

**New Mexico State University
Cooperative Extension Service**

**College of Agricultural, Consumer and
Environmental Sciences**

***Criteria for Promotion
And Tenure
For
County Extension Faculty***



January 2010

GUIDELINES FOR PROMOTION AND TENURE

County Extension Faculty

College of Agricultural, Consumer & Environmental Sciences

Introduction

As a land grant institution, New Mexico State University (NMSU) upholds a three part mission through *instruction, research, and Cooperative Extension*, all of which are closely interrelated and mutually reinforcing.

The Cooperative Extension aspect of the University's mission is the process of extending the intellectual expertise and resources of the university through teaching and applied research to address the social, civic, economic and environmental challenges and opportunities facing our state, region, nation, and global community.

Cooperative Extension is a distinctive part of New Mexico State University and of the state of New Mexico. Our assets include a presence in every county that is linked to NMSU's knowledge base. Through relationships and partnerships with individuals, the public and private organizations, Cooperative Extension is able to identify and respond to critical issues in New Mexico communities. NMSU Extension faculty are valued leaders of objective educational programs that help New Mexican's create the futures they prefer.

Mission and Vision Statement

New Mexico State University Cooperative Extension Service, through county Extension faculty, engages the people of New Mexico with research-based knowledge and education that strengthens communities and economies, sustains agriculture and natural resources, and promotes healthy families and individuals to create positive impacts and overall well-being of individuals within the counties.

Goals, Objectives and Expectations

The overall scholastic framework for Extension involves developing community education programs with clear goals and objectives based on locally identified needs. Program content and delivery should be based on knowledge of literature and generated knowledge. Programs should also document change in knowledge, behaviors, or attitudes of the target population.

The goals of each county faculty member are defined by their individual Plans of Work and will be accomplished by utilizing the **three core competencies – *subject matter expertise, networking and communication skills, and program development, delivery, and evaluation skills*** -- that are required for Extension work to be effective. These core competencies have been applied to the Core Components of Extension Program Scholarship in the evaluation of annual job performance, scholarship, and promotion and/or tenure. Given the necessary criteria of Extension scholarship, it is

expected that there will be evidence of one or more forms of scholarship in Extension programs and related components.

In addition, as a tenure track faculty member or as a non-tenured college rank faculty member at NMSU, faculty members are expected to make contributions to Extension scholarship on behalf of the University and the communities served. This is necessary criteria for Extension excellence in job performance and advancement towards promotion and/or tenure. Therefore, promotion and/or tenure evaluations must consider the person's professional performance in light of agreed upon allocation of effort statements and specified service functions.

Subject-Matter Expertise

Professional development and involvement is evidenced by:

- Maintaining and improving professional competencies through personal professional improvement
- Participating in appropriate professional groups
- Being professionally up-to-date in assigned disciplines, educational methods, and societal conditions
- Responding to issues identified by advisory committees, stakeholders and others
- Attending and participating in Extension in-service educational opportunities
- Serving on Cooperative Extension and NMSU committees as requested
- Subscribing to and utilizing high-quality professional periodicals, books, trade journals, and other media
- Actively participating in community and professional organizations and activities to strengthen credibility as an educator

Networking and Communication

Extension leadership is evidenced by:

- Being recognized as an educational leader within the county, state, area, and nation
- Effectively representing NMSU as a county Extension faculty member
- Leading staff and/or clientele in planning and implementing quality programs
- Anticipating future program opportunities and providing focus for program priorities
- Motivating staff and/or clientele to adopt new practices
- Providing staff and/or volunteers with support, recognition, orientation, and training in relevant subject matter
- Effectively working with community and Extension colleagues in leadership roles

Communication within the role of county Extension faculty includes:

- Speaking and writing effectively – written communications are organized, clear, and concise

- Conducting educational and developmental experiences that are proficient, creative and appropriate to objectives, staff, clientele and volunteers
- Subject matter that is accurate and up-to-date, using current research based knowledge
- Demonstrating effective teaching abilities that are well prepared and delivered
- Interacting positively with colleagues and supporting staff members
- Performing as an Extension team member
- Maintaining positive communications with staff, clientele, planning groups, agencies, organizations and professionals

Program Development, Delivery and Evaluation Skills

Components of Extension Program Scholarship include:

- Developing programs based on locally identified needs, concerns and/or issues
- Targeting specific audiences
- Setting goals and objectives for the educational program
- Reviewing current literature and/or research for the program
- Planning appropriate program delivery
- Documenting changes in clientele knowledge, behaviors, attitudes, and/or skills
- Conducting a reflective critique and/or evaluation of the program, including measurable outcomes and clientele feedback
- Validation of the program by peers and/or stakeholders
- Communication of results to stakeholders and decision makers

Service

Activities recognized as service are required of all faculty members at NMSU. Service represents contributions that help advance the profession, improve operation of the University and advance the well being of society. These contributions can also benefit the college, the University, industry, stakeholders, government entities, non-governmental organizations, the community, the county, the state, and the nation.

