389 B. The Library

390 The NMSU library faculty is expected to meet university requirements for academic  
391 appointment and promotion and tenure considerations. For these purposes, the category of  
392 librarianship is equivalent to the teaching and advising category. The NMSU Library places  
393 the highest value on the element of librarianship. Librarianship includes, but is not limited to

394 the organization of knowledge, the understanding and use of technology as it relates to the  
395 information field, teaching, library management, service delivery, and building collections.

396 C. College Faculty

397 College faculty may hold ranks as described in [Part 4 “Professorial Ranks”](#) of this Rule and  
398 are eligible for promotion. A college faculty position can be converted to a tenure-track  
399 position when sufficient recurring funds are available and a national search is conducted. In  
400 relation to the promotion of college faculty, an understanding of the following guiding  
401 principles is necessary:

- 402 1. Criteria for Promotion: College Faculty should be evaluated for promotion based on the  
403 allocation of their effort to the areas of teaching and advising, service, scholarship and  
404 creative activity, or extension and outreach, service, and the relative mix of these duties.
- 405 2. Development of Promotion Procedures: Colleges must develop specific promotion  
406 procedures for their college faculty. The protections for College Faculty are the same as  
407 those given tenure-track faculty and tenured faculty in [Rule 5.86 “Performance](#)  
408 [Evaluations”](#) and [Parts 11 - 15 “Common Elements”](#) - [“Appeals”](#) of this Rule.
- 409 3. Representation on Committee: Committees for promotion of college faculty must  
410 include college faculty representation.
- 411 4. Appropriate Standards for Promotion: The different role played by college faculty should  
412 be recognized in the promotion process, and the standard for promotion should be  
413 appropriate given the role of college faculty.

414 **PART 9: [5.90.4 Criteria for Promotion and Tenure](#)**

415 A. Requirement for Departmental Promotion and Tenure Committee: Each department shall  
416 have a department promotion and tenure committee except as follows: the University  
417 Library, as well as the Alamogordo, Carlsbad, and Grants community colleges, do not use  
418 department promotion and tenure committees; rather, promotion and tenure actions in these  
419 units begin with the college promotion and tenure committee. In the Doña Ana Community  
420 College, a division promotion and tenure committee functions in the same manner as a  
421 department committee.

422 B. Requirement for Departmental Promotion and Tenure Policy: Each department shall have a  
423 written policy for promotion and for tenure. This policy shall be in accordance with [Part 4](#)  
424 [“Guiding Principles”](#) and all other parts of this Rule, shall include criteria and procedures for  
425 promotion and for tenure, and shall be consistent with its college’s criteria and procedures for  
426 promotion and tenure. The department’s criteria and procedures shall be determined  
427 collaboratively by the faculty and department head subject to approval by the college dean.

428 C. Requirement for College Promotion and Tenure Committee: Each college shall have an  
429 elected College Promotion and Tenure Committee.

430 D. Requirement for College Promotion and Tenure Policy: Each college shall have a written  
431 policy for promotion and for tenure. These shall be in accordance with Part 4 “Guiding  
432 Principles” and all other parts of this Rule and shall include criteria and procedures for  
433 promotion and for tenure. The college’s criteria and procedures shall be determined  
434 collaboratively by the tenure and tenure-track faculty and administration in each college and  
435 must be approved by the ~~college dean~~Executive Vice President and Provost after review and  
436 recommendation by a standing committee of the NMSU Faculty Senate.

437 **PART 10: ~~5.90.4~~ Criteria for Promotion and Tenure**

438 A. Candidate:

439 1. Maintains a curriculum vitae and a cumulative personal record of the activities and  
440 accomplishments affecting the application for promotion and/or tenure.

441 2. Reviews the personal portfolio (organized per Part 12 of this Rule) in relation to the  
442 criteria for promotion and/or tenure and seeks guidance from senior faculty and the  
443 department head.

444 3. In accordance with college procedures, requests and provides materials required in the  
445 mid-probationary period review.

