

Department of Extension Home Economics

New Mexico State University

Promotion and Tenure Guidelines

September 16, 2008

Table of Contents

I. Mission and Vision

II. Goals and Objectives

III. General Promotion and Tenure Application Expectations

IV. Criteria for Promotion and Tenure

A. Scholarship and Creative Activity

1. Extension
2. Research
3. Teaching

B. Teaching and Advising

C. Outreach

D. Service

E. Leadership (for Promotion to Full Professor)

V. Criteria for Non Tenure Track Faculty

VI. The items in the following chart are items in the University P&T document (Section 5.90.5.4, #1-30)

A. Candidate-specific:

B. PUA-specific:

C. External Review Process:

D. PU Promotion and Tenure Committee-specific:

Department of Extension Home Economics Promotion & Tenure Guidelines

I. Mission and Vision

The mission of the Extension Home Economics Department is to improve the quality of life for New Mexicans in coordination with the New Mexico Cooperative Extension Service, the College of Agriculture and Home Economics, and the University. The vision of the department is that families in New Mexico will use educational resources developed by the department and have their lives enhanced by the use of this information.

II. Goals and Objectives

Goals of the department are to:

- Provide research based educational programs and resources to stakeholders.
- Support goals of the college and the university.

To achieve these goals, the departmental objectives are to:

- Disseminate research based information to advance the understanding of New Mexicans in the areas of human development, health, food and nutrition, food technology, and family resource management.
- Provide information and assistance to County Extension Agents and New Mexican citizens. This information is easily understood, culturally relevant, appropriate, timely, and relevant to individual and family needs.
- Secure resources to assist County Extension Agents in meeting the needs of their county clientele.
- Provide expertise to maintain the infrastructure of the department, college, and university system, such as serving on committees, working with academic faculty, etc.

III. General Promotion and Tenure Application Expectations

The Department of Extension Home Economics (EHE) adheres to promotion and tenure policies, processes and criteria, as set forth in the Promotion and Tenure Policies for New Mexico State University and the College of Agriculture and Home Economics. A candidate must read all **three** documents to fully understand the process.

- Departmental P&T document: To be posted
- College P&T document:
http://cahe.nmsu.edu/employee/forum/docs/CAHE_promo_tenure_11Jun08_final.pdf

- University P&T document: <http://www.nmsu.edu/~fsenate/ptp/P&TPolicy.pdf>

Candidates applying for promotion and/or tenure

The candidate will prepare a portfolio consisting of a:

- Core document- The elements of the core document are described in Section 5.90.5.5 of the CAHE Promotion and Tenure document. A major component of the core document is the curriculum vita (CV) which should follow the format found in Appendix 6 of the CAHE Promotion and Tenure document.
- Documentation file.

Sample portfolios are available from the department head, although they may not follow the current guidelines. Candidates applying for tenure and/or promotion will have their progress evaluated annually by the Principal Unit's Promotion and Tenure Committee, and the Principal Unit Administrator (PUA), before the applications are forwarded to the College Promotion and Tenure Committee in the year that the tenure and /or promotion is sought.

Candidates applying for promotion to Professor

Candidates have the option to have their progress evaluated annually. Although this is an option, this is highly recommended. The evaluation of performance and achievement will be based on allocation of effort statements that outline specific goals and objectives to be achieved during a specified time period, typically annually.

Allocation of effort statements

These statements must be agreed upon annually in consultation with the Principal Unit Administrator. The allocation of effort statements may vary from person to person depending on their assigned responsibilities. These responsibilities might include any one or all of these assignments: Extension, Research (such as AES appointments), and Teaching.

IV. Criteria for Promotion and Tenure

Evaluation of the quality 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 candidates themselves as well as the academic institution and the clientele.

The criteria and procedures established by the Department of Extension Home Economics are in accord with the College's University policy on promotion and tenure. In case of any discrepancies or disagreements, University policies take precedence over, and supersede College and departmental policies.

A. Scholarship and Creative Activity

In keeping with NMSU and CAHE's vision and mission statements, the EHE Department will require, as a condition for promotion and tenure, that faculty engage in scholarly and creative activity which is broadly defined as academic endeavors that will establish the faculty member as an expert, leading to the generation and dissemination of new knowledge. This knowledge should be subject to critique or review and shared with one's peers through written publications, oral presentations, improved methodologies, program developments or other advances in professional practice. Depending on the allocation of effort statement, scholarship and creative activity will be conducted and evaluated in one or more of the following areas: Extension, Research, and Teaching.