Contributions to the operation of the University can be demonstrated by service on committees at the county, college and university level. Activities also include service as an elected representative in University organizations such as Faculty Senate; participation in academic and administrative recruitment; and writing and /or revising statewide curriculum.

A faculty member should experience a similar broadening of service responsibilities to one's professional organization(s). For example, an assistant professor should assume some service responsibility in their county office and perhaps have started District/College-level service; an associate professor should further assume some College-level service and perhaps have begun to engage in University-level service; while a professor should serve at all levels.

Examples of service may include:

District/College Level Service

- Contribute to the formulation of program and administrative policies
- Participate in activities such as curriculum development and revision
- Serve as an active member of district or college level committees, task forces or teams

University Service

- Serve as an active member of university committees, task forces, and faculty senate
- Participate in student recruitment efforts

Community Service

- Involvement in civic organizations
- Involvement in community service activities

Professional Service

- Serve as a member of a regional or national conference planning committee
- Serve as a reviewer for journals, grant proposals and other professional works
- Serve as a reviewer for curriculum by request of another state or national organization.

Leadership

In demonstrating leadership, candidates must show that they are having an impact through contributions to the advancement of the program and University. Faculty members should exhibit leadership at all levels, but in particular when pursuing promotion to professor.

Evidence of leadership should include, but not be limited to the following:

- Serve in an administrative role within the county CES office.
- Mentor junior faculty in your county, new agents in other counties and/or student interns employed in your county.
- Serve as chair to a departmental, college and/or University committee or task force.
- Assume a leadership role(s) in a professional association or organization.
- Assume a leadership role in community service activities.

Collegiality

Collegiality, implicit or explicit, is an integral part of a faculty member's professional career. How a faculty member works with colleagues and within the institution contributes to the workplace climate. A faculty member's willingness to function positively as part of the group and with individuals is a quality that is an important consideration for promotion and/or tenure. In all activities, county Extension faculty value integrity through responsible, honest, and respectful interactions with staff, colleagues, and clientele.

Criteria for evaluating collegiality may include, but are not limited to, the following:

- Projecting a positive attitude and interacting positively with colleagues.
- Treating others with respect.
- Taking turns in being responsible for tasks within the principle unit.
- Using personal expertise to solve problems.
- Helping to create an open environment to exchange ideas.
- Representing the University factually.

Criteria for Promotion and Tenure

All colleges at New Mexico State University adhere to the general University Promotion and Tenure Guidelines as set forth in the NMSU Promotion and Tenure Policy, 5.90.1-7. Candidates for promotion and/or tenure must carefully examine the University, College of Agriculture, Consumer and Environmental Sciences and County Extension Faculty policies.

The criteria and procedures established by the County Extension Faculty Promotion and Tenure Principal Unit are described below. They are in accordance with the University policy on promotion and tenure <http://www.nmsu.edu/~fsenate/ptp/index.html> as well as the CAHE/CACES 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 County Faculty policies.

At all levels of this evaluation, judgments must be made based on an individual's responsibilities and performance. These judgments should recognize that each county Extension faculty member has a unique responsibility within the University. Likewise, the candidate must be aware that advancement through the academic ranks requires not only excellence in an academic discipline, but also evidence of developing the professional stature and maturity of view expected of those in the professorial ranks. Candidates for promotion and/or tenure are, therefore, responsible for providing the basis for appraisal of their performance, professional maturity, and likelihood of continued contributions.

Considerations for rank will be based on the criteria in the University policy handbook, as a minimum. Time periods, if stated, are to be considered as minimum and not necessarily a maximum. *Meeting the minimum requirements for time in rank does not*

automatically qualify a faculty member for promotion. Judgments will be based on the quantity and quality of evidence of performance provided by the candidate and by appropriate Principal Unit Administrators / District Department Heads and College and University Administrators.

