

CRITERIA FOR PROMOTION AND TENURE

Department of Extension
Animal Sciences and
Natural Resources

College of Agriculture and Home
Economics

New Mexico State University
Approved by Department Faculty on:

CRITERIA FOR PROMOTION AND TENURE

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and Natural Resources
College of Agriculture and Home Economics
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I. Introduction

Mission

The Extension Animal Sciences and Natural Resources Department is committed to the broad mission of land grant universities in general, New Mexico State University and the mission of the College of Agriculture, Consumer and Environmental Sciences, in particular. The department provides knowledge to the citizens of the state and nation through a variety of media to answer questions regarding animal production and well being and management of natural resources. The strength of the department is the focus of animal production in arid environments and the stewardship of natural resources via a strong team approach to problem solving.

Departmental Goals, Objectives and Expectations

Extension Philosophy: People's lives and livelihood are enhanced when research generated knowledge can be applied to their environments. The Extension Animal Sciences and Natural Resources Department assists the people of New Mexico in putting knowledge to work in the animal sciences and natural resources disciplines. Extension programming relies on local, grass - roots initiatives and requests. These are critical to effective Extension department educational programs. Programs offered by the Extension Animal Sciences and Natural Resources Department are available to all without discrimination. Faculty in the department are advocates for the University's civil rights and anti-discrimination policies.

An important responsibility of the University is evaluation of faculty members for appointment, reappointment, and promotion. Coincident with this is the granting of continuing contract (tenure) for promotions to the rank of Associate Professor and above. Advancement in the academic ranks is based on the recognition of accomplishments in Extension scholarship and service and represents a prediction of continued accomplishment in

the future. This document has been written for the candidate and for the Departmental Promotion and Tenure committee members.

II. Criteria for Extension Scholarship

Evaluation of a faculty member's accomplishments can best be made through the informed judgments of qualified colleagues in the profession. Although such evaluations are subjective, this approach holds the best opportunity to protect the interests of the professors themselves as well as the academic institution and the clientele. In matters of promotion the department will always seek external evaluators of the highest caliber.

The criteria and procedures established by the Department of Extension Animal Sciences and Natural Resources are described below. They are in accord with the University policy on promotion and tenure <http://www.nmsu.edu/~fsenate/ptp/index.html> as well as the CAHE guidelines <http://www.cahe.nmsu.edu/employee/forum/welcome.html>. In the case of any discrepancies or disagreements, University policies take precedence over, and supersede College and departmental policies.

A. Scholarship and Creative Activity in Extension

Department of Extension Animal Sciences and Natural Resources faculty achieve scholarly excellence by generating original, as well as interpreting from other institutions, knowledge addressing community needs. This is accomplished through mutually beneficial collaborations between New Mexico State University and its partners, stakeholders, and publics. The department recognizes the four scholarships of discovery, teaching, engagement, and integration. The scholarship of discovery consists of applied research, and the products resulting from it. The scholarship of teaching consists of exploration of ways to increase the effectiveness of teaching within the discipline and the dissemination of the findings of those explorations. The scholarship of engagement includes, but is not limited to, Extension programs, technology transfer, and technical assistance, as well as the dissemination of the products and findings of those activities. The scholarship of integration includes any activity that integrates disciplinary knowledge into a broader context (integration of knowledge leading to new understanding), such as writing review papers, participation in multidisciplinary and interdisciplinary research, and exploring the implications for public policy of findings from the scholarship of discovery.

NMSU CAHE P&T Policy Section 5.90.4.3.1 describes the eight general components of Extension scholarship that may be used as criteria for evaluating Cooperative Extension Service faculty. In addition, Extension Program Excellence and Scholarship are cited in Appendix 3 for the CAHE P&T document. Specific criteria for evaluating Extension Scholarship within the Department of Extension Animal Sciences and Natural Resources may include, but not limited to, the following:

Program Planning and Delivery

- Develop and guide statewide or area program planning in a specific subject area
- Develop Extension curricula and related support materials for county program delivery
- Deliver programs that provide subject-matter expertise upon request throughout the state and train agents to deliver their curricula
- Obtain resources to develop and enhance Extension programs
- Facilitate and implement applied research and demonstration projects to address clientele needs, concerns, and/or issues
- Deliver presentations at national, international, and regional professional meetings

County Agent Collaboration

- Provide educational programs in the counties at the request of county agents

- Seek feedback and input from agents on client needs including curricular content and research needs
- Train county faculty through individual and group meetings and in-service trainings
- Serve as a liaison between County Faculty and the university faculty community

Community Collaboration

- Develop and implement Extension programs related to area of expertise at stakeholders request
- Help resolve management problems and/or issues related to field of expertise to the State and region
- Build strong partnerships with agents, state and federal government agencies, and businesses
- Respond to needs of the 4-H youth development program
- Serve a liaison between communities and campus; reiterating the mission of the land grant university

University Collaboration

- Cooperate and collaborate with other faculty, including other Specialists and County Agents, to develop and conduct comprehensive Extension programs in their area(s) of expertise
- Collaborate with university research and teaching faculty in identified areas of program discovery, development, and delivery
- Serve as an ambassador of the university throughout the state and region
- Provide support to statewide events
- Work with colleagues at other Universities to develop relevant programming
- Serve as a liaison between communities and campus; sharing the needs and expectations of communities throughout the state with campus faculty