446 ~~3.4.~~Applies for tenure by submitting to the department head in the spring of the candidate’s  
447 fifth year, or other time as previously negotiated, their portfolio including both the core  
448 document and documentation file in the format as specified in Part 12 of this Rule. If a  
449 faculty member does not apply for tenure in the fifth year, or extended year as  
450 appropriate, and does not submit a resignation letter as contemplated by this policy, the  
451 faculty member’s employment will terminate with the expiration of the current annual  
452 (“Temporary”) contract.

453 ~~4.5.~~Provides the department head with a written list of potential external reviewers outside  
454 references from which letters of evaluation may be requested. The candidate may provide  
455 the department head with a list of people they wish not to be reviewers. This item only  
456 applies to tenured and tenure-track faculty.

457 ~~5.6.~~Requests extensions of the probationary period in accordance with Part 5.B “Extension of  
458 Probationary Period” of this Rule.

459 7. Has, upon receipt of the recommendation of the Department Promotion and Tenure  
460 Committee and of the head, five working days to add to the portfolio any correction of  
461 factual errors in either recommendation.

462 8. Has, upon receipt of the recommendations of the College Promotion and Tenure  
463 Committee and of the dean, five working days to add to the portfolio any correction of  
464 factual errors in either recommendation.



465 ~~6.9~~In accordance with Part 13 “[Withdrawal of Rights and Procedure](#)” of this Rule, requests  
466 that the review process be terminated at any time prior to review by the executive vice-  
467 president and provost.

468 B. Department Head:

469 1. Establishes and monitors a process for ~~tenure-track-a tenured~~ faculty to mentor the candidate in  
470 developing the best case for promotion and/or tenure.

471 2. Provides leadership in the collaborative writing and maintenance of department  
472 promotion and tenure policy.

473 3. Provides initial information, timelines, and copies of all written guidelines regarding  
474 promotion and tenure expectations and policies to all new and continuing faculty  
475 members on a regular basis. Also informs tenure-track faculty of the rights to due  
476 process, appeal and informal processes for conflict resolution in promotion and tenure.

477 4. In the annual performance reviews of tenure-track faculty, includes written details  
478 relating to assigned duties (i.e. the teaching and advising (or its equivalent), scholarship  
479 and creative activity, service, extension and outreach and apportionment). The reviews  
480 also include separate statements addressing progress toward tenure and toward promotion  
481 including steps that should be taken to strengthen the faculty member’s case.

482 5. Provides leadership in establishing agreed upon department guidelines for an annual  
483 review of tenure-track faculty by the department’s promotion and tenure committee. This  
484 review is separate from, and independent of, the department head’s annual review of each  
485 faculty member.

486 6. Assists tenure-track faculty who have completed five academic semesters or its part-time  
487 equivalent in preparing for an optional mid-probationary review.

488 7. In mitigating circumstances, explores with the candidate the need for a time extension  
489 (*See Part 5.B “[Extension of Probationary Period](#)”* of this Rule). With the approval of the  
490 candidate, seeks permission from the dean to extend the probationary period.

491 8. Provides assistance and guidance to faculty who are applying for promotion/tenure.  
492 Reviews the portfolio of applicants to ensure its completeness and compliance with Part  
493 12 of this Rule and, where needed, makes recommendations for improvement.

494 ~~8.9~~The department head, in consultation with the Promotion and Tenure Committee, will  
495 select a list of potential external reviewers and will contact them. The department head  
496 must contact at least one reviewer from the candidate’s list provided that they are  
497 qualified to be reviewers based on the unit’s policy. The department head needs to ensure  
498 those contacted to review the candidate’s portfolio does not have a conflict of interest. If  
499 there is a perceived conflict of interest the department head needs to justify why the  
500 reviewer has no conflict. If the department head contacts somebody on the candidate’s  
501 list of people they wish not to be reviewers, the head needs to justify the importance of  
502 selecting the reviewer.

