

**New Mexico State University**  
**College of Health and Social Services**  
**Promotion and Tenure Guidelines**

College Promotion and Tenure Committee

Fall 2001

Modified August, 2002

## **INTRODUCTION**

The purpose of the College of Health and Social Services is consistent with New Mexico State University's land grant tradition to serve the educational needs of the people of New Mexico. The interdisciplinary nature of the college allows individuals in associated disciplines and professional fields to improve the health and quality of human life. Although the College encompasses other programs these guidelines are applicable to the academic departments.

The primary purpose of the College of Health and Social Services is to provide undergraduate and graduate professional education. The major strengths of the college are its commitment to the health and welfare of citizens and the provision of both classroom and clinical/field practicum learning opportunities.

## **PROMOTION AND TENURE**

Faculty of the College of Health and Social Services are individually responsible for seeking specific information about tenure and promotion in the NMSU Administrative Policies and Procedures.

The College of Health and Social Services accepts that continuous contracts and promotions for faculty are essential to effective teaching and scholarly productivity. The College recognizes that the granting of the continuous contract and promotion must be considered carefully and exercised only after consideration of the candidate's qualifications. It also recognizes that promotions and continuous contracts are granted by the Board of Regents through the president of the university. Continuous contracts are non-transferable from the college where the primary consideration took place.

## **Promotion**

Promotion in academic rank is recognition by faculty and administration that a peer engaged in teaching, research and service merits academic reward. Academic ranks imply different levels of expectation in responsibility and achievement and demonstration of leadership.

Qualifications particular to each rank are identified in the NMSU Administrative Policies and Procedures Manual. (AP and P) (Academic Section VIII, B., pp. 45-46, 1995-96).

## **Tenure**

The development of tenure within the university system achieves two goals: academic freedom and due process. Academic freedom in teaching, research and service makes the profession attractive to people of ability. Granting of tenure is contingent upon demonstrated competence and fitness for membership in a collegiate community. (AP and P, Academic Section IX, p. 49-62, 1995-96).

Tenure is a continuous contract awarded by the Board of Regents through the president of the university. The acceptance of tenure by the faculty member implies a commitment to academic pursuits and scholarly, professional performance of duties.

## **EVALUATION CRITERIA**

Faculty of the college have unique professional skills, as well as both teaching and research responsibilities. Further, the land-grant philosophy under which New Mexico State University functions mandates that faculty participate in various service activities. Common elements should apply to all evaluations even though they cannot be translated into criteria uniformly applicable to all disciplines within the College.

Recognizing that no general definition of success is applicable to every faculty member in

the college, measures of success are determined in the Department Tenure and Promotion Guidelines and as a result of the goals mutually agreed on by the Department Head and faculty member.

## **Teaching**

### **General Statement**

Teaching is a fundamental function of the university that is accomplished in different ways. The most clearly recognized teaching activity is performance in the classroom. The faculty of the College of Health and Social Services also assume teaching responsibilities in clinical and field practicum areas. Teaching is difficult to define precisely, but is commonly considered to include the teacher's knowledge of his/her field; skill in arousing interest and evoking responses in students; skill in stimulating students to think critically, to understand the interrelationships of fields of knowledge, and the application of knowledge to human problems; and skill in awakening students to realization of the social, political, economic, and ethical implications of their study.

### **Application /Evidence**

Objective data must be used to document the quality of teaching. Teaching evaluation guidelines are to be developed by the respective departments. Students and/or peer evaluations must be submitted as evidence of teaching competence. These evaluations should be specifically elicited for the purposes of promotion and tenure.

Suggested evidence is based on the following:

- X Conducting classes, seminars, meetings, workshops, and consultations.
- X Developing and preparing educational materials, course syllabi, interactive courses for distance education, self-instructional programs.
- X Developing curriculum improvements and changes.

- X Evaluating student performance in classroom and non-classroom settings.
- X Engaging in teaching improvement activities.
- X Advising.
- X Supervising students in clinical, and/or field settings.
- X Supervising students' theses, chairing, and serving on graduate orals committees.
- X Developing new field sites/clinical settings.
- X Development of a distance education course is evidence of extraordinary teaching activity (Approved by CHSS faculty, August, 2002)

### **Research and Creative Endeavors**

#### **General Statement**

This element is composed, in part, of the person's research or other creative work that indicates professional merit and interest. Results of this activity will find expression normally through accepted channels or media in the respective professional fields or in his/her teaching. Teaching and research are ordinarily closely related; it is difficult to comprehend how a person can teach well without having firsthand understanding of how the knowledge of the field is discovered. Faculty in the college participate in a wide array of scholarly activities including basic research, concerned primarily with the establishment of new knowledge and the development or refinement of theories; and applied or field research, concerned with answering questions related to human problems, and for the creation of innovations for health and human service provision.