Publications

- Demonstrate scholarship through publications and other creative works. See **Appendix 4** of the NMSU CAHE P&T Policy for definitions of scholarly and creative work.
- Specific publication outlets that are strongly encouraged are:
 - Extension Bulletins, Circulars, and Fact Sheets
 - Other college publications (AES, Task Force Reports, ect.)
 - Peer-Reviewed Journals, Abstracts, and Reviews
 - Proceedings
- Demonstrate communication through popular press media, newsletters, poster presentations, and/or web-based media
- Some consideration will be given to unpublished, but time-consuming and worthwhile industry reports

Professional Development

- Keep abreast of, and provide up-to-date information about subject-area trends and research findings
- Competent in the use of information technologies
- Participate in at least one professional development opportunity yearly

Additional Responsibilities

- Perform other duties and responsibilities, as assigned by the PUA.

B. Leadership

In demonstrating leadership, candidates must show that they are having an impact as evidenced by their scholarship and creative activities, and by contributions to the university's advancement. Leadership is characterized by 1) contribution to the mission of the

department, college, or university and to the faculty member's profession; 2) participation in the distribution of responsibility among the members of a group; 3) empowering and mentoring group members and 4) aiding the group's decision-making process.

C. Collegiality

Collegiality, implicit or explicit, is an integral part of a faculty member's professional career. Criteria for evaluating collegiality may include: 1) interacting positively with colleagues; 2) treating others with respect; 3) taking turns in being responsible for tasks within the principal unit; 4) using personal expertise to solve problems; (5) helping to create an open environment to exchange ideas; (6) representing the university factually; and (7) projecting a positive attitude

D. Service

Activities recognized as service are required of all faculty members at New Mexico State University. Service represents contributions that help advance the profession, improve operation of the University and advance the well being of society; these contributions can benefit students, the department, the college, the university, industry, stakeholders, government entities, non-governmental organizations, the community, the state, and the nation.

Professional service is commonly demonstrated by active participation in professional and scholarly societies, participation on editorial boards, service as a reviewer of scholarly works including publications and research proposals, service on professional committees, foundation review boards, writing for newsletters, participation in other public service media activities, participation in community projects, etc.

Contributions to the operation of the University can be demonstrated by service on committees at the departmental, college and university level. Activities also include service as elected representative in university organizations like the Faculty Senate and Graduate Council; evaluation of peers both within and outside of the University; participation in academic and administrative recruitment; departmental, college, or university self-study documents or curriculum revisions.

Contributions to society at large are most often demonstrated when faculty members apply their professional skill towards the solution of public problems. This can be the result of service for the public good on governmental and other special committees, boards, agencies, civic groups and commissions; service through the use of the faculty member's academic expertise and particular professional skills to the solution of international, national, state, county and local problems.

III. Roles and Responsibilities during Promotion & Tenure Process

A. Principal Unit Administrator (Department Head)

The Principal Unit Administrator (PUA) annually evaluates members of the department and reports these evaluations to individual faculty members and the College Administration. The goal is to assure that all faculty members are provided adequate supervision, advice, and training. This annual review also serves to promote the effectiveness of the department, college, and University by assuring that every faculty member has a clear understanding of expectations. These duties are required of department heads, therefore junior members of the staff should not hesitate at any time to discuss with the PUA specific expectations in regard to their position, the quality of their own services and the outlook for their future.

B. Departmental Committee Members

Eligibility for serving on the departmental promotion and tenure committee is determined as follows. In instances of tenure, all voting members must be tenured. In instances of promotion, committee members must hold a rank at least equal to the rank for which the candidate is applying.

In no case shall a department promotion and/or tenure committee be composed of fewer than three eligible members. If there are insufficient numbers of eligible faculty within the department to constitute a committee, the PUA will select a member from outside of the department in consultation with the committee members.

The deliberations and voting of the department promotion and/or tenure committee will be conducted in closed session only among committee members. The committee will follow the timeline in Appendix 3.

The recommendations of the department promotion and/or tenure committee regarding each candidate will be surveyed via secret written ballot (Appendix 5). Voting must be in person; absentia and proxy votes are not permitted. All vote counts must be recorded.

The departmental promotion and/or tenure committee will submit, for each candidate considered, a memorandum summarizing its recommendations and the numerical vote count to the PUA and Dean (Appendix 6). The recommendation will reflect the majority view of the committee. It will contain specific commendations, concerns, and recommendations addressing the department's criteria in each of the area required for promotion and/or tenure. It will also allow for and include any dissenting opinions concerning specific commendations, concerns, and/or recommendations not reflected in the majority view.

Each candidate will be informed in writing of the department promotion and/or tenure committee's recommendation and numerical vote count, and shall receive a copy of the memoranda sent to the PUA and the Dean.

