

## **Department of Animal and Range Science Procedures for Promotion and Tenure**

Approved by faculty June 3, 1997

1. Procedures for promotion and tenure for this Department follow those developed for the College of Agriculture and Home Economics. College guidelines provide more detail about specific criteria for tenure and promotion.
2. Packet for those faculty members to be considered for promotion and tenure may be prepared following recommendation of the departmental promotion and tenure committee or by initiative of individual faculty member. The promotion and tenure committee normally meets and makes its recommendation to the Department Head during the Spring semester.
3. The packet of materials submitted by a candidate early in the fall semester will be reviewed by the departmental promotion and tenure committee which will send a written recommendation to the Department Head. If the recommendation is negative, reasons will be provided.
4. The Department Head will review the material and submit a separate recommendation to the College Dean along with the entire packet. Reasons will be given for a negative recommendation.
5. The Dean will pass the packet to the College Promotion and Tenure Committee which makes recommendations to the Dean.
6. The College Dean reviews the packet and makes recommendations to the Executive Vice-President, who reviews the packet and provides his recommendation to the President of the University. A positive recommendation becomes final upon approval of the NMSU Board of Regents.

## **Department of Animal and Range Sciences Criteria for Promotion and Tenure**

- I. Tenure. To be eligible to attain tenure, a faculty member must demonstrate performance necessary to be promoted to one of the senior ranks. Specific criteria and guidelines are as follows:
  - A. The candidate should demonstrate a positive attitude and be willing to support the Department, College and University as well as to work cooperatively with faculty and students in the Department and other departments. Candidates should avail themselves of the opportunity to serve on committees and perform other administrative duties as needed and when opportunities arise.
  - B. The candidate should demonstrate professional maturity in his assigned duties and a respectable level of performance.
    1. Teaching.
      - a. The candidate shall provide some evidence of teaching proficiency, e.g., student or peer evaluations, course outlines, as well as narrative descriptions of teaching techniques, etc.
      - b. The candidate should make positive contributions toward curriculum and option developments and course content in areas of his/her specialty.
    2. Research.
      - a. The candidate shall demonstrate the ability to plan, conduct, and publish useful research results. Evidence of these abilities can be demonstrated by project outlines, grant proposals and manuscripts prepared or published. Quality of publications will be judged in relation to type of research, technician and graduate student assistance, etc. No Specific number of publications is required for tenure, but the candidate should have published in refereed journals from research conducted at NMSU.
      - b. The candidate shall demonstrate the ability to participate in other types of research communication such as participation in professional meetings, local and regional meetings, extension workshops, etc.
    3. Service

The candidate shall demonstrate his willingness to serve in a variety of service functions within and outside the University.

### **Criteria For Promotion**

1. To Associate Professor
  - A. Performance of the candidate will be judged in relation to his budgeted time and individual goals and objectives agreed upon with the Department Head.
  - B. The candidate should generally have served at least 4 years as an assistant professor.

- C. Demonstrated evidence for mature, competent teaching.
- D. Publication of an appropriate number of quality refereed journal articles or Agricultural Experiment Station publications
- E. Prepared grant proposals as appropriate.

2. To Professor

Promotion to professor should not be considered to be forthcoming merely because of years of service to the University. A person being considered for a professorship is expected to have maintained all of the qualities and conditions required for tenure and the associate professor rank. In addition, a professor should exhibit special stature in the discipline, leadership and substantial strength in all areas – teaching, creative activity, and professional service.

- A. Demonstrated excellence in teaching and contributions in teaching service.
- B. Substantial publication record in refereed outlets and national recognition of research ability.
- C. Substantial contribution of service activities to the Department, College and University.
- D. Involvement in professional societies.
- E. Recognition on campus as authority in his field with supporting letters from industry and academia both at NMSU and other Universities.