

**DEPARTMENT OF PROMOTION AND TENURE PROCEDURES**  
**FOR**  
**EXTENSION PLANT SCIENCES**  
**NEW MEXICO STATE UNIVERSITY**

The committee feels that there are several major inconsistencies across all Departmental documents and suggest the following:

1. Departments should inform new faculty of the structure and membership of the Departmental P&T committee.
2. Departments should establish a calendar indicating when various P & T materials are due (should comply with AP&P). This calendar should be provided to faculty well in advance of due dates. The calendar should be consistent year after year.
3. Departmental guidelines should provide a clear description of how faculty will be evaluated.
4. Departmental guidelines should describe how teaching load, student credit hours, creative activities and service activities will be evaluated.
5. Departments should provide a priority/ranking for the importance of types of publications as well as grants (funded and unfunded).
6. Departments should provide opportunities for review and discussion of the Department Head's recommendations with the Departmental P&T committee.
7. Department Heads should have yearly meetings with tenure-track faculty to discuss progress towards promotion and tenure. This meeting should be held separate from merit evaluations and soon after the P&T committee conducts the annual review of tenure-track faculty.

8. Other guidelines:

1. Provide examples of Evidence of Creative Activity, Teaching and Service
2. Establish procedures for annual feedback to candidate faculty
3. Provide examples of Evidence of Special Stature in the Discipline for Promotion to Professor