1. Extension

Department of Extension Home Economics Faculty achieve scholarly excellence in Extension 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 the general public. Appendix 3 from the CAHE P&T document lists components for Extension Program Excellence and Scholarship, which can be used by the candidate to develop a Plan of Work and write the P&T document.

Specific **criteria** for evaluating Extension programming and scholarship within the Department of Extension Home Economics may include, but not limited to, the following components.

Candidate's Philosophy and Expertise

The candidate is expected to:

- Express and model an Extension philosophy consistent with the department's mission and goals.
- Provide current information about subject-area trends and research findings.
- Be competent and stay current in the use of information technologies.

Major Program Accomplishments

Significant accomplishments within the candidate's plan of work will be documented in a cohesive, organized manner. Major educational programs will meet needs identified by the community and be reflected in the candidate's current Plan of Work. Major programs are expected to provide:

- Measurable goals & objectives including situation statements which identify target audience needs. The candidate's program goals will reflect the ability to generate, transmit and apply research-based knowledge with the intent of improving others' quality of life.

- Implementation of educationally sound techniques and procedures to accomplish goals such as curriculum development or adaptation, delivery of educational training, development of public relations tools, development of resources including electronic resources such as web site development.
- Documentation of attempts to secure funding.
- Effective strategies to include county Extension agents in the planning and implementation of major program efforts.
- The development of partnerships with appropriate agencies or community groups that further the goals of major programs.
- Sound evaluation procedures which will document the achievement of measurable goals and results which are clear and accurate.
- Effective techniques for dissemination of results of major programming efforts, which will provide clientele with knowledge.

Professional Presentations and Activities

Faculty members are expected to participate in professional organizations, county level and state level presentations as an invited speaker, moderator, panel member, paper or poster presenter, review team member, or task force member.

These presentations could occur during CES in-service trainings, Civic group presentations, Annual CES conferences, judging venues, professional societies and organization meetings, trade organization meetings.

County Agent Collaboration and Service

The candidate is expected to provide:

- Extension curricula and related support materials for county program delivery
- Presentations that provide subject-matter expertise throughout the state
- Ways to seek feedback and input from agents on client needs including curricular content and research needs
- Training of county faculty through individual and group meetings and in-service trainings

University and College Collaboration

Major program accomplishments must reflect the following:

- Collaboration with university research and teaching faculty in identified areas of program discovery, development, and delivery

- Work with colleagues at other Universities to develop relevant programming
- Response to needs of the 4-H youth development program

Publications

Publications may be developed individually or in collaboration with others. They must relate to major programs within the candidate's current Plan of Work or relate to needs of the community or state.

Types and quantity of publications expected from the candidate include:

- At least two (per year) state-level extension publications that have gone through a peer review process and have been assigned an appropriate extension number. These publications are developed in support of an educational program and represent a high degree of original work by the faculty member.
- College publications such as AES Reports, Task Force Reports, and unpublished content related reports such as the ICAN report or federal grant reports, as related to major programs.
- Other publications that can also be included:
 1. Publications related to professional conferences, poster sessions, conference proceedings via the web
 2. Educational popular or trade publications
 3. Publications related to educational program materials, electronic media and educational tools, PowerPoint presentations requiring major effort, Web site development, eXtension curricula, and/or web-based media, print curricula, videos, and other media
 4. 4-H curricula, project books and green tops; newsletter articles and popular press media
 5. Refereed journal articles, abstracts, reviews

2. Research

Extension faculty members with a research or AES appointment are involved in applied research and demonstration projects which address clientele needs, concerns, and/or issues. Faculty members are expected to develop products and disseminate information on these products in some, but not all of the following endeavors:

- juried or invited exhibits and artistic endeavors
- book publication; authoring chapters in books
- articles in refereed journals

- submitting manuscripts related to scholarly activities
- publication of peer-reviewed monographs or creative work, refereed and invited presentations of new knowledge to college, professional and scholarly audiences
- development of software/video publications
- grantsmanship (submitting and/or obtaining funding)
- creation of scales/instruments involved in original research

3. Teaching

Teaching within the context of scholarship and creative activity includes the use of the faculty member's research and other creative work to develop, transmit, transform, and extend teaching activities in more effective ways. Faculty members are expected to demonstrate their teaching activities in any of the following ways:

- write publications on teaching of the subject matter
- research and present effective teaching strategies
- document new approaches to teaching a class or subject
- provide evidence of innovative classroom practices, including use of technology
- submit and/or obtain funding related to teaching

B. Teaching and Advising

Extension Home Economics faculty may teach academic classes as part of their allocation of effort, but are not usually expected to advise students. Criteria for evaluating the teaching of academic classes include:

- Annual documentation of teaching load and responsibilities; teaching improvement activities; professional service to teaching activities; graduate committee responsibilities.
- From other professionals- one departmental peer evaluation of teaching conducted every two years; one review of teaching conducted by a peer external to the department.
- From students- course evaluations from each met (in person or online) class per semester; letters from former students.