#### **Application/Evidence**

Research and creative endeavors are subject to external peer evaluations.

Suggested evidence is based on the following:

- X Developing funded research proposals and research grants.

- X Publishing books, reviews, and/or articles in refereed and non-refereed professional journals.
- X Creating media forms such as films, videotapes, slide presentations and software.
- X Presenting papers at professional/academic meetings and conferences.

## **Service**

### **General Statement**

Faculty contributions to the organization, development, and prestige of the university may be accomplished by internal university activities, and professional and public service. Such contributions are directed toward agencies and institutions in need of specific benefits derived from the faculty member's professional knowledge and skills. Involvement in state, regional, national, and international groups within specific disciplines is recognized.

Internal university activities are defined as conduct or performance that assists or benefits the purposes of the university.

External university activities are professional and public services directed toward maintaining expertise in a professional field, advancing the profession and discipline, and meeting the educational and health needs of people in New Mexico, nationally and internationally.

### **Application/Evidence**

Objective data must be used to document the quality of service.

Suggested evidence is based on the following.

#### **Internal:**

- X Student activities including recruitment, sponsoring student organizations and facilitating student group interaction.

- X Committee participation at departmental, college, and university level. (Including Faculty Senate)
- X Interdepartmental collaboration.
- X Program planning and development.
- X Keeping records and preparing minutes.
- X Assigning faculty course loads.
- X Preparing budgets.
- X Interviewing candidates for faculty positions.

**External:**

- X Involvement in professional meetings, seminars, and workshops as an organizer, panel chair, discussant, etc.
- X Serving as an elected officer of a professional organization.
- X Providing professional consultation.
- X Performing as a professional in community activities.
- X Writing funded proposals for training of professionals.
- X Editing a journal and/or manuscripts.

**APPLICATION MATERIALS**

Faculty members being considered for promotion and/or continuous contract must meet requirements as stated in the AP and P (Sections VIII and IX, p.44-51, 1995-96). Faculty members may apply for early promotion and/or tenure if they so desire. The burden of proof of qualifications for promotion and/or tenure rests with the candidate.

Each candidate for promotion and/or continuous contract must prepare a documentation file

which should include:

1. A letter of applications.
2. A curriculum vita.
3. Prior experience.
4. An executive summary.
5. Summaries of teaching evaluations.
6. Three external letters (as per AP and P guidelines)
7. An evaluation and recommendation from the department head including a descriptive letter of evaluation outlining aspects of the individual's performance and his/her contributions in meeting his/her goals.
8. Detailed recommendation of the Department Tenure and Promotion Committee for each year.
9. Selected supporting documentation.

The core document (items 1 through 6) should be no more than 30 pages, and assembled by the candidate into tabbed sections according to the items listed above.

Candidates' documentation files are to be completed by an announced date determined by the Departmental Promotion and Tenure Committee. All evidence and supportive data selected for inclusion in the documentation files are to be submitted by this deadline.

## **DEPARTMENT PROMOTION AND TENURE COMMITTEE**

### **Committee Responsibility**

Each department must form a Promotion and Tenure Committee to advise the Department Head on the issuance of temporary contracts, continuous contracts, and faculty promotions. This committee is advisory to all tenured and tenure-track faculty in their pursuit to advancement.

(Academic Section IX. B, p. 50, 1995-96). Thus, it is the responsibility of each department to develop guidelines to identify departmental expectations of faculty teaching, research, and professional service. The departmental guidelines, including a goals and objectives statement, and procedures, must be approved by the College Dean in consultation with the College Promotion and Tenure Committee. All tenure-track faculty receive a copy of this statement during the first year of employment and after any revision of the statement.

### **Committee Structure**

Departmental Promotion and Tenure Committees may vary in size, but may never have fewer than three members. If it is necessary to have members from outside the Department, the extra departmental members must be named by majority of the tenured/tenure track departmental faculty. All committee members must hold continuous contracts. University Department Heads are not eligible to be members of departmental promotion and tenure committees. When promotion is being considered, members must hold ranks equal to or higher than the rank to which the candidate strives.