Formatted: Font: 12 pt, Font color: Text 1

503 ~~9~~.10. Sees that the department promotion and tenure committee submits recommendations for  
504 tenure and for promotion for all candidates.

505 ~~10~~.11. Writes an independent evaluation/recommendation concerning each candidate's  
506 case for promotion and/or tenure in relation to the criteria for promotion and tenure. This  
507 recommendation may be in support of or against supporting either promotion or tenure,  
508 or both. It should address the strengths and weaknesses, and level and nature of  
509 accomplishments of the candidate.

510 ~~11~~.12. Provides candidates with written ~~and~~ and/or electronic copies of the recommendation of the  
511 department promotion and tenure committee and of the recommendation of the  
512 department head. This notification must occur prior to passing the promotion and/or  
513 tenure application on to the dean and college promotion and tenure committee.

514 ~~12~~.13. Places the department head's recommendation in the candidate's portfolio.

515 C. Department Promotion and Tenure Committee:

- 516 1. Examines and reads the portfolio of each candidate.
- 517 2. Evaluates the candidate according to department promotion and/or tenure standards.
- 518 3. Considers the candidate's department assignment and role apportionment as specified in  
519 the candidate's position description and Allocation of Effort Forms.
- 520 4. Performs an annual review of tenure-track faculty following departmental guidelines and  
521 forwards results to department head and dean or equivalent administrator. This review is  
522 separate from, and independent of, the department head's annual review of each faculty  
523 member.
- 524 5. Makes recommendations to the department head pertaining to faculty members who are  
525 seeking promotion and/or tenure based on the candidate's portfolio and departmental  
526 criteria.
- 527 6. Records in each candidate's portfolio the committee's vote totals. (*See Part 12 "Common*  
528 *Elements"* of this Rule.)
- 529 7. Places the committee's recommendation in the candidate's portfolio.
- 530 8. Participates in the optional mid-probationary review process, providing formative  
531 feedback to candidates.

532 D. College Promotion and Tenure Committee:

- 533 1. Examines and reads the portfolio of each candidate, including the department head's  
534 letter and the department's promotion and tenure committee's recommendation.
- 535 2. Evaluates the candidate according to ~~department~~ the college's promotion and/or tenure standards.

- 536 3. Considers the candidate’s department assignment and role apportionment as specified in  
537 the candidate’s position description and Allocation of Effort forms.
- 538 4. Makes recommendations to the dean pertaining to faculty members who are seeking  
539 promotion and/or tenure.
- 540 5. Records in each candidate’s portfolio the committee’s vote totals. (See Part 12 “[Common](#)  
541 [Elements](#)” of this Rule.)
- 542 6. Places the committee’s recommendation in the candidate’s portfolio.
- 543 7. Participates in the optional mid-probationary review process, providing formative  
544 feedback to candidates.

545 E. Dean, Community College President:

- 546 1. Ensures that a college-specific promotion and tenure policy is written and periodically  
547 revised and that the policy complies with university policy and has been approved by the  
548 Executive Vice President and Provost.
- 549 2. Assures that each department has:
- 550 a. Current promotion and tenure guidelines that comply with college and university  
551 policies and include date of version.
- 552 b. A mentoring process for tenure-track faculty.
- 553 c. A system of annual faculty performance evaluations.
- 554 3. In consultation with college faculty establishes policy for the constitution of a College  
555 Faculty Promotion Committee.
- 556 4. Recommends extensions of the probationary period.
- 557 5. Provides oversight for the optional mid-probationary review program.
- 558 6. Makes independent recommendations pertaining to promotion and tenure. To do this,  
559 considers:
- 560 a. Candidate’s ~~portfolio~~ core document and, if requested, the documentation file
- 561 b. Recommendations of the department promotion and tenure committees
- 562 c. Recommendations of the department heads
- 563 d. Recommendations of the college promotion and tenure committees.
- 564 7. Notifies candidates, in writing and electronically, of the recommendations of the College  
565 Promotion and Tenure Committee and of the dean. This notification must occur prior to

566 passing the promotion and tenure applications and associated recommendations on to the  
567 executive vice-president and provost.