Tenure considerations for tenure-track county Extension faculty will occur during the faculty member's sixth year of employment. If a faculty member's employment begins prior to the last Friday in September, tenure-track credit will be retroactive to July 1. If a faculty member's employment is after the last Friday in September, tenure-track credit begins the following July 1. Those achieving tenure are awarded a continuous contract at the end of their sixth year, while those not awarded tenure are given a one-year terminal contract for their seventh and final year of employment at NMSU.

Within the College of Agricultural, Consumer and Environmental Sciences, candidate portfolios for promotion and/or tenure are evaluated by their 1) County Extension Faculty Promotion and Tenure (PU) Committee, 2) the CACES Promotion and Tenure Committee, and 3) the Dean of the College.

Academic Ranks:

Promotion for tenure-track county Extension faculty consists of progress through the academic ranks of the university, which include ***assistant professor, associate professor, and professor.*** It is the responsibility of the individual faculty member to apply for promotion at appropriate times in his/her career. In the Cooperative Extension Service, title changes and changes in assignment are not considered as changes in academic rank; therefore, personnel actions are not covered in these guidelines.

1. ***Assistant Professor.*** Degree requirements will be the master's or the appropriate 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 typically is 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 Principal Unit Administrator / District Department Head. *The application for tenure may occur only one time.*

2. ***Associate Professor.*** Degree requirements will be the master's or the appropriate terminal degree. An associate professor is a mid-career faculty member who has been awarded tenure. Associate professors may hold this rank indefinitely or apply for further promotion. An associate professor must demonstrate competence, continuous progress, and maturity over a large part of the Extension field of work. Extension scholarship and creative activity should be evident.

All the requirements of the previous rank of assistant professor are to be met and additional qualifications include:

- evidence of continued professional updating and attainment.
- a demonstrated ability to objectively evaluate, strengthen, and improve existing programs and lay a basis for launching new ones.
- recognition as an established leader in area of responsibility in New Mexico.

3. **Professor:** Extension faculty members with master's degrees may be promoted to this rank after achieving the rank of associate professor. A professor, sometimes referred to as a "full professor," has established disciplinary, intellectual, and institutional leadership. 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.

All requirements for previous ranks must be met on a continued basis and additional qualifications include:

- a substantial command of the whole subject-matter field in assigned responsibility and a well-marked, sound, and significant scholarly view.
- service to the community, college, and University.
- recognition as an established leader in area of responsibility in New Mexico and established national and/or international reputation for outstanding contributions to the development of improvements in agriculture, youth development, community development, and/or family and consumer sciences. (National recognition from professional organizations; regional, national or international involvement such as offices or committee assignments.)

To be considered for this rank, a person is expected to have maintained all the qualities and conditions required for tenure and the Associate Professor rank.

Non-Tenure Track (College Rank) Faculty:

The promotion process for Non-Tenure Track Faculty (NTTF) will be administered according to the CACES Criteria for Promotion and Tenure guidelines. In this regard, there will be no differences in the promotion process between NTTF and Tenure-Track Faculty (TTF) members. Faculty based in a county Extension position that is considered non-tenured will prepare a portfolio for promotion just as tenure track faculty, which will be reviewed by the County Extension Faculty Promotion and Tenure Committee.

Promotion and Tenure Roles and Responsibilities

Principal Unit Administrator (District 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 county, college, and University by assuring that every faculty member has a clear understanding of expectations. These duties are required of Principal Unit Administrators / District 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.

County Extension Faculty (PU) Promotion and Tenure Committee

Committee Responsibility

The County Extension Faculty (PU) Promotion and Tenure Committee convenes twice yearly to review county Extension faculty portfolios. The committee makes recommendations to the CACES Promotion and Tenure Committee and the Dean of the College concerning each application for promotion and/or tenure. The committee provides written feedback to the applicant and administration regarding the faculty member's progress towards promotion and/or tenure.

The County Extension Faculty Guidelines for Promotion and/or Tenure will be reviewed and updated at least every three years. Initially after adoption, the guidelines will also be thoroughly evaluated for accuracy and clarification. Principal Unit Administrators / District Department Heads will notify all county Extension faculty of any changes to the principal unit, college of University promotion and tenure policies. If the major policies should change during a faculty member's pre-tenure or pre-promotion period, the faculty member may choose the policy in which they prefer to be evaluated.