C. Outreach

Outreach is defined as the faculty member's general contributions to the development of the university and to any local, state, national or international agency or institution. The definition of outreach is similar to the definition of traditional Extension work.

Faculty members in the Extension Home Economics Department have Extension appointments and, as such, work in outreach activities as part of their allocation of effort within the component of “Extension Scholarly and Creative Activities”.

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.

Departmental service can include:

- participating in departmental faculty and committee meetings
- contributing to the formulation of academic and administrative policies or programs
- participating in department activities such as review of self-study documents
- curriculum development and revision
- student recruitment and retention
- working with industry to secure internships
- generating positive publicity

College and University service can include:

- working on college or university committees/task forces/councils
- serving as Graduate Dean’s Representative on graduate committees
- serving on Faculty Senate

Community service can include:

- volunteer assistance or appointment to agencies or boards
- involvement in public service organizations or community service activities
- collaboration with state, national and international agencies and organizations
- providing service to industry, stakeholders, producer and trade organizations

Professional service can include:

- holding positions in professional associations
- serving on editorial review boards or as editor of a professional journal
- consulting activities that do not result in peer reviewed products

Criteria for service for Assistant Professors

- Service to departmental committees
- Service on college and/or university committee(s)
- Involvement in at least one community service activity
- Membership in professional organization(s), (demonstrating professional involvement with the organization at the local, state, or national level).

Criteria for service for Associate Professors

Candidates should demonstrate leadership in the following capacities during the promotion period:

- Service to departmental committees
- Service as chair on departmental committee(s)
- Service on college committee(s)
- Service on university committee(s)
- Leadership role(s) in community service activities
- Leadership role(s) in professional organization(s) (demonstrating professional leadership involvement with the organization at the state and national/international levels, as well as the local level).

E. Leadership (for Promotion to Full Professor)

A professor, sometimes referred to as a “full professor,” is expected to have established disciplinary, intellectual, and institutional leadership. The professor also demonstrates a command of a specific disciplinary field.

The expectations for candidates applying for promotion to the rank of Professor are based on the allocation of effort statements that have been agreed upon. A candidate applying to be considered for the rank of Professor:

- Must have established a distinguished reputation in his/her area(s) of expertise.
- Must demonstrate evidence of significant and sustained achievement at high levels of accomplishment and potential for continuing endeavors in scholarly and creative activities since last promotion, including contributions /endeavors at state, national and/or international levels.
- Must demonstrate commitment to mentoring other faculty members in scholarly and creative activities.
- May demonstrate leadership in an administrative role in which considerable and well-documented contributions to the university have been made.

V. Criteria for Non Tenure Track Faculty

College rank faculty members are usually in a non-tenure track position. Although they are not eligible for tenure, they are eligible for promotion. Non-tenure track faculty in the Extension Home Economics Department will be evaluated using their allocation of effort statement and guidelines for non-tenure track faculty found in Appendix 1 in the CAHE Promotion and Tenure Document. The time in this rank is not predetermined.

VI. The items in the following chart are items in the University P&T document (Section 5.90.5.4, #1-30) which must appear in all departmental P&T documents.

Item #1- University and CAHE P&T policies supersede PU policies.

Item #2- Criteria for promotion and tenure for the Extension Home Economics Department can be found in this document.

The remaining items 3-30, which were determined by the PU have been organized into the following categories:

A. Candidate-specific:

Item	Description
3	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.
6	Faculty who choose to participate in the mid-probationary review process from the College P&T committee 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.)
19	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. All policies and procedures must be followed in order to protect the candidate and the PU from any change in the normal time frame for tenure and promotion.
20	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 to prepare the portfolio and will follow the timeline for the promotion/ reappointment process. 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.
21	The PUA or the chair of the Departmental P&T committee will provide a sample portfolio to the candidate during the initial stages of portfolio preparation. If an actual person’s portfolio is used, written permission will be obtained.
22	The portfolio review by the P&T committee is intended to assist the candidate with preparing the portfolio in the most beneficial way possible. Thus, the candidate may change, add, or delete materials from the portfolio at any time after it is submitted to the departmental committee, but before it moves to the next level of review.
23	The documentation file will be stored in the PUA’s office and can be accessed only by authorized committee members by appointment.
25	The candidate may petition in writing to the Principal Unit Administrator and the Principal Unit’s Promotion and Tenure Committee Chair to change, add or delete materials after the portfolio has been submitted. These two individuals will respond to this petition in writing.
29	The appeals process is outlined in the University Policy Manual, Section 4.05.40 and 4.05.50, Human Relations – General- Appeals.

