College-Track Faculty Evaluation and Promotion
New Mexico State University
College of Arts and Sciences
College-Track Faculty Evaluation and Promotion in the
Department of Mathematical Sciences

The following is a description of the implementation in the Department of Mathematical Sciences of New Mexico State University’s performance evaluation and promotion policies and procedures for college-track faculty members. The definitive statements on these matters are contained in the Policy Manual of New Mexico State University. Full information is available in the Faculty Policies section (Chapter 5) of the Policy Manual.

I. EVALUATING BODIES

A. The Department Head and Advisory Committee

1. The Department Head is advised on departmental matters by an Advisory Committee, consisting of the Associate Department Head, three members of the tenured faculty elected by the tenure-track faculty, and a member of the college-track faculty elected by college-track faculty. This Committee advises the Department Head on procedures, interpretation of policies, recommendations to and from the faculty and annual evaluations. In particular, the Advisory Committee assists the Department Head in all evaluations.

B. Promotion Committee

1. The Departmental Committee on Promotion for regular college-track faculty normally will consist of the Associate Department Head, two regular college-track faculty members from the department and one regular college-track faculty member from an outside department. (See IV.B.3 for details of the selection of committee members.) Normally, the college-track faculty committee members do not serve simultaneously on the Advisory Committee. If there are not enough regular college-track faculty members available to complete the Committee, the Department Head has the discretion and authority to appoint faculty members to the Committee. However, the Committee will have at least two members.

2. In this document this committee will be known as the Promotion Committee.

II. THE BASIS FOR EVALUATION

1 Nothing in this document is to be construed as superseding the Policy Manual of New Mexico State University. This document may be edited to comply with University and College policies and to correct grammatical errors without obtaining approval from the faculty.
A. General Remarks

1. College-track faculty should be evaluated for promotion based on the allocation of their effort to the areas of teaching, advising, service, and outreach. Distribution of effort and specific annual goals will be agreed upon by the faculty member and the Department Head. General guidelines can be found in Section 5.20 of the Policy Manual.

2. Active participation in regularly scheduled meetings is necessary for a vibrant department. A reasonable degree of participation in such functions is expected. Attending college and university meetings and activities is encouraged.

3. Presentation at local, regional, national and international meetings, workshops, and conferences, and even less active participation at these venues, is encouraged.

4. Creative interaction with K-12 schools leading to published work or development and publication of curricular materials is encouraged.

5. Any published material should be included in the evaluation.

B. Teaching

1. Items used to evaluate teaching performance will include course materials, student surveys and comments, critical self-evaluation, and peer observations by faculty members who visit classes. These materials should be included in the annual review packet.

2. Faculty members are expected to be available to students outside the classroom as teachers, mentors, and as advisors (formal and informal) as appropriate.

3. Other teaching activities that are encouraged in the evaluation include course coordination and development, improvement activities, innovation, mentoring new faculty members and graduate students, and evaluating course materials and instructional strategies.

C. Service and Outreach

1. Service within the Department is expected and is manifested in various standing and ad hoc committees for administration, advising, service courses, textbooks, placement examinations, etc. Faculty members are encouraged to participate in the committees of the College and University as appropriate.

2. There are many opportunities to assist faculty members of other departments in their teaching and performing such duties is desirable.

3. Service to the profession is encouraged, for example performing as an officer or committee member of a professional organization.

4. Outreach to the community is encouraged, for example K-12 presentations, student recruiting, and judging science projects.
III. ANNUAL EVALUATION

A. Assignment of Teaching and Service

1. Normally a regular college-track faculty member is assigned a twelve-credit teaching load.
2. Typically, regular college-track faculty members have 90% of their time allotted to teaching and related duties and 10% to service. Under special circumstances, the Dean and Head may agree to an alternate distribution of effort.
3. Teaching assignments are made to meet student needs in lower and upper division courses. They are commensurate with a faculty member's interest and expertise. Variations in class sizes and levels are considered, as are numbers of new preparations.

B. Procedures

1. In early fall, each faculty member receives an annual report form which suggests the organization of material for evaluation on the bases given above. The Department Head or his designee confers with each regular faculty member regarding accomplishments of the past year and goals for the following year. In addition, the Department Head or his designee will write an appraisal, as thorough as possible, of each faculty member’s annual report.
2. In consultation with the Advisory Committee of the Department, the Department Head rates each faculty member and formulates recommendations to the Dean based on the allocation of effort agreed upon with the faculty member.
3. The Department Head’s appraisals are reviewed and approved, with changes if necessary, by the Dean of the College and the University’s Chief Academic Officer. After receiving this approval, the faculty member receives a copy of the appraisal.

