

MEMORANDUM

Date: August 23, 2024
To: Department Heads, College of Arts and Sciences
From: Enrico Pontelli, Dean
Subject: College Tenure and/or Promotion Administrative Processes for Tenure Track and College Track Faculty

The purpose of this memorandum is to underscore the significance of policy and procedures in the promotion and tenure process at NMSU and in the College of Arts and Sciences and to provide a general overview of the administrative processes related to promotion and tenure in the College.

University and college procedures on the subject of this memorandum must be carefully and exactly followed as outlined in the university and college policies and procedures located at the following links:

- NMSU Policy: [Administrative Rules and Procedures \(ARP\) | New Mexico State University \(nmsu.edu\)](#) **(Chapter 9)**
- College Policy: <https://shorturl.at/hkoJ7>

In addition, those aspects of the procedures outlined in your departmental functions and criteria documents should be strictly followed.

At all steps in the process, the Department Head, Departmental Promotion and Tenure (or College Track Promotion) Committee Chair, and candidate should know, consult, and refer to policy and procedure. Department Heads and Committee Chairs should meet with candidates during the Spring preceding the application to discuss policies and procedures and the administrative steps/timeline. Questions arising from a review of policy and procedure should be referred to the Dean's office.

College Administrative Process Steps for Tenure and/or Promotion Applications (External Reviews are not required for College-track Faculty members)

February 9th, 2024– Eligible faculty members declare in writing their intention to apply for tenure and/or promotion during the following fall semester. Faculty member is responsible to assemble at this time the materials required by the Department Head and the Departmental Promotion & Tenure committee for their recommendation on this request (to be determined in consultation with the Department Head and the Chair of the Departmental Promotion & Tenure Committee). Typical materials include a complete CV, a comprehensive activities report (generated using Watermark

Faculty Success and covering the entire period under consideration), and the annual reports from the Department Head and the Promotion & Tenure Committee.

March 29th, 2024 – Department Head and Departmental P&T committees provide a recommendation to the candidate concerning the intention to seek promotion and/or tenure.

April 26th, 2024 – Department Head and Promotion and Tenure Committee Chair work with candidates to identify appropriate external reviewers and to assist candidates to prepare appropriate material for external review. Candidate submits to the Department Head the required materials for review by the external reviewers. Department Head works with faculty member to determine time line and guidelines for portfolio creation and assists faculty member with creation of portfolio(s) according to that timeline.

April/June – Department Head oversee process of securing and communicating with external reviewers (including submission of appropriate material for review, creation of letter to reviewers that explains NMSU and departmental context and refers reviewers to departmental, college, and university policy).

August 23rd, 2024 – APR and Annual DH appraisal are conducted early for candidate(s). Portfolio and supporting documentation are made available to Department Head for initial review.

September 3rd, 2024 – The Department Head completes the review of the portfolios, ensures that they are complete and correct, and adds the materials from the external reviewers.

September 24th, 2024 – Promotion and Tenure Committee reviews portfolio and makes recommendation regarding tenure and/or promotion to Department Head.

October 8th, 2024 – the Department Head provides their recommendations for promotion and/or tenure; the candidate is notified of the departmental reviews and has 7 days to review them.

October 15th, 2024 – the departmental reviews are provided to the relevant College Faculty Affairs Committee to start the review process.

November 12th, 2024 – the relevant College Faculty Affairs Committee reviews all applications for tenure and/or promotion and make an independent recommendation to the Dean by this date.

December 10th, 2024 – the Dean completes the evaluation of the promotion and/or tenure applications and makes the college recommendations available to the candidate for review. The candidate has 7 days to review the recommendations.

December 17th, 2024 – the College recommendations are transmitted to the Provost.

January/February – the Dean meets with the Provost to discuss their recommendations for each candidate. The Provost makes final decision and informs the candidate.