

College of Arts and Sciences
Promotion and/or Tenure Portfolio Checklist
For Candidates for Promotion and/or Tenure

Per NMSU Rule 9.25 Part 5 (Pre-AY 18/19) or Rule 9.35 Part 6 (Effective AY 18/19), the following items are required for all promotion and tenure portfolios. To facilitate review, we have organized the Workflow form to clearly identify the required components of the portfolio. This list is adapted from NMSU Rule 9.25 Part 5 (Pre-AY 18/19) or Rule 9.35 Part 6 (Effective AY 18/19).

CONTENT	REQUIRED	COMMENTS	CHECK
As needed: documentation of credit for prior service (Pre-AY 18/19: 9.23 6.A; Effective AY 18/19: 9.35 2.A) or extension (Pre-AY 18/19: 9.23 6.B; Effective AY 18/19: 9.35 2.B) or reduction (Pre-AY 18/19: 9.23 6.C; Effective AY 18/19: 9.35 2.C) of probationary period (required if credit for prior service or extension or reduction of probationary period was requested).	If Applicable		
Documentation of mid-probationary reviews (Pre-AY 18/19: 9.25.3 B8, C8, D7; Effective AY 18/19: 9.35.5 B8, C8, D7).	If Applicable		
Candidate's executive summary	Y		
Curriculum vitae	Y	Complete, but with contributions from the review period clearly separated	
Annual reports and annual performance evaluations for the period under review (Pre-AY 18/19: 9.25 5.G; Effective AY 18/19: 9.35 6.A.7) for additional information) Must be signed and ratings removed	Y	For entire review period, including current year	
Annual progress reviews provided by the department head and the departmental P&T committee	Y	Required for untenured faculty members	
Annual allocation of effort documents	Y	For the entire period under review	
Principal unit mission statement (departmental Functions & Criteria document) and applicable College P&T document.	Y		

Additional items:

- It is responsibility of the Department Head to add external review letters to the portfolio
- As per College policy, the candidate should assemble a supplementary portfolio with supporting evidence (e.g., student evaluations, manuscript reviews, etc.); if such supplementary portfolio is available in electronic form, it can also be uploaded in the Workflow system. Otherwise, it should be kept in the Department until requested by any of the evaluation bodies.