Committee Structure

The County Extension Faculty (PU) Promotion and Tenure Committee will serve in an advisory capacity as follows:

- The committee shall consist of five county Extension faculty elected from nominations submitted by the Agriculture Agent, Family and Consumer Science and 4-H Agent Associations. An alternate member will also be chosen to serve should one of the elected faculty members be unable to serve. The alternate will be the faculty member receiving the next highest number of votes from the Association membership.
- To be eligible for the committee, county faculty members must be tenured and hold the rank of full professor.

- In no case shall the committee be composed of fewer than three eligible members. If there are insufficient numbers of eligible faculty within the full professor ranks to constitute a committee, the Associate Dean and Director of Extension will, in consultation with the committee members, select a member from another Extension related principle unit to serve on the committee.
- Committee members will be elected for a three-year staggered term ending in December. (December 2008 – one member and one alternate; December 2009 – two members; December 2010 – two members)
- A chairperson will be selected by the Associate Dean and Director of Extension from the elected committee.
- In January, the Associate Dean and Director of Extension will initiate the committee nomination process to update the County Extension Faculty (PU) Promotion and Tenure Committee by contacting the presidents of the Agriculture, Family and Consumer Science and 4-H Agent Associations.
- Agent Associations will hold elections in order to bring forth two eligible nominees for the overall County Extension (PU) Promotion and Tenure Committee ballot, which will be prepared by the Associate Dean and Director of Extension.
- Elections for the overall committee will be held in March with the committee members to be announced by the Associate Dean and Director of Extension by early April.
- The committee will convene in May at the call of the committee chair to review spring portfolios. The same committee will then review portfolios for actual promotion and/or tenure in the fall.

Committee Deliberation

Candidate portfolios are to be submitted to the appropriate Principal Unit Administrator / District Department Head who will solicit outside letters of reference from a list of individuals previously provided by the candidate. Once completed, portfolios will be forwarded to the County Extension Faculty Promotion and Tenure Committee. The committee will evaluate the portfolios and will send written letters of recommendation with the portfolios to the CACES Promotion and Tenure Committee as follows:

- a. Recommended for promotion and/or tenure.
- b. Not recommended for promotion and/or tenure.
 - Reasons will be provided for positive or negative recommendations for promotion and positive recommendations on tenure. Reasons will not be given for a negative recommendation on tenure.
 - In order to assist deliberations, the appropriate Principal Unit Administrator / District Department Head may be contacted to confer with the committee when individuals from their area are evaluated.

Committee Procedures:

As the Committee convenes, the members may meet with the Associate Dean and Director of Extension to discuss procedural matters.

The deliberations and voting of the promotion and/or tenure committee will be conducted in closed session only among committee members. Strict confidentiality of materials, deliberation, and decisions of the committee will be observed. None of the materials, forms, discussion, or other business of dealing with specific candidates for promotion and/or tenure are to be divulged to persons other than the CACES Promotion and Tenure Committee or the CACES Dean. Confidentiality is crucial for unbiased recommendations.

During the spring review, the committee will evaluate the candidate's progress toward promotion and/or tenure. Strengths and weaknesses of each portfolio will be documented in writing and forwarded to the Associate Dean and Director of Extension. Each faculty member will receive specific written commendations, concerns, and recommendations from the committee in order to make necessary changes to strengthen their portfolio before the fall review for promotion and/or tenure.

The Committee will reconvene in the fall to review and evaluate the candidate portfolios submitted for actual promotion and/or tenure consideration. After each committee member has reviewed the portfolio, the committee will cast their votes via confidential paper ballot. Committee members will not vote on candidates from their own county.

The committee chair will prepare a written report to be submitted to the CACES Promotion and Tenure Committee concerning the recommendation of each candidate. The recommendation will reflect the majority view of the committee. This statement will contain the number of actual votes (for, against, abstention), as well as reasons for positive and negative recommendations for promotion, and positive recommendations for tenure. Reasons will not be given for negative recommendations on tenure. Committee members will be allowed to submit minority reports.

The CACES Promotion and Tenure Committee will then review candidate portfolios along with recommendations from the County Extension Faculty (PU) Promotion and Tenure Committee as they convene during the months of November or December. Their recommendations will be forwarded to the CACES Dean for further review and consideration before being submitted to the University Provost in January or February.

The candidate will be informed in writing of the CACES Dean and the Vice Provost's recommendations. Faculty approved by the Provost for promotion and/or tenure are announced prior to the July 1 effective date. Faculty who fail to earn tenure are given one year's notice of termination.

