



## Office of the Provost

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### MEMORANDUM

FROM: Carol Parker, Provost and Senior Vice President for Academic Affairs

TO: NMSU System Faculty  
Faculty Supervisors  
University Administrative Council Members

RE: (1) Annual Faculty Performance Self Assessments Due Mid-January 2021  
(2) Faculty Supervisor Reviews of Faculty Due Mid-March 2021

NMSU's ability to achieve the goals of its Strategic Plan, LEADS 2025, rests on a culture of assessment and personal and collective accountability. Each of us contributes to the success of our units and NMSU in a multitude of ways. Our annual performance review is an opportunity for individual accomplishments to be recognized.

#### Key Points:

- 1. Faculty self-assessments of their work during 2020 should be completed by the time faculty return to work in **January 2021**.**
- 2. Faculty supervisors should schedule 2020 performance review meetings and complete their faculty evaluations by **Mid-March 2021**.**
- 3. Digital Measures (DM) is the official record keeping system for annual performance reviews and allocation of effort—please use it.**
- 4. Please reference ARP 9.31 for more information about annual reviews.**

Last fall we started the process of establishing a system-wide calendar for annual performance reviews of all regular faculty to provide for more consistency in their administration. As a result, faculty performance reviews are now all based on the calendar-year starting with 2020. Previously, some departments and campuses were on academic-year review cycles, but those were phased out. As 2020 closes, all faculty should now be reminded of the need to complete a self-assessment of their contributions and outcomes during the Spring 2020 and Fall 2020 Semesters. This should be submitted to their immediate supervisor by the time they return to work in January 2021.

It is important that we also begin to employ consistent evaluation rating scales across the system. Faculty supervisors are asked to employ a 4-point Likert scale. A 4-point scale is more likely to elicit a clear opinion, whereas a 5-point scale is more likely to create potential neutrality or ambivalence in the outcomes. If your unit does not currently use a 4-point scale, I ask that you collectively undertake a process to implement one in time for the 2021 annual performance reviews. Please contact your dean's office if you would like more guidance on rating scales.

It is also important that we recognize that completing annual faculty performance reviews is integral to maintaining our accreditation. Our regional accreditor, the Higher Learning Commission (HLC), requires NMSU to provide evidence that faculty undergo evaluation of teaching annually, remain current in their fields, and meet HLC's minimum qualifications for teaching. **Having a completed annual faculty performance review on file in Digital Measures is the primary means by which NMSU demonstrates ongoing compliance with these accreditation standards.** If you need more information about DM, please refer to the DM website: <https://digitalmeasures.nmsu.edu/>. You can also reach out to your college or branch campus DM liaison for additional guidance (listed on the DM website). A renewed emphasis on providing training for DM use will occur after the break.

Additionally, accurately documenting **Allocation of Effort (AOE)** for the coming year is an extremely important part of the annual goal setting process. Some recently developed university metrics rest on instructional effort. Failure to keep accurate AOE records will compromise the record of your unit's contributions and productivity. This information should also be recorded in Digital Measures. **The annual performance review process provides an opportunity to update AOE's for the coming year to ensure accuracy of the records.**

Finally, the year 2020 has been marked by extreme disruption which required much ingenuity, adaptability and even great personal sacrifice in responding to these challenges. **It is important to acknowledge and make a record of the extra effort and professional growth that was required of each of us and each of our colleagues during 2020.** Faculty and their supervisors should carefully consider how COVID-19 may have interrupted your work, upended plans, and challenged standard operating procedures. For example, considerable time and effort was needed to move classes from face-to-face to online; we have seen fewer grant proposals produced because of increased demands on time needed to manage challenges related to the pandemic; fewer manuscript acceptances are being seen because review processes were slowed; and we made more demands for institutional and professional service of the faculty. If you have not already done so, please discuss within your academic unit how you plan to address these challenges. If you have any questions, please seek guidance from your dean.

Relatedly, I'm sure some will ask how tenure clock extensions granted because of the pandemic might affect the annual faculty performance review. The short answer is that extending the tenure clock merely lengthens the duration of a faculty member's probationary period, providing more time during which to amass a body of work that warrants tenure and promotion. A longer probationary period does not suspend the need for annual reviews.

Thank you in advance for ensuring annual faculty performance reviews are timely completed. I look forward to working with all of you on this important project.