IV. PROMOTION CONSIDERATIONS

A. Committee File

1. Each regular college-track faculty member should maintain a file, internal to the department, containing information on teaching, annual reports, a curriculum vita, and a summary of professional activities. Refer to the web document College-Track Faculty Files. This file should be kept up to date to assist the faculty member and the Department in preparing a case for promotion.
2. During the College review phase of the promotion decision process, an external file will serve as a representation of the candidate’s work. Two copies will be submitted to the Dean’s Office by the office staff. The file should fit
into a small, three-ring binder and include the following items with clearly labeled index tabs. The informational list below is meant to conform to College policy and may be changed for conformity without requiring a vote of the faculty.

a) Faculty Annual Performance Reports for all previous years (or since last promotion) including the current year.

b) Department Head’s Appraisal of Faculty Annual Performance for all previous years (or since last promotion) including the current year.

c) Current Vitae

d) Narrative Statement (maximum of 1000 words)

e) College Form “Request for Promotion and/or Tenure Materials”

f) Blue Promotion Form for Non-contract Faculty (Signed and dated by the Department Head)

g) Department Head’s Recommendation

h) Department Promotion Committee’s Recommendation (with appropriate signatures)

i) Statements of Goals and Objectives

j) A statement on teaching which includes courses taught, overall teaching load, and summary of student evaluations. If applicable, include mentoring activities of undergraduates and involvement in pedagogical development.

k) A brief descriptive list of service and outreach.

l) A sketch of scholarly or creative work.

B. Procedures for Promotion

1. In March, the Department head will inform college faculty that they may request to be considered. Any person who does this will then be included in the list of candidates to be considered for promotion.

2. The Department Head apprises the Advisory Committee of the general status of the regular college-track faculty members with respect to length of service, promotion timetable, etc. Based on review of the faculty files, it selects those regular college-track faculty members it feels should be considered for promotion. The Department Head then passes on this information to the faculty members, who will then inform the department head if they wish to be considered for promotion.

3. When there is at least one candidate for promotion, the Department Head will convene the Promotion Committee and will inform the committee of the list of candidates. In order to have a single promotion committee, the two regular college-track faculty members from the department will be elected by and from the regular college-track faculty who hold a rank above the rank of all candidates under consideration. The Department Head, in consultation with the College, will select the outside member.

4. In April, the committee chair informs the candidates that they should update their files with information on their teaching, service, and outreach, and that they should be prepared to meet with members of the Committee.
5. During June, July and August the candidates prepare their portfolios. These portfolios are due at the beginning of September. The committee on promotion will prepare a report on promotion by the beginning of October.

6. The Committee presents to the Department Head, in writing, its recommendation for promotion of each candidate.

7. The Department Head makes a separate written recommendation on promotion of each of the candidates.

8. The Department Head informs each candidate at this point of the two written recommendations to be made to the Dean.

9. At each decision level, the candidates will be informed and given the opportunity to respond. No further action is required because every decision goes to the next level as a recommendation, until it reaches the Chief Academic Officer.

C. Criteria For Promotion To College Assistant Professor

1. The candidate will possess an earned master’s degree or have equivalent experience in the field.

2. Candidates will have demonstrated high quality teaching and professional growth.

3. Because promotions are not granted merely for longevity, to be considered for promotion to a College Assistant Professor, normally the candidate will have served at least five years as a College Instructor, or have equivalent experience.

D. Criteria For Promotion To College Associate Professor

1. The candidate will possess an earned doctorate or have equivalent experience in the field.

2. The candidate will continue to demonstrate high quality teaching and have begun to show leadership in teaching and service in the Department.

3. Because promotions are not granted merely for longevity, to be considered for promotion to College Associate Professor, normally the candidate will have served at least five years as a College Assistant Professor.

E. Criteria For Promotion To College Professor

1. A College Professor, through a balance of high quality teaching, service, and outreach, will have demonstrated a broad understanding of the profession. A Professor also will have demonstrated leadership, through initiative, perseverance, and originality. Promotion to Professor is not to be considered merely upon the basis of longevity in the Department.