



Office of the Dean

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DATE: January 12, 2022
TO: Department Heads, College of Arts and Sciences
FROM: Enrico Pontelli, Dean
SUBJECT: 2022 – 2023 Promotion and Tenure (P&T) Process and Progress Towards Tenure

It is time to start the P&T process for 2022/2023. Faculty must inform their department head in writing, their intent to go up for tenure and/or promotion or their request for early tenure by **March 4, 2022**. Department Heads are required to notify pre-tenure faculty members of the status of their tenure clock. As a reminder, the request for *early tenure* requires recommendations from the P&T committee, the Department Head, the Dean and final approval from the Provost. Documents can be found on our [website](#).

Departments are expected to form their department P&T Committee and have a committee chair in place by **April 30, 2022**. Please provide this information by completing the page corresponding to your own department in the [Fall 2022 P&T Committees and Tenure/Promotion Applications](#). ***The committees need to be FINAL (i.e., no changes in P&T committees after such date). Please only list faculty members who are confirmed to be applying for tenure and/or promotion.*** As a reminder, each committee should be composed of a minimum of 3 individuals – if you need help in achieving this number, please contact our office.

In addition, it is time for an update on progress towards tenure and recommendation for renewal of contract. An updated list of faculty not tenured have been placed in your Dropbox folder under APRs / Progress 2022. Please upload the following documents to the same Dropbox folder no later than **March 31st, 2022**.

- 1) The departmental promotion and tenure committee report about overall progress toward continuous contract;
- 2) The Department Head's own, independent, written assessment of overall progress toward a continuous contract for tenure-track faculty (including opportunities for improvement). This item is now included in the form used for annual performance evaluation of faculty members.

The departmental promotion and tenure committee must evaluate progress toward a continuous contract for each non-tenured tenure-track faculty member, and report in writing progress in all areas of performance - scholarship/creative activities, teaching & advising, service, and outreach. In addition, the committee should recommend, in writing to the Department Head, whether a new, temporary contract should be issued to each of these faculty members. College policy is that non-departmental members of the promotion and tenure committee shall be included in making the

recommendations above, and all voting members are required to sign the committee report. The report should be a fair summary of the discussion, including the possible differing opinions.

A copy of the recommendations of the promotion and tenure committee will be given by the Department Head to the faculty member. Also, the Department Head will provide the faculty member a summary of their independent assessment (which is included in the annual performance evaluation form) and provide the faculty member an opportunity to discuss both.

Please be reminded that faculty who are already tenured and are interested in seeking promotion to the next rank should submit a written request to the Department Head by **March 4, 2022**. This request should be reviewed by the promotion and tenure committee and the Department Heads in Spring 2022. ***Should you have a faculty member who requests early consideration for tenure, the Request for Early Tenure Review form, found on our website, must be completed, signed by all parties noted, and returned to the Dean's Office (asdeandocs@nmsu.edu) by March 31, 2022. This form must also be included in the faculty member's promotion packet.***

Summary of Timeline:

- Before March 4th, 2022: Department Head notifies all pre-tenure tenure-track faculty members of the status of their tenure clock (e.g., remind candidates who are expected to apply for tenure during the next academic year)
- March 4th, 2022: Deadline for all faculty members to notify Department Heads of the intent to apply for tenure and/or promotion
- March 4th, 2022: Deadline for faculty members to submit to the Department Head a form requesting consideration for *early* tenure
- March 31st, 2022: Deadline for submitting signed form (P&T chair and Department Head) for early tenure to the Dean's Office
- March 31st, 2022: Deadline for submitting in Dropbox tenure progress reports for all untenured tenure-track faculty members
- April 30th, 2022: Deadline for completing your assigned page of the spreadsheet describing P&T committee composition and identification of candidates for tenure and/or promotion for the 2022/23 academic year.