568 8. Places the dean's recommendation in the candidate's portfolio.

569 9. Meets with the executive vice-president and provost regarding promotion and tenure  
570 cases.

571 F. Executive Vice-President and Provost:

572 1. Ensures that each college and each department has, and periodically updates, promotion  
573 and tenure policies that comply with university policy.

574 2. Approves requests to extend the probationary period.

575 3. Meets with deans regarding promotion and tenure cases.

576 4. Makes an independent decision pertaining to promotion and tenure. To do this, consider:

577 a. Candidate's ~~portfolio~~ core document and, if requested, the documentation file

578 b. Recommendations of the department promotion and tenure committees

579 c. Recommendations of the department heads

580 d. Recommendations of the college promotion and tenure committees

581 e. Recommendations of the dean.

582 5. Passes promotion and tenure decisions on to the Chancellor.

583 6. Notifies candidates in writing of the decision.

584 7. Provides for annual training sessions for promotion and tenure committee members,  
585 department heads, and deans.

586 **PART 11: Common Elements To Be Included In The Principal Units' Promotion And**  
587 **Tenure Policy**

588 A. A statement that university policies regarding promotion and tenure supersede department  
589 and college policies.

590 B. Statements referencing the criteria for promotion and tenure as stated in [Rule 5.86 Part 3](#)  
591 [Criteria for Annual Performance Review](#) ~~5.90.4 Criteria for Promotion and Tenure~~.

592 C. A provision permitting a candidate to temporarily suspend the promotion and tenure time  
593 process in accordance with [Part 5.B "Extension of Probationary Period"](#) of this Rule.

**Commented [SM3]:** This section no longer exists. Should there be University level criteria for Promotion and Tenure?

- 594 D. A statement regarding confidentiality of records and all committee procedures, including the  
595 manner in which confidentiality is ensured. Exceptions must be clearly indicated.
- 596 E. A method to review and update at least every ~~three-five~~ years the written promotion and tenure  
597 policies and procedures of the principal unit. A statement to the effect that if the policy  
598 should change during a faculty member's pre-tenure or pre-promotion period, the faculty  
599 member may choose one of the policies for evaluation purposes. A procedure for the faculty  
600 member to indicate the preferred criteria must be clearly delineated. If the university's  
601 Promotion and Tenure policy is reviewed in a given year, then the Colleges will review the  
602 following year and the Departments the year after that. For example, if the University  
603 reviews and edits the promotion and tenure Rules in the 2016-2017 academic year, then the  
604 Colleges will review their policy in 2017-2018 and departments in 2018-2019. A standing  
605 committee of the Faculty Senate will review Rule 5.90 of the university's Administrative  
606 Rules and Procedures. College rules and procedures for promotion and tenure will be  
607 reviewed by a college committee which includes all the Faculty Senate members from the  
608 college.
- 609 F. A procedure for the conduct of a mid-probationary review, ~~if the college provides this option.~~  
610 Faculty who choose to participate in the review process must submit their portfolio to their  
611 department head by mid-January. The portfolio shall be prepared in accordance with [Part 12](#)  
612 ["Portfolio Preparation"](#) of this Rule and be reviewed by the department promotion and tenure  
613 committee, the department head, and the college promotion and tenure committee. The  
614 college committee will provide to the department head and candidate a written formative  
615 evaluation of progress. The review is conducted in accordance with the principal unit's  
616 promotion and tenure policy. (See [Part 7 "Mid Probationary Review"](#) of this Rule.)
- 617 G. A procedure for electing the college promotion and tenure committee. All tenure and tenure-  
618 track faculty are eligible to vote during the election. When colleges choose to include  
619 college faculty on this committee, college faculty are eligible to vote for college faculty  
620 membership on the college committee.
- 621 H. Procedure for selecting members of the department promotion and tenure committee.
- 622 I. Definition of eligibility for serving on the promotion and tenure committees. Only tenured  
623 faculty members are eligible to vote for tenure and promotion. College-track faculty who  
624 serve on the college committee are eligible to vote on promotion of college-track faculty. In  
625 instances of promotion, committee members must hold a rank at least equal to the rank for  
626 which the candidate is applying.
- 627 J. Provisions for term limits if desired for serving on the department promotion and tenure  
628 committee.
- 629 K. Provisions for term limits for serving on the college promotion and tenure committee are  
630 required, except at the Alamogordo, Carlsbad, and Grants community colleges.
- 631 L. The provision that in no case will a promotion and tenure committee be comprised of fewer  
632 than three eligible members.

