HOTEL, RESTAURANT & TOURISM MANAGEMENT

COLLEGE OF AGRICULTURE AND HOME ECONOMICS

NEW MEXICO STATE UNIVERSITY

DEPARTMENTAL PROMOTION AND TENURE PROCEDURES

I. Policy Statement for Guidelines for Promotion and Tenure

A. The promotion and tenure policy of the Department of Hotel, Restaurant and Tourism Management conforms to the College of Agriculture and Home Economics and University policies, but includes the following additional comments:

1. In rating applicants for appointment with tenure under the standards set forth in this document, the department promotion and tenure committee shall rate applicants as “unsatisfactory”, “satisfactory”, or “excellent”. No other rating terminology will be permitted.
2. An academic faculty member being recommended for appointment with tenure must receive an “excellent” rating in either teaching or research and at least a “satisfactory” rating in the other.
3. An academic faculty member being recommended for appointment with tenure must receive a “satisfactory” rating or better in the area of service.
4. The conditions for tenure may vary, depending upon the appointment of a candidate. Faculty with 100% I & G appointments may not be expected to demonstrate the same level of scholarly activity as faculty with research appointments. Regardless of the appointment, however, the candidate must show evidence of scholarly activity resulting in refereed publications and presentations as presented in section III.
5. Faculty appointed with service credit from other organizations are expected to show evidence of continued research at New Mexico State University.

While previous research is considered in the tenure deliberation, emphasis is placed on research conducted while at NMSU.

II. Teaching

A. Faculty members in the Hotel, Restaurant and Tourism Management Department are required to comply with New Mexico State University and College of Agriculture and Home Economics guidelines. However, given the importance of teaching, the HRTM Department has established the following minimum satisfactory performance standards to be used for evaluation purposes:

1. The candidate must provide documentation of at least one (1) peer review of teaching (conducted by the Department Head or an HRTM P&T Committee Member) each year.
2. The candidate must provide evidence of participation in at least two (2) professional development activities related to teaching responsibilities each year. Evidence includes self-reported documentation of: completion of classes for credit or audit, workshops and professional conferences, facility tours, faculty internships, etc.
3. The candidate must provide documentation of at least one (1) student recruitment outreach effort each semester. Evidence includes self reported documentation of: speaking to elementary, middle or high school classes, speaking to on-campus groups including dorms and Greek organizations, etc.
4. By the end of year 3 the candidate must receive an annual composite mean rating of 3.0 on teacher evaluations.

III. Research, Scholarship and Other Creative Work

A. A candidate for tenure should display a productive and creative mind through research and creative projects in terms of quantity and quality as well as consistency. There should be convincing evidence that the candidate has continuously been engaged in research or other creative activity of high quality and significance. The candidate should demonstrate original contributions to the

advancement of knowledge in the field of hotel, restaurant and tourism management. Cooperative research activities are evaluated in accordance to the candidate's role and contribution in the joint effort. Minimum Performance Requirements for a Satisfactory Rating.

1. Beginning with year 2 of the tenure-track appointment, the candidate should submit at least 1 manuscript to a refereed journal or a project for professional peer review per year.
2. Beginning with year 2, the candidate should submit at least 2 completed papers to professional conferences per year.
3. By the end of year 5, the candidate should have at least 5 scholarly papers published in refereed journals. The candidate must be the lead author for at least 2 of the publications.
4. By the end of year 5, the candidate should have made at least 3 presentations at professional meetings.

IV. Service

A. Service to our students, our department, our college, our university, our industry, and our community is a vital part of our profession. Flowing from a spirit of cooperation with and respect for our colleagues in the department, successful candidates for promotion and tenure must be committed to university and industry service. Satisfactory performance requires the following:

1. Departmental Service
   a. Attends and participates in departmental faculty meetings, contributing to the formulation of academic and administrative policies/programs.
   b. Participates in departmental activities such as review of self-study documents, curriculum revision, etc.
2. College/University Service – Document a minimum of 1 of the following activities:
   a. Serves as active member of department, college or university committees, graduate council, or university senate.

b. Organizes/sponsors student professional societies and clubs.
c. Plays major role in student placement (internships and post-graduation jobs)

3. Professional/Public Service – Document at least 2 of the following:
   a. Holds position in a professional association
   b. Serves on editorial review board or as editor of professional journal
   c. Serves on editorial committee or as editor of journal, newsletter, or other publication
   d. Writes articles for newsletters, extension publications, etc.
   e. Serves as chair/coordinator or professional meeting or convention
   f. Provides training programs for various non-university audiences
   g. Provides consultation on voluntary basis to industry-related individuals and/or groups
   h. Works with community projects in hospitality-related areas (festivals, etc.)
   i. Participates in public service media activities

V. Submission and Evaluation Procedures

A. Except as stipulated differently within this Department of Hotel, Restaurant and Tourism Management Promotion & Tenure Document, the Department will follow the guidelines, policies and procedures as set forth in the University *Administrative Policies and Procedures* manual and in the College of Agriculture & Home Economics *Guidelines for Promotion and Tenure Academic Programs and Agricultural Experiment Station Faculty.*

B. Structure of the Departmental Promotions and Tenure Committee

1. If there are not sufficient number of tenured or appropriately ranked faculty in the HRTM department to form the minimum three person committee annually required by university policies, then the HRTM department head, the HRTM P&T committee chair (if there is one) and the tenure/tenure track faculty will produce a list of eligible nominees from within the College of Agriculture and Home Economics or from other colleges in the university. All

tenure and tenure track faculty will vote on the list. The top three nominees receiving votes will form the committee. This election should take place in the first week of May so that a committee will be in place for the following academic year. (In the first year this document is established, the election will take place as soon as possible before the academic year begins; this sentence, in parentheses, will be struck after the first election).

2. As HRTM faculty reach tenure status and become member of the committee (according to university policy) then the requisite number of non HRTM members will be reduced accordingly.
3. It will be necessary in years where there are not three, more senior ranked faculty to consider a promotion request, to elect faculty of the appropriate rank, as stipulated in B. 1 above. Those special members will convene with the remainder of the eligible members of committee only to consider the promotion case in question. These specially elected members will not participate in the other promotion or tenure decisions of the committee.
4. When the committee becomes composed of three HRTM members, then its number will increase to a total of four members with the fourth member to be elected from outside the department in accordance with the procedures stipulated in B.1 above.
5. The committee will meet as required, and in the first meeting of the academic year, will elect a chair who will inform the department head of his/her election.