

**Departmental Promotion and Tenure Procedures
For
Agricultural Economics Faculty
New Mexico State University**

1. A Departmental Committee consisting of all tenured faculty (with location of employment on the main campus) will serve on the Promotion and/or Tenure Committee. In the case of the Tenure Committee, membership shall be limited to tenured faculty irrespective of rank. For the Promotion Committee, members must hold rank equal to or higher than the rank in which the candidate is to be promoted.
2. Each year the Promotion and Tenure Committee (P&T) will:
 - (a) Evaluate the progress toward a continuous contract of each non-tenured tenure-track faculty member and report in writing to the department head the strengths and weaknesses of each in the areas of teaching, research, international, and professional service.
 - (b) Recommend in writing to the department head whether a new temporary contract should be issued to each of these faculty members.

If a new temporary contract is to be issued, the department head must give a copy of this report to the candidate, and discuss it with the candidate. The candidate may respond to this report in writing, requesting clarification from the committee, and may submit supporting documentation for further committee review.

3. The committee will meet in the spring and in the fall, discuss each of the non-tenured tenure-track members of the department, and recommend which of these should be considered for a continuous contract. Each non-tenured tenure-track faculty member must be recommended for consideration within a six-year period.

The department head will:

- (a) Circulate to the department faculty in January of each year, a list of the faculty eligible for promotion or tenure by name, rank, date and place of last promotion (or appointment), date employed on New Mexico State University faculty, and date started on tenure track at NMSU.
- (b) Inform the untenured faculty of the committee's recommendation.
- (c) Assist the candidate in completing their files documenting their achievements in teaching, research, and professional service. If a candidate member has been assigned time for research, then the file must contain at least three external letters reviewing his or her research activities.

The P & T Committee in conjunction with the department head will:

- (d) Ask the candidate for a list of people whose stature in the candidate's research area is such that the reviewer can write an informed objective evaluation.
 - (e) Have the option to add names to this list.
 - (f) Select the external reviewers from the extended list.
 - (g) Contact the reviewers and arrange for the letters. Reviewers will be sent a complete set of copies of the candidate's work to assist them in their evaluations.
4. At the spring meeting, the P & T Committee will also recommend which faculty members will be considered for promotion. The committee in conjunction with the department head will inform the faculty of the recommendations. Any faculty member who feels that he or she is ready for promotion may ask that his or her name be included among those names under consideration. The committee will then proceed to develop the files for the candidates.
 5. In the fall of each academic year, the committee will consider the completed files of the candidates for continuous contract and promotion. After careful consideration, the committee will submit a written report of its recommendations on each candidate to the department head and inform the candidates of the recommendation. This report must address the documentation of each of the areas of teaching, research, international and professional service. The committee shall submit a copy of this report to the dean of the college through the department head. This report will be in addition to the department head's recommendation to the college dean.
 6. The department head will evaluate all candidates for promotion. The department head will discuss the committee's report and his own evaluation with each faculty member under consideration. The faculty member will elect at this time to proceed or withdraw from further consideration.
 7. If the department head differs with the Department Promotion and Tenure Committee and /or the individual being considered, and if these differences cannot be eliminated through a conference procedure, the recommendation and/or nomination and supporting material for the contested individual will be submitted to the dean of the college.

Responsibility

The Department Head, Promotion and Tenure Committee, and the individual being recommended have the responsibility for preparing the document containing the supporting evidence with confidential materials such as the solicited letters being added by the department head.

Comments and positions of the individual members of the Departmental Promotion and Tenure Committee will not be revealed outside of the committee. Final decisions of the committee and the department head will be revealed per University promotion and tenure policy and procedures.

Hiring Procedures

On all faculty positions (including visiting, adjunct, and non-tenure track) except for those paid out of grants and contracts, the department utilizes a screening committee to assist the department head in making selections.

- (a) Drafting the position announcement in accord with the faculty intent for the position.
- (b) Reviewing all applicants' files for the position and voting whether to pursue the applicant or to terminate further effort because applicant does not meet the general job description.
- (c) Recommendations and ranking of the applicants to be brought to the campus for interview.
- (d) Participate in the campus interview and the final decision on the qualifications of the applicant for the vacancy.
- (e) Must be interviewed on campus and be recommended by a majority of the department faculty as qualified for the position.

There will be complete adherence to the department's Affirmative Action Plan on file with the University Administration.

Minimum Requirements – Objectives for Hiring New Staff

Assistant Professor

Objective: To fill faculty vacancies or to fill newly created positions, which are on tenure-track.

Requirements: 1. Completion of all requirements for the Ph.D. in the discipline appropriate to the department's mission.

Associate Professor

Objective: To fill faculty vacancy when it is necessary to acquire an experienced person to maintain a program level of performance, or to upgrade a program because of identified need. This could occur on any faculty vacancy or a newly created position.

Requirements: 1. Ph.D. or equivalent credentials in a discipline appropriate for the department's mission

2. Demonstration of suitable performance in the area of concern for the vacancy—teaching and/or research and/or international and/or service.
3. A documented record of teaching and/or research and/or international and/or service performance.

