



College of Arts and Sciences

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Date: September 9, 2025
To: Department Heads, College of Arts and Sciences
From: Enrico Pontelli, Dean
Subject: Annual Performance Evaluation

Attached is the process that you and your faculty members will follow for Annual Performance Reports (APR), Evaluations, and Allocations of Effort for the calendar year 2024.

Deadlines

- **Allocation of Effort for Calendar Year 2026 [recommended]:**
 - Completed and uploaded in Watermark Faculty Success by **February 27th, 2026**
- **Annual Performance Evaluations for Calendar Year 2025 [required]:**
 - Completed and uploaded in the proper Dropbox folder by **February 2nd, 2026.**
- **DH Annual Performance Report [required]:**
 - Completed in Watermark Faculty Success by **February 2nd, 2026.**
- **Departmental Administrative Report [required]:**
 - Completed and uploaded in the proper Dropbox folder by **February 2nd, 2026.**
- **Faculty Annual Performance Reports for Calendar Year 2025:**
 - Each department establishes internal deadlines to enable performance evaluations to be completed by **February 2nd, 2026.**

Procedure

All necessary forms are provided with this memo.

Please review the attached Annual Performance Report Checklist. Please remember that

1. Faculty Annual Reports should be prepared entirely within Watermark Faculty Success; please make sure that all additional documents (e.g., student teaching evaluations) are properly uploaded in Faculty Success and accessible;
2. Department head evaluations of faculty members and administrative activities reports should be submitted in electronic form through the shared Dropbox folder. Make sure to use a folder named **APR 2025** under the **APRs** folder in the Departmental Dropbox folder (this folder should already exist).

The annual performance evaluation of faculty members is an essential component, and it is required for all faculty members, including College-track and Research-track faculty. Failure to prepare an Annual Performance Report within Watermark should be considered as “NEED IMPROVEMENT” Overall expectations, due to the lack of evidence to formulate an evaluation. Please work with your faculty in ensuring that the Faculty Success reports are correct and complete – if you see something missing, please work with the faculty to secure complete reports.

Arts and Sciences Policy requires all faculty members to submit evidence of teaching effectiveness from student evaluations for each regular course taught by uploading in Faculty Success either a complete copy of student evaluations for each class or a summary composed of a *representative sample* of the student comments. We ask that each department decide what approach to adopt for reporting student evaluations and use it consistently across the department. *Untenured tenure-track and college-track faculty members are required to submit at least two additional forms of evidence of teaching effectiveness; tenured faculty members are required to submit at least one additional form of evidence.* Acceptable forms of evidence include faculty self-reflection, assessment of student learning, and reports from peer evaluations. The provided materials should represent a form of assessment of teaching effectiveness, therefore, the use of course syllabi, sample course materials, and samples of student work is discouraged.

The reporting period will be from January 1, 2025 – December 31, 2025. Faculty members should have uploaded a copy of their approved Allocation of Effort statement for the reporting period in the *Workload* section of Watermark Faculty Success, which should include the signatures of the faculty member and Department Head.

Please note that faculty members under Notice of Termination, who will not be here next year, are not required to turn in their annual reports, but may if they wish. The same is true for faculty who will retire/resign by the end of the Spring 2026 semester. Faculty on sabbatical are required to complete the APR process and should be provided with appropriate instructions.

- The Department Head Appraisal Form of each faculty member should be submitted electronically (Dropbox folder) by **February 2nd, 2026**. Your evaluation of individual faculty should comment on the quality of the work of the faculty member in each of the categories of teaching, scholarship, service, and outreach. Please be concise and constructive; remember that this form is not meant to be a summary of the faculty activities but an assessment of them.
- Department Heads must submit their own APR through Watermark Faculty Success. Their Administrative Activities Report should be submitted to the departmental Dropbox.
- Please use these 4-level ratings (consistent with the language adopted for staff evaluations):
 - Partially Successful/Needs Improvement (NI),
 - Successful/Effective Performance (EP),
 - Superior/Highly Effective Performance (HE),
 - Distinguished Performance and Role Model Status (DP).

Please use these ratings in a consistent manner across faculty members. While we leave it up to the Department Head to use the ratings, we strongly encourage the use of DP in exceptional circumstances (e.g., someone granted a national award). We expect majority of the faculty to be distributed across the EP and HE ratings; please do use NI to indicate

the need of addressing selected areas of improvement (e.g., clearly not achieving the goals stated in the Allocation of Effort) and use HE to recognize individuals who went *beyond the standard expectations*.

- We have combined in a single form the reporting of DH administrative activities and progress towards strategic goals.
- We have integrated in the annual appraisal form the **assessment of progress towards tenure and promotion** – this will take the place of the Spring review from the DH. Please work with your faculty to ensure that they provide you not only with their annual report but with the additional material that is commonly used for P&T progress review.