C. Candidate

Candidates shall follow the Guidelines for preparing the portfolio in Section 5.90.5.5 of the NMSU CAHE P&T Policy. The candidates shall refer to the College policies for additional guidelines. The candidate will use information in the allocation of effort statement (Appendix 1) to prepare the portfolio (Appendix 2) and will follow the timeline for the promotion/reappointment process (Appendix 3).

The candidate is responsible for submitting, on an annual basis, a promotion and tenure portfolio composed of a core document and documentation file. The following core document elements must be submitted in this order. The combination of items d-f shall not exceed 50 pages:

- a. A routing form with spaces for the required signatures
- b. A cover sheet indicating the candidate's name, current rank, department and college, and rank for which applicant is applying
- c. Any written documentation generated throughout the promotion and tenure process, including the numerical vote counts of the promotion and tenure committee(s)
- d. A table of contents
- e. Candidate's executive summary
- f. A curriculum vita (Appendix 2 of this document and Appendix 5 of the NMSU CAHE P&T Policy)
- g. Annual performance evaluations for the period under review, including the allocation-of-effort statements, written statements submitted by the faculty member as a part of, or in response to, annual performance evaluations, the supervisor's comments, and any responses made by the candidate to the supervisor's comments. Numerical rankings, ratings, or vote counts should be removed from annual performance evaluations. See also NMSU CAHE P&T Policy Sections 5.90.3.3 and 5.90.5.1.
- h. The most recent complete conflict of interest form.

- i. Principal unit's mission statements and guidelines
- j. External reviews

Faculty members who have made important contributions to the profession and the University and who have discharged their duties with distinction will be considered for promotion through the professorial ranks. Similarly, initial appointments will only be made for individuals who have either demonstrated these qualities elsewhere or who show promise for doing so at NMSU. Continued growth and continued contributions are required for all ranks. Advancement to a higher rank is not automatic, but must be earned through continuous accomplishments that are determined by peers to be important and valuable scholarly works.

IV. Professorial Ranks

A person holding a college faculty appointment is eligible for promotion in rank, but not eligible for tenure. The expectations for both tenure and non-tenure track faculty are similar and based on the allocation of effort statements that have been agreed upon. The criteria below pertain to faculty with a 12 month, 100% Extension Appointment. The same criteria will be used to evaluate both tenure track and college rank faculty members.

A. Instructor

Instructor demonstrates expertise within their discipline through practical, applied, and/or related experience. Individuals new to this rank may not have demonstrated ability to conduct independent scholarship and creative activity, but there must be substantive evidence of likely success at delivering Extension programs or its equivalent. Instructors may be working toward a terminal degree. An instructor's job description primarily relates to Extension programs or its equivalent and usually does not include scholarship and creative activity. An instructor is not eligible for tenure.

B. Assistant Professor

Assistant professor holds the highest appropriate terminal degree in their field of expertise. Outstanding experience and recognition in a professional field may be considered the equivalent of the terminal degree. An assistant professor is expected to have a thorough command of the subject matter of some segment of the discipline, in addition to a comprehension of the whole.

Assistant professors are tenure-track faculty members hired on a yearly, renewable contract for a maximum of seven years. During the sixth year, an assistant professor must be evaluated for promotion and tenure simultaneously, having submitted their portfolio at the beginning of that year. However, an assistant professor may elect to apply for tenure or promotion at any time with the written approval of the PUA and Dean or their equivalents. The application for tenure may occur only one time.

C. Associate Professor

An associate professor is often a mid-career faculty member who has been awarded tenure. If a faculty member is initially employed at the rank of associate professor without tenure, the probationary period may vary depending upon agreements stipulated in writing at the time of initial hire. Once tenured, associate professors may hold this rank indefinitely or apply for promotion. Promotion to professor should not be considered to be forthcoming merely because of years of service to the university, or because tenure has previously been awarded. A faculty member may present a promotion portfolio in any given year.

An associate professor must demonstrate competence, continuous progress, and maturity over a large part of the academic field. It is expected that evidence showing high quality of Extension scholarship and creative activity has been provided and is current.

D. Full Professor

A professor, sometimes referred to as a “full professor,” has established disciplinary, intellectual, and institutional leadership. The professor demonstrates command and a mature view of the disciplinary field as evidenced by Extension scholarship and creative activity, and service. Faculty members initially hired at the rank of professor are often given tenure on appointment.

