

POLICY ON ACADEMIC APPOINTMENTS, REAPPOINTMENTS AND PROMOTIONS

Department of Fishery and
Wildlife Sciences

New Mexico State University
November 9, 2001

Introduction

The most 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 teaching, scholarship, and service. Below are the criteria established by the Department of Fishery and Wildlife Sciences. They are in accord with the general University Promotion and Tenure Guidelines as set forth in the Administrative Policies and Procedures (AP&P) Manual, in the chapter titled Academic, Sections VII-X.

Criteria

Teaching

New Mexico State University sets forth high quality teaching as a fundamental responsibility of all faculty members. As teachers, members of the faculty are responsible for effective instruction, whether at the undergraduate, graduate, postdoctoral, extension or continuing education level. Teaching at the university level embraces a wide variety of activities including, (1) classroom teaching, (2) field exercises, (3) distance education, (4) non-credit instruction for the lay public, students at all levels and professionals in the discipline, (5) supervision of research, (6) student internships, (7) direction of theses and dissertations, (8) academic advising, (9) student mentoring, (10) specialized training offered to extension volunteers and professionals, (11) instructional enrichment, (12) curriculum development, and (13) development of instructional materials including text books. Effective teachers have depth and breadth of knowledge in their discipline, and they show continuing development of their knowledge insuring effectiveness throughout their teaching career. They are able to convey their knowledge to students by creating a positive environment for learning and one that stimulates imaginative and creative

thinking. The best teachers maintain a critical attitude towards their own teaching, always seeking new approaches that lead to self improvement. Effective teaching is demonstrated by measures that are, of necessity, often indirect and inexact in their application. As a result it is imperative that faculty members employ a variety of approaches in demonstrating teaching proficiency. Among these are student evaluations, peer evaluation of classroom performance, peer evaluation of classroom materials including syllabi and supporting resources (e.g., handouts, visual presentations, web pages), outcomes of graduate student research including successful publication of research results, outcomes of mentoring efforts, and peer evaluation of published teaching works such as text books.

Scholarship

Scholarship is the comprehensive study and learning through basic or applied research that leads to the development of new knowledge in a specific field or discipline. All members of the faculty should be actively engaged in scholarship. Scholarship is based on inquiry and experimentation that is designed to contribute to the advancement of the discipline or to satisfy specific needs of society. The value of scholarship is measured by peer recognition of contributions to the field or discipline. Recognition of the originality, impact and importance to the advancement of the field is most commonly achieved through publication of refereed works such as journal articles, book chapters and books. Other endeavors that can demonstrate scholarship include, (1) development of external financial support to conduct research, particularly competitive support; (2) receipt of competitive fellowships and awards in the faculty member's field of study; (3) presentation of research results at national and international professional meetings; (4) design and execution of applied research in the laboratory or in the field; (5) holding of professional editorships or editing of scholarly works; and (6) lecturing in professional and other public forums. While appropriate application of the discipline to the problems of the State and region is encouraged, such scholarship will be measured by standards equally rigorous to those applicable to all of scholarship.

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. 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, etc. Contributions to the operation of the University can be demonstrated by service on committees at the departmental, college and university level; 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; and activities that enhance student life programs. 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 and governmental and other special committees, boards, agencies, civic groups and commissions; service as a professional

consultant either formally or informally; 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.

Application of Criteria for Appointments, Reappointments and Promotions

A. Introduction

General Principles

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 reappointment or promotion. 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.

Responsibility of the Department Head

The Department Head 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 Department Head specific expectations in regard to their position, the quality of their own services and the outlook for their future.

Peer Review

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 students. In matters of promotion the department will always seek external evaluators of the highest caliber who have no direct personal or professional relationship to the faculty member.

B. Promotion to Associate Professor

General Principles

Promotion to the rank of Associate Professor is of particular importance because academic tenure (i.e., continuous contract) is conferred simultaneously. In granting tenure the University abandons its freedom in regard to retention of the individual in an effort to assure academic freedom. The University, instead, places its trust in the judgment of peer

evaluators to determine the likelihood of continued success and productivity of the candidate. For this reason, individuals promoted to the rank of Associate Professor must demonstrate qualities that provide a strong indication of the kind of continuing personal and professional development that will assure sustained productivity throughout a career.

Tenure

The Department of Fishery and Wildlife Sciences at New Mexico State University considers scholarship, including research accomplishment, as the primary criterion for tenure. Excellence in scholarship, as defined earlier in this document, is necessary to achieve tenure. Effective teaching, as defined earlier in this document, is also normally a condition for the achievement of tenure, but will not, in the absence of significant scholarly accomplishment, be sufficient for the granting of tenure. Significant accomplishments in the activities specified under the criterion of service will strengthen a candidacy for tenure. Such accomplishments are expected of a member in the profession, but cannot replace scholarship and research or teaching effectiveness as a justification for tenure.

C. Promotion to Full Professor

Promotion to Full Professor represents advancement to the highest academic rank. It is based on continued personal and professional development well beyond that achieved at the rank of Associate Professor. Rigorous standards are applied in the assessment of scholarship in consideration for promotion to Full Professor. Generally, scholarship is expected to have achieved significant stature clearly recognized by peer evaluators. While no specific time interval is required for the promotion to Full Professor, generally a faculty member is expected to demonstrate the level of scholarship required for advancement to this rank in no less than six years. For some, the period may be longer. However, as some individuals advance in their career, goals may change in accord with changing departmental or university needs. When these changes result in a declining focus on scholarship it may become appropriate to increase consideration of teaching excellence and service in consideration for promotion to Full Professor. When appropriate, this realignment of criteria should never occur in less than ten years following the promotion to Associate Professor.

Time Line for the Promotion/Reappointment Processes

A. Reappointment

April, early

1. Department Head requests faculty on temporary contract to update Evaluation Information Form in preparation for annual review.

April, late

1. Faculty members turn in updated Faculty Evaluation Forms to the Department Head.

2. Departmental Appointments and Promotion Committee (A&P) conducts an annual review of all faculty members on temporary contract. For each faculty member, the committee provides to the Department Head in written form an evaluation of progress and specific recommendations on reappointment.

May, early

1. Department head conducts a review of all faculty members on temporary contract, and in consideration of input from the Department A & P Committee and his or her own evaluation provides recommendations on reappointment to the Dean of the College.

B. Promotion

April, early

1. Department Head reviews the hiring status and promotional history for all faculty members to determine which individual can or must be considered for promotion in the current year.
2. Department Head 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

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

May, early

Department Head 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 Department Head works with the candidates as they prepare their promotion packets.

August, late

The promotion packets are finished and turned in to the Department Head.

September

1. The Promotion Review Committee is convened to review candidates. Because of the small size of this Department, faculty

members from outside the Department are generally invited to join the Departmental A&P Committee to form the Promotion Review Committee. The University AP&P Manual requires a minimum of three members on the Promotion Review Committee, but the Department generally forms a committee of five members. Candidates are generally given the opportunity to suggest outside members for the committee, although it may not be possible to accommodate all requests.

2. The Promotion Review Committee reviews the promotion packets of candidates. The committee makes written recommendations to the Department Head 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 Teaching, Research and Service as well as a general recommendation regarding promotion and tenure.
3. The memo prepared by Promotion Review Committee for each candidate is made a part of his or her promotion packet.

October, early

1. The Department Head reviews the promotion packets and provides his or her independent evaluation of each candidate.
2. The Department Head makes his or her recommendations a part of the promotion packet.
3. The Department Head forwards the promotion packets to the Associate Dean and Director of the College of Agriculture and Home Economics.