Full Professor

Objective: To fill faculty vacancy when it is necessary to acquire a highly experienced person to maintain a program level of performance, or to initiate a new program area because of identified need. This could occur on any faculty vacancy or a newly created position.

- Requirements:**
1. Ph.D. or equivalent credentials in a discipline appropriate for the department's mission.
 2. Demonstration of suitable performance in the area of concern for the vacancy—teaching and/or research and/or international and/or service.
 3. A documented record of teaching and/or research and/or international and/or service performance.

Minimum Progress Expected for Tenure-Track Faculty—After Three Years

A faculty member on tenure-track is evaluated each year through the performance evaluation system at New Mexico State University. This includes a written summary of accomplishment by the faculty member (the performance report) and a review of Goals and Objectives previously prepared and agreed upon with the department head. This evaluation includes teaching, research, international and service performance. In addition, the department head shall communicate with the faculty member several times during the year regarding their progress.

Teaching: Satisfactory performance is expected as attested to by student evaluation procedures documenting satisfactory or above performance as measured by the evaluation instrument or by peer evaluation. Student reaction as monitored by the faculty and department head is used in an overall judgment of teaching performance. The manner in which the faculty member approaches teaching and advising is an indicator of current and future performance expectations in teaching. Evidence of satisfactory performance regarding advising of graduate students.

Research: Depending on the particular research project(s) to which the faculty member is assigned, research publication possibilities will vary by the end of the third year. Attempt is always made to make a research assignment such that the faculty member, individually or as a team member, has an opportunity to produce at least one research publication at the end of the first year (or be in draft-review process); have given a professional paper based on his/her research work; or have performed on a team research project from which research results cannot be expected in written form due to the nature of the project. In this last event, there must be available evidence to the department head, and confirmed by other team members, that satisfactory progress is being made.

Normally, by the end of the third year, adequate publication evidence must be available. This can be Agricultural Experiment Station publications, journal articles or papers published in journal proceedings issues, similar publications or international work. Satisfactory performance is expected as attested by documented evidence.

Service: Although not budgeted, the individual is expected to have performed satisfactorily at the department level on various service activities. In addition, he/she may have been called for college, university, community, state, regional, national, or international service functions. Expectations here are at the department level with all others monitored to permit meeting the teaching and research requirements. Exceptions are possible depending on the individual, as evidenced by past recognition of faculty for these service activities.

Minimum Criteria For Promotion From Assistant Professor To Associate Professor

- A. Degree--Have an earned doctorate or equivalent credentials.
- B. Period--Normally four years or more in the capacity as an assistant professor or equivalent responsibilities in a profit or non-profit research organization.
- C. Teaching--Normally, a satisfactory or above rating as a teacher, according to the various instruments used to measure teaching performance.
- D. Research--Normally have authorship or co-authorship of several professional publication (or the manuscript accepted for publication) based on creative activity (not a direct result of doctoral dissertation). Additionally, have initiated at least one research project and have, as one of its principal investigators, published research from the project. Normally will have initiated at least one proposal for grant or contract funded research project.
- E. International--A satisfactory rating in his/her position held on an international assignment or with an international agency.

- F. Service--Service will be measured in three elements.
1. Professional--Individuals will normally have been a continuous member of at least one professional organization benefitting teaching, research, or service commitments, and periodically attends professional meetings. Additionally, individuals normally will have presented one or more papers to professional, educational, and/or industrial groups.
 2. University--Individuals considered for promotion will have contributed to departmental policy, and will have evidence of participation in the affairs of the College and/or University.
- G. Performance--Normally, received satisfactory or better performance ratings and will have demonstrated competency and maturity in the discipline.

Minimum Criteria for Promotion from Associate Professor to Professor

- A. General--Demonstrated ability in the lower ranks as measured by satisfactory or better performance ratings. Evidence of recognized contributions to his/her professional discipline and met all conditions for tenure.
- B. Period--Will serve as associate professor for an indefinite period, the length of which will depend on evidence of achievement of special stature in the professional discipline.
- C. Teaching--Satisfactory or better contributions (based on peer and/or student evaluation) to activities designed for the improvement of instruction, and achieve satisfactory or above performance evaluation according to the various instruments used to measure teaching performance.
- D. Research--Normally, individuals will have authorship, joint authorship, or co-authorship in several significant professional publications (may be accepted for publication), since achieving the associate professor rank. Multiple research is encouraged. Will have demonstrated excellence and leadership in an important research area of his/her discipline.
- E. International--A satisfactory rating in his/her position held on an international assignment or with an international agency.
- F. Service--Same as those for promotion to associate professor, with the addition that he/she normally will have demonstrated professional excellence by service as chairman, officer, or principal leader of professional research or teaching groups.
- G. Performance--Requirements the same as those for promotion to associate professor.
- H. Discipline--Will have demonstrated a thorough command of a major portion of his/her discipline.