V. General Procedures for the Promotion/Reappointment Processes

1. Performance Evaluations will be conducted annually as described in Section 5.86 of the NMSU Policy Handbook, and all yearly performance ratings for the review period will be made available to the College Promotion and/or Tenure Committee.
2. The timeline for promotion and /or tenure is described in Section 5.90.5.9 of the NMSU Policy Handbook. The timeline for departments is in Appendix 3.
3. The PUA will meet annually with all faculty members regarding progress toward promotion and/or tenure, the recording of objectives and goals, and the departmental faculty evaluation.
4. A candidate for promotion and/or tenure may temporarily suspend the promotion and/or tenure time process in accordance with Section 5.90.3.6.5 of the NMSU Policy Handbook.
5. Confidentiality and security of records will be maintained by the Principal Unit Administrator and Promotion and Tenure Committee members at all times. All deliberations and voting of the Promotion and Tenure Committee will be confidential and conducted in closed session only among committee members.. All deliberations and voting of the Promotion and Tenure Committee will be confidential and conducted in closed session only among committee members.
6. At least every three years, the written criteria for promotion and/or tenure policies and procedures of the department will be reviewed and updated if need be. If the policy should change during a faculty member’s pre-tenure or pre-promotion period, the faculty member may choose one of the policies for evaluation purposes by notifying the department head in writing.
7. Faculty who choose to participate in the mid-probationary review process must submit their portfolio to their PUA by mid-January. The portfolio shall be prepared in accordance with Section 5.90.5.5 and be reviewed by the PU promotion and/or tenure committee, the PUA, and the College Promotion and/or Tenure Committee. The College committee will provide to the PUA and candidate a written formative evaluation of progress. The review is conducted in accordance with the principal units’ promotion and/or tenure policy (See Section 5.90.3.7.)
8. See Section 5.90.5 of the NMSU CAHE P&T Policy for policies on selecting members of the department promotion and tenure committee. See Roles and Responsibilities section of this document for more information on departmental procedures.
9. The Dean of the College or his representative, as well as the PUA, may meet with the departmental promotion and/or tenure committee to discuss procedural matters.
10. In the case of a candidate with a split appointment among principal units, all promotion and tenure committees from principal units in which the candidate shares appointment

must review the candidate's portfolio. The candidate will follow the guidelines of the primary PU (that with the greatest percentage of the appointment) regarding the format used in preparation of the portfolio. The recommendation of each principal unit promotion and tenure committee will be shared only with that unit's PUA and the college promotion and tenure committee.

11. At any time in the process, a candidate may withdraw from further consideration in accordance with Section 5.90.5.6 of the NMSU Policy Handbook.
12. The appeals process is outlined in the University Policy Manual, Section 4.05.40 and 4.05.50, Human Relations – General- Appeals.

VI. Appendices

Appendix 1: Allocation of Effort

Relative importance and allocation of effort are specific terms defined in the NMSU P&T Policy, Section 5.90.3.4. Principal units have the authority to define allocation of effort in areas such as scholarly activity, extension and teaching. Principal units have the opportunity to assign varying degrees of value to those activities that are important to the principal unit and the individual. This allocation of effort statement reflects an individual’s goals and objectives as they relate to the NMSU mission and the principal unit’s expectations. All levels of the promotion-and-tenure process will acknowledge and respect variations among individual allocation of effort statements. Individuals will be evaluated according to their respective allocations of effort.

Allocation of Effort Statement

This document defines the percentage of effort, agreed upon by the faculty member and principal unit administrator or supervisor, that the faculty member will devote to each of the major categories of teaching and advising or its equivalent, scholarship and creative activity, service, extension, outreach, and other assigned duties (NMSU P & T Policy, Sections 5.90.3.4 and 5.90.5.1). It is the faculty member’s and principal unit administrator’s responsibility to review/amend this document each year.

Percentages of Effort for Upcoming Year:

Appointment	% of Effort¹	Agreed-Upon Goals and Objectives
Scholarship and Creative Activity²:		
Extension ³		
Research		
Teaching		
Teaching (Instruction) & Advising (Include course level, semester credit hours, student enrollment, and statement of what is considered a full teaching /advising load, if applicable)		
Outreach		
Service		
Other		
Total	100%	

¹ These allocations may be similar or different from the cumulative % of FTE that constitute an individual’s salary.

² Scholarship & Creative Activities may include efforts in Research, Teaching or Extension.

³ Scholarship & Creative Activities stemming from Plans of Work.

Principal Unit Administrator _____	Date

Candidate _____	Date

Appendix 2: Portfolio Preparation including Curriculum Vitae Format

Need to be included when completed for the CAHE P&T Document

5.90.5.5 Portfolio Preparation

In accordance with principal unit, college and University guidelines, the candidate is responsible for submitting a promotion and tenure portfolio composed of a core document and documentation file (see definition in the NMSU P&T Policy). The following core document elements must be submitted in this order. The combination of items 4 through 6 shall not exceed 50 pages:

1. A routing form with spaces for the required signatures
2. A cover sheet indicating the candidate's name, current rank, department and college, and rank for promotion and / or application for tenure, for which applicant is applying
3. Any written documentation generated throughout the promotion and tenure process, including annual recommendations from the PU P&T Committee and the numerical vote counts of the promotion and tenure committee(s); these materials will be provided by evaluators at each step of the process (See NMSU P&T Policy Section 5.90.5.5)
4. A table of contents
5. Candidate's executive summary – Should include well-reasoned summary of the candidate's interests, responsibilities, competence, past contributions, ongoing activities, and noteworthy circumstances.
6. A curriculum vitae (See format below)
7. Annual performance evaluations written by the PUA and / or supervisor for the period under review, including the allocation of effort statements, and written statements submitted by the faculty member as a part of, or in response to the PUA or supervisor's comments. Numerical rankings, ratings, or vote counts should be removed from annual performance evaluations. Also see NMSU P&T Policy (?) Sections 5.90.3.3 and 5.90.5.1
8. The most recent complete conflict of interest form
9. Principal unit's mission statements and guidelines
10. External reviews. Also see NMSU P&T Policy Section 5.90.5.4, numbers 26 & 27

Curriculum Vitae Format

A candidate, with the assistance of the principal unit administrator, is responsible for preparing the portfolio (made up of the core document and documentation file) for submission to the principal unit administrator. The core document will be forwarded through the standard evaluation channels, while the documentation file will be reviewed at the principal unit level and be available for review upon request at subsequent levels. The documentation file should contain examples of scholarly and creative work. Complete those sections below appropriate to your allocation of effort. Any material should be reported in one section only.