Candidate Responsibilities

Candidates shall follow the guidelines for preparing their portfolio as described in Section 5.90.5.5 of the CAHE/CACES P&T Policy and shall ultimately refer to the NMSU Promotion and Tenure Policies for additional guidelines and further clarification. County Extension Faculty candidates may also consult a more specific sample portfolio, prepared by the County Extension Faculty P & T Committee, outlining examples of work in the areas of agriculture, family and consumer science, youth development and community development. The candidate will also use information in the allocation of effort statement to prepare the portfolio and will follow the timeline for the promotion / reappointment process.

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 3 through 5 shall not exceed 50 pages:**

1. **A portfolio routing form** provided by the PUA / District Department Head.
2. **A cover sheet** indicating the candidate's name, current rank, county name, college name, and application for tenure and/or promotion, for which the candidate is applying.
3. **A table of contents.**
4. **Candidate's executive summary** – Should include a well-reasoned summary of the candidate's interests, responsibilities, competence, past contributions, ongoing activities, and noteworthy circumstances. The executive summary should be no longer than five pages in length.
5. **Candidate's curriculum vita** following the format below. Candidate should also consult the County Extension Faculty P & T Sample Portfolio.
6. **Any written documentation generated throughout the promotion and tenure process**, including 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) (Provided by PUA / District Department Head).
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 (Provided by the PUA / District Department Head).

8. **The most recent conflict of interest form** previously completed on-line at <http://hr.nmsu.edu/forms/ISSConflictOfInterestDisclosure.pdf> by the candidate. Final form provided by the PUA / District Department Head.
9. **Principal unit's mission statements and guidelines** to be provided by the PUA / District Department Head.
10. **Letters of Reference** (a minimum of five) obtained by the PUA / District Department Head through references provided by the candidate. Unsolicited letters obtaining to a candidate's application for promotion and/or tenure will be marked as such and included in the candidate's documentation file.

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. Candidates should complete those sections below appropriate to their allocation of effort. Material should be reported in one section only.

I. General

- A. Name
- B. Present Position / Current Rank
- C. Date of Promotion to Current Rank
- D. Application for Promotion to Academic Rank of _____
- E. Date of Employment with NMSU - CES
- F. Principle Unit (County Extension Faculty)
- G. College (CACES)
- H. Educational Background
- I. Previous Professional Experience

II. Summary of Allocation of Effort

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 Effort 1	Agreed-Upon Goals and Objectives
Scholarship and Creative Activity²:		
Extension ³		
Research		
Teaching		
Teaching (Instruction) & Advising (Include course level, semester credit hours, student enrollment, & statement of what is considered a full teaching/advising load)		
Outreach		
Service		
Other		
Total	100%	

Principal Unit Administrator⁴ _____ Date _____

Candidate _____ Date _____

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.

⁴ All forms for candidates with split or joint appointments need a signature from each of their PUAs.

III. Scholarship and Creative Activities for the Period Under Review

A. Evidence of Extension scholarship and creative activity for the review period, defined as the period between one promotion to another, should focus on significant accomplishments within the candidate's documented Plan(s) of Work as shown below. (Refer to the CACES Criteria for Promotion and Tenure – Appendix 3, Extension Program Excellence and Scholarship for clarification).

1. Major Programming Efforts

- Situation statements of programming needs as identified by advisory groups and clientele
- Description of target audiences
- Description of candidate's role in programming
- Clear, concise documentation of program efforts related to identified goals and objectives in areas such as:
 - Educational programs, workshops, and trainings
 - County agent or specialist interactions
 - Curriculum development
 - Development of public relations tools, including print, radio and television media

- Grants secured and maintained
- Partnerships developed and agency or community collaborations
- Teaching resources, curriculum and tools
- Web site development and electronic resources
- Evaluation (process, outcomes and/or impacts)

2. 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:

- Conference papers
- Educational popular or trade publications
- Educational program materials
- Electronic media and educational tools
 - PowerPoint presentations requiring major effort
 - Website development
 - eXtension curricula
 - Conference proceedings via the internet
- Extension bulletins, circulars and guides
- 4-H curricula, project books, and green tops
- Graduate Thesis
- Newsletter articles
- Peer-reviewed publications
- Refereed journal articles and abstracts

3. 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)

- CES In-service trainings
- Civic groups
- Annual CES conferences
- Judging venues
- Professional societies and organizations

- Trade organizations

IV. Service For the Period Under Review

- A. 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.
- B. Evidence of service:
1. Principal Unit
 2. College
 3. University
 4. Community
 5. State
 6. Nation
 7. Profession
 8. Special honors, awards, or other recognition of excellence in service

V. Membership and Involvement in Professional Societies and Organizations

- A. The candidate is to list membership and involvement in organizations directly related to the candidate's extension career.