- 633 M. A provision for addressing cases where there are inadequate numbers of eligible faculty to  
634 constitute a committee. The department and/or the college promotion and tenure committees  
635 may have members from outside the department.
- 636 N. The provision that the dean, department head, or comparable administrator may meet with  
637 the principal units' promotion and tenure committees to discuss procedural matters.
- 638 O. The provision that the deliberations and voting of promotion and tenure committees will be  
639 conducted in closed session only among committee members. Committee members can  
640 attend sessions by a confidential electronic method with permission of the committee chair.  
641 Committee members must take part in the deliberations in order to vote.
- 642 P. A method for surveying the committees' recommendations regarding each candidate(s) via  
643 secret written ballot. Committee members may vote in person, or by an appropriate  
644 confidential electronic method with the permission of the committee chair. ~~Voting must be~~  
645 ~~in person.~~ Absentia and proxy ballots are not permitted. All vote counts must be recorded.
- 646 Q. A method for the principal units' promotion and tenure committees to submit a letter  
647 summarizing its recommendations and the numerical vote count on each candidate to the  
648 department head and college dean or comparable administrator. The recommendation must:
- 649 1. Reflect the majority view.
- 650 2. Contain specific commendations, concerns, and recommendations addressing the  
651 department's criteria in each of the areas required for promotion and tenure
- 652 3. Allow for dissenting opinions containing specific commendations, concerns, and  
653 recommendations addressing the criteria in each of the areas required for promotion and  
654 tenure.
- 655 R. A method for informing each candidate in writing of the principal units' recommendations  
656 and numerical vote count, the department head's letter, and/or the dean's or comparable  
657 administrator's letter.
- 658 S. The provision that a candidate may withdraw from further consideration in accordance with  
659 5.90.5.6 Withdrawal of Rights and Procedures.
- 660 T. Guidelines for preparing the portfolio. (See 5.90.5.5 Portfolio Preparation.) The parties shall  
661 refer to the individual college policies for additional guidelines.
- 662 U. A mechanism to provide candidates with sample portfolios. If the portfolios of actual  
663 persons are used, written permission must be obtained from the owner of the portfolio.
- 664 V. A procedure for indicating how and when a candidate may change, add, or delete materials  
665 from the portfolio after the portfolio is submitted to the committee for review.
- 666 W. A statement regarding the location where the documentation file will be stored and accessed  
667 for review.

668 X. A procedure for indicating how and when evaluators may request additional information. All  
669 requests must be made in writing and transmitted to the candidate.

670 Y. A procedure allowing the candidate to review all items included in the portfolio assembled  
671 prior to the review by appropriate committees, administrators, and/or external reviewers.

672 Z. A procedure for soliciting external letters of review (See 5.90.7 Example) which incorporates  
673 the following:

Commented [SM4]: Where is this?

674 1. The number of letters that shall be solicited for each candidate. At least three letters  
675 should be included in a tenure or promotion portfolio.

676 2. Specifications regarding ~~who is responsible for obtaining the letters and~~ how the letters  
677 will be placed into the candidate's portfolio. The department head will contact reviewers  
678 to solicit the letters.

679 3. Specifications regarding how much and what type of material is supplied to reviewers.  
680 The department and/or college policies and criteria for tenure and promotion must be  
681 provided to reviewers.