I. General

- A. Name
- B. Current Rank / Present Position
- C. Principal Unit
- D. College
- E. Educational Background
- F. Previous Professional Experience

II. Allocation of Effort

Annual percent teaching, research, Extension, outreach, service, and other assigned responsibilities for each year

III. Scholarship and Creative Activities for the period under review

- A. **Extension scholarship and creative activities:**

Candidates should provide a narrative that describes their Extension philosophy and program goals, and demonstrates their ability to generate, transmit, and apply research-based knowledge with the intent of improving the quality of life of others. Scholarship and creative activity in Extension is demonstrated by developing educational programs, which

1. has been identified by community needs and maintain mutually beneficial collaborations between NMSU and its partners, stakeholders, and the general public.
2. Evidence of Extension scholarship and creative activity for the review period should focus on significant accomplishments within the candidate's documented Plan(s) of Work as follows: (refer to Appendix 3 – Extension Program Excellence and Scholarship)
 - a. Major Programming Efforts
 - i. Situation statements of programming needs as identified by advisory groups and clientele
Description of target audiences
 - ii. Description of candidate's role in programming
 - iii. Clear, concise documentation of program efforts related to identified goals and objectives in areas such as:
 - 1) Educational programs, workshops, and trainings
 - 2) County agent or specialist interactions
 - 3) Curriculum development
 - 4) Development of public relations tools, including print, radio and television media
 - 5) Grants secured and maintained
 - 6) Partnerships developed and agency or community collaborations
 - 7) Teaching resources, curriculum and tools
 - 8) Web site development and electronic resources
 - 9) Evaluation (process, outcomes and/or impacts)
 - b. Publications developed individually or in collaboration with others. Organize by type beginning with the most recent year. Consult a standard bibliographic reference for a citation style that is complete and accurate. Copies of publications may be included in the candidate's documentation file.

A state level Extension publication, which has gone through a peer review process and has been assigned an appropriate Extension number for identification, is considered a publication. The publication must be cited as an original or adapted work.

At the county level, a publication which has been developed, produced and reviewed by colleagues in support of an educational program and required a high degree of original work on the part of the Extension faculty member may qualify as a publication. The publication must be cited as an original or adapted work.

Publications may include, but are not limited to the following:

- i. Conference papers
- ii. Educational popular or trade publications
- iii. Educational program materials
- iv. Electronic media and educational tools
 - 1) PowerPoint presentations requiring major effort
 - 2) Website development
 - 3) eXtension curricula
 - 4) Conference proceedings via the internet

- 5) Videos
 - i. Extension bulletins, circulars and guides
 - ii. 4-H curricula, project books, and green tops
 - iii. Graduate Thesis
 - iv. Newsletter articles
 - v. Peer-reviewed publications
 - vi. Refereed journal articles and abstracts
 - c. Professional presentations and activities: (Note: candidate's role should be indicated such as invited speaker, moderator, panel member, paper or poster presenter, review team, task force member or other role)
 - i. CES In-service trainings
 - ii. Civic groups
 - iii. Annual CES conferences
 - iv. Judging venues
 - v. Professional societies and organizations
 - vi. Trade organizations
 - d. Special honors, awards, or other recognition of excellence in Extension
- B. Research scholarship and creative activities (If Applicable)**
1. Candidates should provide a narrative describing their Research scholarship and creative activities as evidenced by research philosophy and program goals, professional merit and expertise, as well as the impact the scholarship and creative activities are making in New Mexico and the discipline. The results of this activity will normally find expression through accepted channels or media in the candidate's respective area(s) of expertise.
 2. Evidence of research scholarship and creative activities:
 - a. List of research areas, titles, and sources of funding
 - b. Nature and scope of research areas including responsibility in the above projects
 - i. Scientific leadership roles – explain nature of responsibilities.
 - ii. Administrative leadership roles – explain nature of responsibilities.
 - iii. Other
 - c. List of research products and creative achievements
 - i. List of publications grouped by type. Citation style may follow any form used in the candidate's discipline; all citations must be complete and accurate. Candidate should have a copy of each publication in their documentation file:
 - 1) Books
 - 2) Book chapters
 - 3) Experiment Station publications
 - 4) Extension circulars
 - 5) Juried exhibitions
 - 6) Proceedings
 - 7) Popular or trade publications
 - 8) Refereed journal articles
 - 9) Review articles
 - 10) Technical reports
 - 11) Other publications such as published abstracts
 - 12) Papers and / or posters presented before professional societies – indicate if “invited.”
 - 13) Speeches and talks, other than those listed above, related to research activities.
 - 14) Invited grant-review panels, task forces, etc.