VI. Professional Development

- A. List of professional development such as annual or in-service trainings provided by the Cooperative Extension Service.
- B. List of other professional development such as short courses, workshops, courses for credit and professional society or association conferences or conventions.

VII. Professional Honors, Awards, or Other Recognition of Excellence in Extension

- A. The candidate is to list significant honors, awards and recognition received as a result of Extension work performed. Certificates from schools, organizations, conferences, etc. need not be included.

VIII. Other for the period under review

- A. 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 Vita).
- B. Evidence of activity in this area must not have been reported in previous sections of the curriculum vita and should focus on
 1. Type of activity, including duration and level of involvement
 2. 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 Vita.

Portfolio Changes

The candidate may make additions, deletions, or other changes regarding materials in their portfolio through their PUA / District Department Head, even after the portfolio has been submitted for committee review as long as they are made at least 48 hours prior to the committee's deliberations. The PUA / District Department Head shall promptly notify the committee chair regarding any changes. These changes shall be documented in writing by the PUA / District Department Head, noting the date, time and nature of the changes.

Review of Portfolio

The candidate is allowed to review all items in their portfolio assembled prior to the review by appropriate committees and administrators. The review must occur within the presence of the Principal Unit Administrator / District Department Head or their designated representative. The review must be documented in writing, noting date and time.

Documentation File Storage and Security

The candidate may choose to compile a documentation file of supplementary materials to accompany their portfolio. This material is not to be routed beyond the CACES Promotion and Tenure Committee, but is available for review. The County Extension Faculty P & T Committee may review the documentation file during their evaluation process, however these materials will not be routed for further review beyond the CACES Promotion and Tenure Committee. The County Extension Faculty Committee Chair will be responsible for securing these materials and will make them available to the College Committee as needed.

If the candidate is applying for tenure, they should include evidence of contributions made since beginning employment with NMSU, plus evidence from other institutions if credit for prior service is applicable. If the candidate is applying for promotion, they should include evidence of contributions since the last promotion or tenure review.

Committee Request for Additional Information

The County Extension Faculty P & T Committee has the right to request additional information from the candidate. All requests will be made in writing and submitted to the candidate through the PUA / District Department Head. The candidate will be allowed a minimum of seven days from the date of receipt to provide the requested information. The information will be delivered to the committee through the PUA / District Department Head.

Temporary Suspension of Process

The candidate will use information in the allocation of effort statement to prepare their portfolio and will follow the timeline for the promotion / reappointment process. However, a tenure track faculty member, in consultation with their Principal Unit Administrator / District Department Head, may request a temporary suspension of the promotion and tenure clock in accordance with the provisions outlined in Section 5.90.3.62 of the NMSU Policy Manual.

Option to Withdraw

During the review process, a candidate may withdraw their application for promotion and/or tenure from further consideration in accordance with Section 5.90.5.6 of the NMSU Policy Manual.

Appeals Process

Candidates are encouraged to familiarize themselves with the University procedures for appeals, specific details of which can be found in Sections 4.05.40 and 4.5.50 of the University Policy and Procedures Manual, Human Relations – General Appeals.

Post-Tenure Review

The County Extension Faculty P & T Committee adheres to the policy regarding post-tenure review set forth in Section 5.87 of the NMSU Policy Manual, by providing a written annual review of the performance of each faculty member.

APPENDIX A

Extension Promotion Review Waiver

Each April, the County Extension Faculty Promotion and Tenure Committee is instructed to review tenured/tenure-track and non-tenured track college rank faculty under the rank of full professor for the purpose of assessing progress toward promotion.

Although each Assistant or Associate Professor should have their core document reviewed in this manner, there may be situations where a faculty member may choose not to be reviewed. By signing this waiver before March 15, the faculty member named below wishes to withdraw their name from consideration for the current review period.

_____	_____	_____
Name (print or type)	Signature	Date

_____	_____
PUA / District Department Head Signature	Date

New Mexico State University is an equal opportunity/affirmative action employer and educator. NMSU and the U.S. Department of Agriculture cooperating.