682 4. Specifications regarding the criteria for serving as an external reviewer. A reviewer will  
683 be a highly regarded expert in one or more aspects of the candidates work and must be  
684 able to offer an objective assessment of the candidate's work. When a reviewer holds a  
685 tenured position, it should be at or above the rank sought by the candidate. Departmental  
686 rules and procedures should be precise about who is or is not appropriate to serve as an  
687 external reviewer. It is recommended that a candidate has a diverse set of reviewers to get  
688 the most complete picture of the candidate's performance.

689 5. Conflicts of interest, either real or perceived, should be avoided when selecting external  
690 reviewers.

691 a. A potential reviewer has a conflict of interest if:

692 i. Has a family relationship with the candidate.

693 ii. Has a business or working relationship with the candidate.

694 ~~iii.~~ Is a former thesis or post-doctoral advisor of the candidate.

695 b. A potential reviewer may have a conflict of interest if:

696 i. Is a former departmental colleague of the candidate.

697 ii. Has collaborated on a book, article, report, paper, or grant proposal in the past 24  
698 months.

699 ~~iii.~~ Has co-edited a journal or conference proceeding in the past 24 months.

700 4.6. Instructions to reviewers including:

- 701 a. A request for a brief statement regarding the individual’s qualifications for serving as  
702 a reviewer.
- 703 b. A request that the reviewer indicate the relationship between the candidate and  
704 reviewer.
- 705 c. Notification that the candidate will have an opportunity to read the letter of  
706 assessment.
- 707 d. Notification that third parties in the event of an EEOC or other investigation into a  
708 tenure or promotion decision may review letters.

709 ~~5.7.~~A statement addressing the role, if any, of unsolicited letters. [If a principal unit decides to](#)  
710 [accept unsolicited letters, such letters must be included in the portfolio prior to review by](#)  
711 [the Department Promotion and Tenure Committee. If the principal unit does not have an](#)  
712 [explicit statement regarding unsolicited letters, such letters will not be accepted nor](#)  
713 [included in the portfolio.](#)

714 AA. A statement regarding post-tenure review in accordance with the university policy  
715 manual [Rule 5.91 “Post Tenure Review”](#).

716 BB. Reference to the appeals process as outlined in [Rules 3.25 “Discrimination, Harassment](#)  
717 [and Sexual Misconduct on Campus”](#) and [4.05.50 “Faculty Grievance Review and](#)  
718 [Resolution”](#).

719 CC. Develop a procedure for reviewing the university’s Conflict of Interest Policy with the  
720 promotion and tenure review committee(s).

## 721 **PART 12: Portfolio Preparation**

722 In accordance with department and college guidelines, the candidate is responsible for  
723 submitting a promotion and tenure portfolio comprised of a core document and documentation  
724 file. [When appropriate and agreed to by the candidate, the Department Head, the Department](#)  
725 [Promotion and Tenure Committee, the Dean, the College Promotion and Tenure committee and](#)  
726 [the EVPP, the portfolio \(both the core document and/or the documentation file\) maybe submitted](#)  
727 [as an electronic pdf formatted file\(s\) provided that a secure method for such submission is in](#)  
728 [place.](#)

### 729 [A. Core Document](#)

730 The college guidelines shall specify the inclusion of the following core document elements in  
731 this order. The combination of items 4-6 shall not exceed 50 pages:

- 732 1. A routing form developed by the college with spaces for the required signatures.
- 733 2. A cover sheet indicating the candidate’s name, current rank, department and college.



- 734 3. Any written documentation generated throughout the promotion and tenure process,  
735 including the numerical vote counts of the promotion and tenure committee(s).
- 736 4. A table of contents.
- 737 5. Candidate's executive summary.
- 738 6. A curriculum vitae.
- 739 7. Annual performance evaluations for the period under review, including the allocation of  
740 effort statements, the goals and objectives forms, written statements submitted by the  
741 faculty member as a part of the annual performance evaluations, the supervisor's written  
742 comments, and any response made by the candidate to the supervisor's written  
743 comments. Numerical rankings, ratings, or vote counts should be removed. (*See also*  
744 [Rule 5.86 "Performance Evaluations"](#).)
- 745 8. The most recent complete conflict of interest form.
- 746 9. Principal units' mission statements.
- 747 10. External reviews.