15) Special honors, awards, or other recognition of excellence in research

C. Teaching scholarship and creative activities (If Applicable):

1. Candidates should provide a narrative that demonstrates their ability to develop, test and evaluate new teaching ideas and products. The results or outcomes from such activities will be presented as products (see c.).
2. Evidence of Teaching Scholarship
 - a. Books and manuals
 - b. Educational magazines
 - c. Handbook or workbook
 - d. Invited panels, review teams or task forces
 - e. Presentations (e.g. local, regional, national)
 - f. Refereed journal articles
 - g. Refereed web-based educational materials
 - h. Other publications such as abstracts
3. Possible areas of teaching scholarship
 - a. a. Comparing and contrasting various modalities for delivery of instruction
 - b. b. Creating, revising, and/or testing Assessment Tools
 - c. c. Developing new educational strategies
 - d. d. Developing and testing educational materials
 - e. e. Educational consulting
 - f. f. Empirically testing a pedagogical model

IV. Teaching and Advising for the period under review

1. Candidates should provide a narrative covering their teaching and advising responsibilities, their teaching and advising philosophy, and the impacts of these activities. This statement should describe the candidate's expertise in the discipline; skill in arousing interest and evoking responses in students; and skill in stimulating students to think critically, to understand the interrelationship of fields of knowledge, and application of the knowledge to real life problems.
2. Evidence of teaching and advising:
 - a. Teaching responsibility
 - b. General instruction area
 - c. Nature of courses taught (e.g. service type vs. for majors)
 - d. Special instructional aides and facilities utilized (e.g. technology, case studies, help sessions, field trips)
 - e. Nature of subject matter (e.g. stable, changing, affecting preparation effort required)
3. Teaching load (Items a through e should be in a table format)
 - a. Percentage of allocation of effort for teaching
 - b. Undergraduate courses taught (regular semesters and summer)
 - c. Graduate courses taught
 - d. Number of students per course
 - e. Number of course credits and student credit hours produced
4. Teaching performance
 - a. Peer evaluations

- b. Student course evaluations (summarized in table format; original student should not appear in the core document)
 - c. Letters from former students
 - d. Self improvement activities related to teaching
 - e. Other evidence
5. Professional service to teaching
- a. Development of instructional resources to others
 - b. Assistance to other teachers, researcher and courses (guest lectures, etc.)
 - c. Committee memberships related to teaching at the departmental, college, university, regional or national levels
 - d. Relevant consulting activities
6. Special honors, awards or other recognition of excellence in teaching
7. Academic advising
- a. Methods used
 - b. Number of undergraduate advisees
 - c. Number of graduate advisees
 - d. Number of international students
 - e. Special advising activities
 - f. Effectiveness (student and peer evaluations/input)
8. Other advising services to students
- a. Greek organizations
 - b. Honor societies
 - c. Judging teams
 - d. Research Projects
 - e. Student clubs
 - f. Other

IV. Outreach for the period under review

1. Candidates should provide a narrative that demonstrates their ability to generate, transmit, apply, and preserve knowledge for the direct benefit of external audiences in ways that are consistent with the mission of NMSU. This narrative will describe the candidate's work with advisory groups, volunteers, stakeholders, agencies, K-12 students and educators, and organizations in developing collaborations and implementing program objectives. By its very nature, the impact of outreach contributions is difficult to assess. Because impact analysis may not be possible, evidence of activity is important. Supporting letters and other assessments are encouraged.
2. Evidence of outreach:
- The following is not an exhaustive list, but examples of potential outreach activities might include:
- i. Technology transfer
 - ii. Presentations to stakeholders
 - 1) Grower group field days
 - 2) K-12
 - iii. Recruitment and mentoring activities
 - 1) Types and numbers of recruitment activities
 - 2) Mentoring of students (e.g. hosting interns)

V. Service for the period under review

1. Candidates should provide a narrative that demonstrates their ability to serve their principal unit, college, university and the broader clientele community. Service generally includes contributions to the organization and development of the principal unit, college, and university, and service to any local, state, national or international agency or institution needing the specific benefits to be derived from the candidate's professional knowledge and skills (e.g. committee memberships, task forces, mentoring other faculty, and meetings attended). By its very nature, the impact of service contributions is difficult, if not impossible, to assess. Because impact analysis may not be possible, evidence of activity is critical. Supporting letters and other assessments are encouraged.
2. Evidence of service:
 - a. Principal Unit
 - b. College
 - c. University
 - d. Community
 - e. State
 - f. Nation
 - g. Profession
 - h. Special honors, awards, or other recognition of excellence in service

VI. Other for the period under review

1. Candidates should provide a narrative that describes their involvement in other professional activities that are of utility to the university, contribute to the growth and development of the faculty member, and / or produce benefits in areas not encompassed or reported in previous sections of the curriculum vita. Types of activities that are appropriate for inclusion in this section could include: administrative assignments (e.g. task force chair with separate appointment line or release time, chair of the faculty senate, or acting department head for a limited time period); International activities; professional development, or anything that does not clearly fit in one of the previous sections of the Curriculum Vitae.)
2. Evidence of activity in this area must not have been reported in previous sections of the curriculum vita and should focus on
 - a. Type of activity, including duration and level of involvement
 - b. Measures of utility, contribution, or benefit expressed in a format that is comparable to other forms of evidence that are acceptable for other sections of the Curriculum Vitae.

