

College of Arts and Sciences Promotion and/or Tenure Portfolio Checklist

When core documents are submitted to the Dean's Office, **there should be an original and one copy, each in its own 1" loose-leaf binder with a spine and cover label identifying the candidate and department. No staples or plastic page protectors are to be used.** All supporting documentation should be retained in the department office under the control of the Department Head.

The following information is to be included in the loose-leaf binders in the order listed with an index tab for each section/number. These materials are due in the Dean's Office on **October 16, 2018**.

Tab	Section	Content	Required	Comments	Check
A		College Routing Form	Y	Inserted by the Dean's Office	
B		College Promotion and/or Tenure Cover Sheet	Y		
C		Table of Contents	Y		
D		NMSU Contract Status and Dossier Review Form (Original Book ONLY)	Y		
E		Promotion and/or Tenure Recommendations			
	1	Department P&T Recommendation	Y		
	2	Department P&T Minority Report	If Applicable		
	3	Department Head Recommendation	Y		
	4	College Faculty Affairs OR College-Track Faculty Promotion Committee Recommendation	Y	Inserted by the Dean's Office	
	5	College Dean's Recommendation	Y	Inserted by the Dean's Office	
	6	Candidate Rebuttal(s)	If Applicable		
	7	Documentation Concerning Credit for Prior Service, Probation period Reductions or Extensions	If Applicable		
	8	Mid-Probationary Review	If Applicable		
F		Executive Summary	Y	3,000 words maximum	
G		Curriculum Vitae	Y		
H		Annual Performance Review			
	1	Annual Performance Reports	Y	For entire period under review	
	2	Allocation of Effort and Goals Form (Signed)	Y	For entire period under review	
	3	Department Head's Annual Appraisals with Ratings Removed (Signed)	Y	For entire period under review (Including current year)	
	4	Promotion and/or Tenure Progress Reports*	Y	For entire period under review	
I		Most Recent Conflict of Interest Form	Y		
J		Promotion and Tenure Policies			
	1	Department Functions and Criteria Document (Signed by Dean)	Y		
	2	College Promotion and Tenure Policy	Y		
K		External Reviews*			
	1	Sample Request Letter	Y		
	2	Qualifications of Reviewers	Y		
	3	Reviewer Letters (3 minimum)	Y		

07/22/18

*Optional/Not Required for College-Track Promotions