B. PUA-specific:

Item	Description
4	Confidentiality of records and all committee procedures will be maintained by the PUA and committee members at all times. Candidates’ documents will be locked in the PUA’s office and committee discussions

	will remain within the confines of the meeting space.
5	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.
28	The Principal Unit will adhere to the NMSU Policy Handbook (section 5.87) on post-tenure review.

C. External Review Process:

Item	Description
24	At any time in the external review process, external reviewers may request additional information about the candidate. Request must be made in writing and transmitted to the candidate in a timely manner.
26	<p>a) The Principal Unit Administrator will obtain letters from a minimum two (2) external reviewers.</p> <p>b) The department head (PUA) will obtain the external letters and place them in the candidate's portfolio before it is evaluated.</p> <p>c) The Principal Unit Administrator will obtain letters from a minimum of two (2) external reviewers who meet the following criteria:</p> <ul style="list-style-type: none"> a. Have faculty appointment at another university b. Are in a closely-related discipline c. Hold a rank equal to or higher than the rank to which the candidate is applying. <p>d) The Principal Unit Administrator will provide the external reviewers with the following:</p> <ul style="list-style-type: none"> a. A cover letter including: <ul style="list-style-type: none"> ▪ a request for a brief statement regarding the individual's qualifications for serving as a reviewer

	<ul style="list-style-type: none"> ▪ a request that the reviewer indicate the relationship between the candidate and reviewer ▪ notification that the candidate will have an opportunity to read the letter of assessment ▪ notification that third parties in the event of an EEOC or other investigation into a tenure or promotion decision may review the letters <p>b. Candidate’s CV</p> <p>c. Principal Unit’s Promotion and Tenure Guidelines and URLs to access the CAHE and NMSU Promotion and Tenure documents.</p>
27	<p>The candidate will provide the Principal Unit Administrator with a list of potential references and external reviewers. This list must include a minimum of five (5) references from peers and colleagues including county agents and specialists.</p> <p>Letters of reference must include letters from the candidate’s Principal Unit; letters from the university, but outside the candidate’s Principal Unit; and letters from outside the university.</p> <p>The determination as to whether unsolicited letters of reference will be included in the portfolio will be made by the Principal Unit Administrator in consultation with the candidate and the chair of the Principal Unit’s Promotion and Tenure Committee. All unsolicited materials included in the portfolio will be accompanied with a memo by the Principal Unit Administrator specifying the recommendations of the three parties involved.</p>

D. PU Promotion and Tenure Committee-specific:

Item	Description
4	Confidentiality of records and all committee procedures will be maintained by the PUA and committee members at all times. Candidates’ documents will be locked in the PUA’s office and committee discussions will remain within the confines of the meeting space.
7	The Extension Home Economics Department will have representation on

	the College P&T committee. Eligible faculty will meet and vote for one member using paper ballots. See Section 5.90.5 of the NMSU CAHE P&T Policy for policies on selecting members of the department for the CAHE promotion and tenure committee.
8	All tenured and tenure track faculty are expected to serve on the departmental P&T committee.
9	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.
10	There will be no term limits for serving on the Departmental P&T Committee.
11	See term limits on CAHE committee in CAHE P&T document.
12	In no case shall the department promotion and/or tenure committee be composed of fewer than three eligible members.
13	If there are insufficient numbers of eligible faculty within the department to constitute a committee, the PUA will, in consultation with the committee member(s) select member(s) from outside of the department. These committee members will be chosen from tenure track Specialists from other CAHE Extension Departments.
14	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.
15	The deliberations and voting of the department promotion and/or tenure committee will be conducted in closed session only among committee members.

16	The recommendations of the department promotion and/or tenure committee regarding each candidate will be surveyed via secret written ballot. Voting must be in person; absentia and proxy votes are not permitted. All vote counts must be recorded.
17	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. 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.
18	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.
30	The department will review the procedure for the University's Conflict of Interest Policy, as described in 5.90.3.2.1 of the College and University Documents by reading it aloud at each departmental P&T Committee meetings.

“Roles and Responsibilities” of all involved in the process are further elaborated on in Section 5.90.5.3 of the CAHE P&T document, and do not require further elaboration here.