Appendix 3: Time Line for the Promotion/ Reappointment Process

A. Reappointment

April, early

1. PUA requests faculty on temporary contract to update Promotion and Tenure Portfolio preparation for annual review.

April, late

1. Faculty members turn in updated Promotion and Tenure Portfolio to the PUA.
2. Departmental Promotion and Tenure Committee conducts an annual review of all faculty members on temporary contract. For each faculty member, the committee provides to the PUA in written form an evaluation of progress and specific recommendations on reappointment.

May, early

1. PUA conducts a review of all faculty members on temporary contract, and in consideration of input from the Departmental Promotion and Tenure Committee and his or her own evaluation provides recommendations on reappointment to the NMSU CAHE Promotion and Tenure Committee.

B. Promotion

April, early

1. PUA reviews the hiring status and promotional history for all faculty members to determine which individuals can or must be considered for promotion in the current year.
2. PUA notifies faculty members who are eligible for or required to apply for promotion in the current year. Those faculty members are requested to indicate in writing their intentions regarding promotion in the current year.

April, late

PUA requests faculty who are up for promotion in the current year to begin preparation of materials to document accomplishments.

May, early

PUA meets with faculty members who are applying for promotion to begin the planning process. Planning should include (1) design of the promotion packet, (2) establishment of time table, and (3) identification of outside reviewers.

June - August

The PUA works with the candidates as they prepare their Promotion and Tenure Portfolio.

August, late

The Promotion and Tenure Portfolio are finished and turned in to the PUA.

September

1. The Department Promotion and Tenure Committee is convened to review candidates. The University AP&P Manual requires a minimum of three members on the Promotion Review Committee. If needed, candidates are given the opportunity to suggest outside members for the committee.
2. The Department Promotion and Tenure Committee reviews the promotion packets of candidates. The committee makes written recommendations to the PUA for each candidate. The recommendations are made in the form of a memo signed by all committee members. The memo includes a detailed evaluation of the candidates' Extension Scholarship as well as a general recommendation regarding promotion and tenure.
3. The memo prepared by Department Promotion and Tenure Committee for each candidate and is made a part of his or her promotion packet.

October, early

1. The PUA reviews the promotion packets and provides his or her independent evaluation of each candidate.
2. The PUA makes his or her recommendations a part of the promotion packet.
3. The PUA forwards the promotion packets to the NMSU CAHE Promotion and Tenure Committee.

Appendix 4: Definitions of Scholarly and Creative Work

The following definitions of NMSU Publications/Creative Work will be helpful in evaluating scholarly and creative work by faculty members.

Books, Guides, Handbooks

Book/Monograph

A book/monograph is a major scholarly work on a scientific or technical topic. It typically is at least 50 pages in length. See also Curriculum guides/Handbook

Book Chapter

A book chapter is part of a book (monograph, curriculum guide, and handbook). The title and other information for the book that contains the chapter are needed for the citation. The book itself already may be in the database if an author of another chapter has cited it or a university faculty member had authored or edited the book. If the containing book is not in the system and there are no university authors for it, then the book chapter author may enter information for the book and link it with the book chapter.

Bibliography

A Bibliography is a list of publication citations, usually on one or more related topics. A bibliography can be a standalone publication or appear in a journal or monograph. A Catalog typically is associated with an art museum exhibit, and therefore is not likely to be applicable, although it may apply to a listing of exhibits at a fair or conference.

Brochures, Reports, Workbooks

This is a catch-all category for publications that do not fit into any of the other categories. The information needed for this type of publication is similar to a book.

Bulletins/Circulars/Fact Sheets

Bulletins, Circulars, and Fact Sheets are typical Extension and Agricultural Experiment Station publications. Circulars usually are 8 to 50 pages in length and Fact Sheets usually are less than 8 pages in length. A Bulletin is a research publication less than 50 pages in length.

Curriculum Guide/Handbook

A Curriculum Guide/Handout is similar to a book/monograph but is entered as a separate category because of its specific form and content.

Journals/Abstracts/Reviews

The name of a journal title is necessary for citations of journal articles, abstracts, and reviews. A list of validated journal names, fully spelled out, may be searched on keywords and selected from a list of those meeting the search criteria. If you do not find the journal name in the list, you may enter a provisional record for that journal. Only the name of the journal is required.

Journal Article

A Journal Article appears in a journal, whether the article is peer reviewed or not. Scholarly or research-oriented journals are peer reviewed in accordance with the guidelines of the publishing journal. Non-refereed articles usually appear in trade journals and popular press magazines, and will be reported in those categories.

Abstract

An Abstract usually is of a paper presented at a conference or meeting. It may appear in a separate publication or as part of a journal issue.

Review

A Review typically is of a book, a major chapter in a book, or a journal article. Precede the

title of your review with “Review of” and following the title, place the type of publication reviewed in parentheses.