748 **B. Documentation File**

749 Supplementary materials provided by the candidate related to the areas of faculty activity.  
750 This material is not routed beyond the College Promotion and Tenure Committee, but is  
751 available for review.

752 If this is an application for tenure, the candidate is to include evidence of contributions since  
753 starting at NMSU, plus evidence from other institutions if credit for prior service is  
754 applicable. If this is an application for promotion, then the candidate is to include evidence  
755 of contributions since the last promotion or tenure review.

756 **PART 13: Withdrawal**

757 A. Voluntary Withdrawal from Consideration: A candidate may withdraw from consideration at  
758 any time prior to the final signature of the executive vice-president and provost. A candidate  
759 shall prepare a letter requesting withdrawal from further consideration. The letter shall be  
760 transmitted to the dean or comparable administrator. All documents shall be returned to the  
761 candidate and nothing relating to the application for promotion and/or tenure shall be placed  
762 in the candidate's personnel file.

763 B. Withdrawal in Fifth Year of Service: If the candidate is in the fifth year of service,  
764 withdrawal from consideration for tenure must be accompanied by a letter of resignation  
765 submitted to the dean or comparable administrator no later than the end of the fifth-year  
766 contract period. The resignation shall be effective no later than the end of the sixth-year  
767 contract period. [If a faculty member does not apply for tenure in the fifth year, or extended](#)  
768 [year as appropriate, and does not submit a resignation letter as contemplated by this policy.](#)

769 the faculty member's employment will terminate with the expiration of the current annual  
770 ("Temporary") contract.

771 **PART 14: Outcomes**

772 A. For full-time tenure-track candidates:

773 1. If the decision is to award tenure-is recommended, the executive vice-president and  
774 provost will send a Contract of Employment (Continuous Appointment) Form through  
775 the dean or comparable administrator and the department head to the candidate.

776 2. If the decision is to not award tenure-is not recommended, the department head will give  
777 a signed Contract Status Form to the candidate for signature acknowledging notification  
778 of non-renewal.

779 B. For part-time tenure-track candidates, in addition to the provisions for full-time tenure-track  
780 candidates:

781 1. If the decision is to award tenure-is recommended, it is for the FTE as stated in the initial  
782 contract or as negotiated.

783 2. If the decision is to not award tenure-is not recommended, a faculty member has only one  
784 year of continued part-time employment beyond the denial.

785 C. For all candidates:

786 1. If the decision is in favor of promotion-is recommended, the effective date is at the  
787 beginning of the ensuing contract year.

788 2. If the decision is in favor of promotion-is recommended, it shall be the policy of the  
789 university that all promotions shall include a salary increase, irrespective of other salary  
790 increases.

791 3. In the decision is not in favor of the case of a negative promotion decision, the executive  
792 vice-president and provost will inform the candidate in writing.

793 4. The executive vice-president and provost is responsible for informing the Chancellor of  
794 the recommendations of the department head, college dean, or comparable administrator  
795 and the decision of the executive vice-president and provost.

796 5. The executive vice-president and provost will prepare an official list of promotion and  
797 tenure decisions for distribution to relevant deans, comparable administrators, the vice-  
798 president for administration and finance, and the assistant director of human resource  
799 services.

800 6. Tenure-track faculty members whose probationary contract is not renewed and who have  
801 another year before the termination of that contract do not submit a promotion and tenure  
802 portfolio during their final year. If the non-renewal is being appealed on the basis of

803 failure to follow procedure or discrimination, then the appellant may complete a packet  
804 and have it held in suspension until the grievance is resolved. If the individual is  
805 successful in the appeal, the portfolio will be considered by the parties involved in the  
806 promotion and tenure process.