### **Committee Procedures** (Ref.AP and P, p. 51-58)

- (1) The Department Tenure and Promotion Committee will evaluate each nontenure track, faculty member for progress toward continuous contract. A written report will be made to the Department Head regarding each faculty member's strengths and weaknesses in the areas of teaching, research, and professional service. The Committee will also recommend whether a new temporary contract should be issued.
- (2) The Committee will discuss each tenure track faculty member and recommend which should be considered for continuous contracts.
- (3) The Committee will recommend which faculty members should be considered for

promotion.

- (4) The Committee will consider the documentation files of candidates for promotion and/or continuous contracts. The Committee will submit written reports of the candidates' strengths and limitations in the areas of research, teaching and service, along with the committee's recommendation, to the Department Head, with a copy to the College Dean.

Faculty members should routinely seek advice from Committee members regarding their progress toward eligibility for promotion and continuous contract.

After the Department Head receives the recommendation from the Department Promotion and Tenure Committee, the Department Head prepares a recommendation concerning the candidate, and forwards this recommendation and the documentation files to the College Dean. The College Dean transmits the documentation files and all recommendations to the College Promotion and Tenure Committee.

## **COLLEGE PROMOTION AND TENURE COMMITTEE**

### **Committee Responsibility**

The responsibilities of the College Tenure and Promotion Committee are to conduct reviews of the qualifications of each candidate for promotion and continuous contract. Documentation files are to be available to this committee by the first of November of each academic year. This committee is advisory to the Dean of the College of Health and Social Services and recommendations based upon the findings of the reviews are submitted in writing to the Dean.

### **Committee Structure**

The College Promotion and Tenure Committee membership includes six tenured faculty, five

from the College of Health and Social Services and one from outside the College. The five college members are elected by the tenured and tenure-track faculty of the College of Health and Social Services, and should include a minimum of one member from each college department. The terms of college members shall be for three years, and no member may serve more than two consecutive terms. Members must hold ranks equal to or higher than the rank to which the candidate is applying. The sixth member is selected by the Dean of College of Health and Social Services from outside the college and serves a two year term. University Department Heads are not eligible to be members of college promotion and tenure committees. A quorum will be considered the attendance of five members at a meeting.

Election for committee membership will be held in the fall term of the academic year, with the chair of the committee for the previous year conducting the election. Voting shall be by secret ballot.

Replacement of a vacated college position will be done by election under the direction of the chair of the committee. The elected member completes the term of that office. While a member is on official leave including sabbatical and are unable to participate, temporary replacement for the course of the leave will be done by election.

The chair of the committee is elected by members of the college committee at its first meeting in the fall semester of each academic year. The incumbent chair calls and directs the meeting until the new chair has been elected.

### **Committee Procedures**

- (1) After the documentation file is forwarded to the College Dean, the file will be kept in the office of the Dean or his/her designated representative.

- (2) If additional information concerning a candidate is needed, the Committee member will contact the Committee Chair who will obtain the material through the Department Head. Candidates will not be contacted by the members of the committee.
- (3) The documentation files of candidates for promotion and continuous contract are reviewed by the Committee. The review is based on the criteria established by the designated department, the accomplishment of goals developed by the faculty member and department head, and the completeness of the documentation files.
- (4) Upon the completion of the review of the candidate's material, a written ballot is prepared. Results of the balloting are announced by the committee chair, a College committee member from the same department as the candidate does not vote. The ballots are destroyed by shredding. No record of the discussion will be retained. There is no disclosure of recommendations between candidates and the committee members.
- (5) The committee chair writes the report of all recommendations to the College Dean. This statement will include the actual vote (for, against, abstention), as well as reasons for positive and negative recommendations for promotion and positive recommendations for tenure. (Reasons will not be given for a negative recommendation on tenure)

Strict confidentiality of materials, deliberations, and decisions of the committee should be observed. This is critical for unbiased recommendations to occur.

Any faculty member who is a candidate for promotion and/or continuous contract may withdraw the application and documentation files under consideration at any time during the process. The six year rule is followed. The grievance process is delineated in the NMSU

Administrative Policies and Procedures Manual.

This document becomes effective when accepted by two-thirds of the eligible voting faculty.

Approved: August, 2001  
Revised, August 2002