Proceedings

Proceedings are the published papers presented at a conference or meeting. Use the selection if you are the editor or co-editor of the proceedings. If you are the author of a paper that appears in the proceedings, use the selection: “Paper in Proceedings.”

Paper in Proceedings

A Paper in Proceedings is similar to a journal article in a journal or a chapter in a book/monograph.

Newsletter

A newsletter is a special kind of periodical that contains newsletter articles and usually covers local or regional topics. Use this publication type for newsletters you edit or co-edit without specific reference to an article (include a volume or year in the title for each year you edit the newsletter).

Newsletter Article/Series

A newsletter article (single unique title) or series (a recurring column usually under a common name) appears in a newsletter. Examples: Each article can be entered separately within individual title (“4-H Coordinator Duties”) or included in a generic title such as “Ten articles on invasive species”.

Newspaper Article Series

A newspaper article (single unique title) or series (a recurring column usually under a common name) appears in a newspaper. Each article can be entered separately with an individual title; or you can make a generic title such as “Ten articles on invasive species”. Note: the name of the newspaper is necessary for citations of newspaper articles or series of newspaper articles.

Newspaper Articles & Media Releases

Included in this category are newspaper articles, radio programs, TV shows, and web sites that interview faculty or quote their work.

Conference/Meeting

Although technically not a publication, the Lectures, Speeches category is included here because of the similarities to publications. It requires a two-part entry, one for the Conference or Meeting, the other for the Lecture or Speech.

Lecture/Speech

A lecture or speech is presented at a professional conference or meeting. Note: presentations to extension clients generally should be listed as activities in an extension program.

Poster Display

A poster display is a major graphical work presented at a conference, and may or may not be accompanied by formal explanation of the poster. Specific information regarding your role in the poster display is among the data to be completed for this publication type.

Other

The other category is for participation in a conference or meeting that does not fit into the other categories.

Paper Presentation

A paper is a formal presentation of published (or unpublished) work that may have more than one co-author. Specific information regarding your role in the paper presentation is among the data to be completed for this publication type.

Panel

A panel is conducted as a group activity that responds to a specific paper presentation or topic of interest to the audience. Specific information regarding your role in the panel is among the data to be completed for this publication type.

Seminar

A seminar or workshop is conducted as a focused activity for a small audience. Information regarding your role in the seminar/workshop is among the data to be completed for this publication type.

Creative Works

Creative Works are for non-print media or those with a predominantly graphic component. Types are audiovisual, CD-ROM, computer software, cultivar, exhibit, poster, slides, or website.

Audiovisual Material

The audiovisual category should be used with the item does not fit the other more specific categories or contains a mixture of media.

CD-ROM

A CD-ROM is a physical product that contains a wide range of materials on various topics. It is readable from a computer.

Cultivar

A cultivar is a culture to plant that is clearly distinguishable from others by one or more characteristics and which, when reproduced, retain those characteristics.

Exhibit

Exhibits are usually three-dimensional and displayed at various conferences and meetings. They may be accompanied by interpretive material, including handouts.

Computer Software

Computer software consists of programs that perform various functions, but also can refer to database- and spreadsheet-related tools that accomplish specific tasks.

Poster

A poster typically is an oversize cardboard representation of a process or concept related to a presentation at a conference or meeting.

Slides

Slides typically are PowerPoint slides but can include any similar program that produces a graphical presentation.

Website

A website is a set of computer-based pages, usually written in HTML or XML, that are accessible via the internet.

Other Creative Works

Use this category for a creative work that does not fit one of the specific categories.

Appendix 5: Departmental Final Review for Promotion and Tenure Ballot Form

BALLOT

Name of candidate: _____ Date: _____

Check one:

Recommended for promotion and tenure or promotion to professor

Not recommended for promotion and tenure or promotion to professor

Abstention

Reasons for positive recommendations for promotion and tenure

Reasons for negative recommendations for promotion

No reasons for negative recommendation for tenure will be given.

Appendix 6: Departmental Annual Spring Review Memo

Spring review will be conducted by late May. The Committee will evaluate the progress of each non-tenured tenure-track faculty member toward a continuous contract and report the strengths and weaknesses of each in the area of their program responsibility in writing.

Candidate's name: _____

1. Has completed previous years' Progress toward Tenure document and made corrections according to committee suggestions.

2. Has provided appropriate information on all items in document format.

3. Document is readable and clear with correct grammar and spelling.

4. Document shows established career in publications related to Extension position.

5. Document has appropriate information on major program accomplishments, such as evaluation information and educational activities.

6. Major program accomplishments are significant, long term and show evaluation results.

7. Educational programs support the mission statement of the college and university.

8. Has provided service to university, college, and department.

9. Shows leadership and collegiality in state in subject matter area.

10. Was information correctly placed in core document or documentation file?

11. Additional comments on strengths or weaknesses of document.

Progress toward promotion and tenure; check one.

_____ Document meets requirements.

- _____ Document meets requirements, but could use improvements in: (List)
- _____ Document does not meet minimum requirements and needs improvement. See committee member for assistance in writing the document.