807 **PART 15: Appeals**

808 See [Rules 3.25 “Discrimination, Harassment and Sexual Misconduct on Campus”](#) (for  
809 complaints of discrimination; [4.05.50 “Faculty Grievance Review and Resolution”](#) (for faculty  
810 grievances, including violation of policies or procedures); and [5.47 “Faculty Discipline and  
811 Appeal Processes”](#) (for appeals from disciplinary action, including involuntary termination)

812 **PART 16: University Timeline for Promotion and Tenure**

813 Each college shall determine a timeline for conducting promotion and tenure reviews. The dates  
814 indicated here are suggested guidelines as 12-month appointments may require a different time  
815 schedule.

816 A. Spring:

817 The department head notifies potential candidate of eligibility for promotion and/or tenure  
818 review. Department promotion and tenure committee reviews the portfolio of each faculty  
819 member and in accordance with college policies reports to the department head indicating the  
820 progress towards promotion and/or tenure as well as the strengths and weaknesses in each of  
821 the areas required for promotion and tenure.

822 Department head informs the candidate in writing of the department promotion and/or tenure  
823 committee recommendations.

824 B. June, July, August:

825 The candidate with support from the department and college prepares the candidate’s  
826 portfolio. (See also [Part 12 “Portfolio Preparation”](#) of this Rule.)

827 C. September:

828 The candidate provides the completed portfolio to the department head.

829 The department head makes the completed portfolio available to the Department Promotion  
830 and Tenure Committee. The portfolio can only be amended hereafter in accordance with  
831 department and college guidelines.

832 D. October:

833 The Department Promotion and Tenure Committee considers the completed portfolio of the  
834 candidate.

835 E. October - December:

836 The college dean or comparable administrator transmits the Department Promotion and  
837 Tenure Committee and department head reports and numerical ballot results to the College  
838 Promotion and Tenure Committee.

839 The College Promotion and Tenure Committee reviews the department head's and the  
840 Department Promotion and Tenure Committee's recommendations.

841 The College Promotion and Tenure Committee informs the dean or comparable administrator  
842 if a department fails to follow department and/or college procedures.

843 The College Promotion and Tenure Committee reviews the portfolios of all tenure-track  
844 faculty members no later than their sixth year of service unless [Part 5 "Flexibility in Tenure  
845 Track"](#) of this Rule applies.

846 The College Promotion and Tenure Committee submits a written recommendation on the  
847 candidate to the department head, candidate, and dean or comparable administrator in  
848 accordance with the college's promotion and tenure policy.

849 F. January - February:

850 The college dean or comparable administrator reviews the candidate's portfolio, makes a  
851 recommendation, and informs the candidate in writing of the recommendations of the  
852 College Promotion and Tenure Committee and the dean or comparable administrator.

853 The college dean or comparable administrator transmits to the executive vice-president and  
854 provost all recommendations including numerical votes.

855 G. March - April:

856 The college dean or comparable administrator meets with the executive vice-president and  
857 provost to review each candidate. The executive vice-president and provost's decision is  
858 indicated in writing.

859 The executive vice-president and provost informs the Chancellor of the recommendations of  
860 the department head, college dean, or comparable administrator and the decision of the  
861 executive vice-president and provost.

862 H. April - May:

863 Final notifications of decisions are sent through the executive vice-president and provost,  
864 dean or comparable administrator, and department head to the candidate.

865 The executive vice-president and provost prepares an official list of promotion and tenure  
866 decisions for distribution to relevant deans, comparable administrators, the vice-president for  
867 administration and finance, and the assistant vice president for human resource services.

868 The dean or comparable administrator notifies the department head, who in turn notifies the  
869 faculty member.

870 I. July:

871 Promotion and tenure decisions become effective.

872 ~~A. PART 17: 5.90.6 Post Tenure Review (See 5.87 Post Tenure Review)~~

873 ~~See <http://provost.nmsu.edu/faculty-and-staff-resources/promotion-and-tenure-2/>. See Promotion and Tenure Documents~~

**Commented [SM5]:** This is supposed to be a link, but I don't know to what. Does anyone?