



Office of the Executive Vice President and Provost

MSC 3445
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-2127, fax: 575-646-6334
provost@nmsu.edu

May 7, 2015

To: Deans and Community College Presidents

From: Daniel J. Howard, Executive Vice President and Provost

A handwritten signature in blue ink that reads "Dant Howard".

Re: 2016 Promotion and Tenure

Attached to this memo are the names of faculty who will be coming up for their tenure review in fall of 2015. Please let us know if your records indicate that any of these faculty are interested in delaying their tenure application or applying early. Both of these are permitted in policy but must be documented (5.90.3.6.2 and 5.90.3.6.3).

At all points in the tenure and promotion process, we need to strictly adhere to policy. This has been most problematic regarding communication. Across the NMSU system, candidates for promotion and tenure are to be informed of recommendations of all review committees and of the department head (or community college equivalent) and dean or community college president. These communications must be documented in the Promotion and Tenure Binders.

Attached to this memo is a checklist for the Promotion and Tenure Binders that are forwarded to the Provost's Office. All items on the checklist are required to be in the promotion and tenure binder; any incomplete binders will be returned to the college without review. In addition, items should be secured into the rings in the binders and not placed in pockets, where they can fall out.

For actions that are unanimous in favor of the candidate, please forward only the candidate's core document. The documentation file is to be stored by the academic department or principal unit, and material not called for in the accompanying checklist should be kept in the documentation file. The documentation file for any decisions that are not unanimous should be sent with the core document to the Provost's Office for review.

Also attached is a revised contract status and dossier review form. Any feedback on the form should be directed to Melody Munson-McGee at melodym@nmsu.edu or at 646-2128.

**Promotion and Tenure Portfolio Checklist
of Required Contents for the Core Document
May 2015**

Per NMSU Policy 5.90.5.5, the following items are required for all promotion and tenure portfolios. To facilitate review, please place all items in the portfolio in the order below. This list is adapted from NMSU Policy 5.90.5.5.

- Tab A. Routing form developed by the college or community college with spaces for required signatures
- Tab B. A cover sheet indicating the candidate's name, current rank, department, and college or community college
- Tab C. Written documentation generated during the promotion and tenure process (see below for additional information)
 - Contract Status and Dossier Review form, including vote tallies for department (5.90.5.3 C6) and college (5.90.5.3 D5) promotion and tenure committees plus signature of department head and dean.
 - All promotion and tenure committee evaluations, including:
 - Department committee recommendation (5.90.5.3 C7)
 - College committee recommendations (5.90.5.3 D6)
 - Community college committee or committees (5.90.3 Promotion and Tenure Committees f)
 - Written recommendation from:
 - Department head (5.90.5.3 B12) or program director or division head (5.90.5.3 Department Chair of Program Director, Division Head b)
 - Dean (5.90.5.3 E8) or Community College President (5.90.3 Community College President b)
 - As needed: documentation of credit for prior service (5.90.3.6.1) or extension (5.90.3.6.2) or reduction (5.90.3.6.3) of probationary period (required if credit for prior service or extension or reduction of probationary period was requested).
 - Documentation of additional portfolio reviews (5.90.5.3 B8, 5.90.5.3 C8, 5.90.5.3 D7).
- Tab D. A table of contents
- Tab E. Candidate's executive summary
- Tab F. A curriculum vitae
- Tab G. Annual performance evaluations for the period under review (see 5.90.5.5 for additional information)
- Tab H. The most recent conflict of interest form
- Tab I. Principal units' mission statements
- Tab J. External reviews

Additional items

- Each college and campus needs to forward to the Provost's Office all applicable guidelines for promotion and tenure.



Contract Status and Dossier Review Form New Mexico State University

Date _____ Banner ID _____ Name _____
 Department _____ Current rank _____
 Current rank held since _____ Number of years at NMSU _____
 Years of NMSU tenure track service _____ Years of prior service credit _____

Please complete Sections 1 and 2 if faculty member is being considered for Tenure and Promotion.

Section 1: Tenure or Contract Non-Renewal

Recommendation					Tenure	Non-renewal
	Department Committee	Tally	Yes:	No:	Abstain:	
Department or Division Head	Signature:					
College Committee	Tally	Yes:	No:	Abstain:		
Dean or College President	Signature:					
Decision: Executive Vice President & Provost	Signature:					

Faculty signature acknowledgment of nonrenewal		Date	
Last working date (completed by department head)			

Section 2: Promotion

Seeking promotion to Assistant Professor _____ Associate Professor _____ Professor _____

Recommendation					Promotion	No promotion
	Department Committee	Tally	Yes:	No:	Abstain:	
Department or Division Head	Signature:					
College Committee	Tally	Yes:	No:	Abstain:		
Dean or College President	Signature:					
Decision: Executive Vice President & Provost	Signature:					

Effective date: 9-month employee, August _____ 12-month employee, July 1, _____