Minimum Requirements of Tenure

- A. Period--The alternative periods normally will be:

1. Successful completion of probationary period, normally at least four years at other institutions or higher education, and service in probationary status one year at a time, for not more than three years additionally at NMSU.
2. Successful completion of probationary period, if less than four years at other institutions of higher education, and service in probationary status one year at a time, for not more than a total of seven years of service at both other and this institution.
3. If no service at other institutions of higher learning, successfully completes probation one year at a time, not to exceed six years.

B. Performance--Criteria will be:

1. Performance must be equivalent to that required for promotion to associate professor.

Time Frame for
Department Promotion and Tenure Committee

Agricultural Economics Department
New Mexico State University

<u>Time Frame</u>	<u>No.</u>	<u>Task</u>
Early April	1.	Review the goals and objectives statement in consultation with Department Head.
	2.	Review the procedures used in making recommendations for temporary and continuous contracts and promotions (with regard to the guidelines of College Promotion and Tenure Committee).
	3.	Communicate updated procedures, goals and objective statements to each tenure-track faculty.
Mid-April	4.	Review progress of all tenure-track faculty.
	5.	Formulate recommendations for new temporary contracts.
	6.	Begin to consider faculty who are possible candidates for continuous contracts, promotions, and indicate those faculty for whom additional information and further study are required.
Late April	7.	Indicate in writing to the Department Head the strengths and weaknesses of the nontenured tenure-track faculty and make recommendations for issuing new temporary contracts.
	8.	Provide Department Head evaluations, including strengths, weaknesses, and recommendations, for all Assistant and Associate Professors.
	9.	Indicate in writing to the Department Head those faculty to be considered for promotion.
June, July, August	10.	Assist candidates in any way possible in preparing their Promotion and/or Tenure packages.

September

11. Continue to review the candidate's files.

October

12. Complete the review of the candidates for continuous Contract and promotion, send written report to the Department Head and inform candidates. A copy of the written report is sent to the College promotion and Tenure Committee.

13. Prepare preliminary written review to the Department Head of non-tenured tenure-track faculty.

Time Frame for Department Head
Agricultural Economics Department
New Mexico State University

<u>Time Frame</u>	<u>No.</u>	<u>Task</u>
Early April	1.	Convene Department Promotion and Tenure Committee According to guidelines in SB 14 84-85 and pp. 37-41 Fac. Hdbk. 1985-86.
	2.	Review with Department Promotion and Tenure Committee the departmental goals and objectives statement of Assistant an Associate Professors.
	3.	Review with Department Promotion and Tenure Committee the departmental procedures to be used in making recommendations on promotions and continuous contracts.
	4.	Communicate updated procedures, goals and objectives to College Dean.
	5.	Communicate information on faculty to Department Promotion and Tenure Committee.
Late April	6.	Receive written progress evaluations on faculty from Department Promotion and Tenure Committee.
	7.	Receive written recommendations regarding temporary contracts to be issued. Those receiving a new temporary contract receive a copy of the committee's report.
	8.	Receive written recommendations on those faculty to be considered for promotion.
	9.	Receive written evaluations of all Assistant and Associate Professors from the Promotion and Tenure Committee and communicate those recommendations to the respective faculty.
	10.	Receive written recommendations on those faculty to be considered for continuous contracts.
	11.	Inform the faculty of the Committee's recommendations.

12. Receive requests from faculty who wish to be considered for promotion and/or tenure.
- June, July, August
13. Assist candidates in completing their files documenting achievements . If candidate has been assigned release time for research, the file must contain at least three letters reviewing research activities.
14. In conjunction with Department Promotion and Tenure Committee
 - a) Asks candidates for names of reviewers.
 - b) Adds names to list if agreeable to candidate
 - c) Selects external reviewers from list.
 - d) Contacts reviewers about letters to be sent.
- September
15. Provide completed folders on candidates to Department Promotion and Tenure Committee for further consideration.
16. Notify tenure-track faculty to prepare package for Department Promotion and Tenure Committee review.
- October
17. Receive Department Promotion and Tenure Committee recommendations and inform faculty in writing.
18. Provide information and recommendations to College Dean.
19. Proceed with review of performance evaluation as indicated in “September Memorandum” from Vice President Conroy.

Time Frame for Reviewee

Agricultural Economics Department
New Mexico State University

<u>Time Frame</u>	<u>No.</u>	<u>Task</u>
Early May	1.	Receive feedback from Department Head and may request Further clarification or ask to be considered further Promotion and/or tenure.
June, July, August	2.	Obtain a list of names of possible reviewers. These reviewers are to be of such stature in the candidate's research area that they can write informed objective evaluations.
Late October	3.	Receive feedback from Departmental Promotion and Tenure Committee and Department Head. If negative recommendation, may withdraw application.
Jan/Feb	4.	Receive feedback, through Department Head, from College Dean and College Promotion and Tenure Committee. If negative recommendation, may withdraw application.
April	5.	Receive information of promotion, tenure, from President.