

## **Annual review: Assistant Professors**

[adopted January 2000]

### **Period of the Annual Review**

Between February first and March first of the probationary contract years one, two, four, and five, Assistant Professors must undergo an annual review as provided by the policies stated in the UNM Faculty Handbook [see section 4.2]. In the third and sixth years of appointment, the mid-probationary review and the tenure and promotion review act in lieu of annual reviews.

### **Composition of the Review Committee**

The annual review is conducted by a committee composed of at least three tenured colleagues: the Department Chair or, in special cases as designated by the Chair and subject to the acceptance of the Assistant Professor, a departmental program director or the Associate Chair; the Assistant Professor's mentor(s); and one member of the Executive Committee. The formal review committee may have more than three members, but it ordinarily should have no more than five people.

### **Information Offered for Review**

Assistant Professors write a statement of no more than three pages summarizing the past year's work in research/publication, teaching, and service. The statement also looks ahead to the years to come, projecting a probable trajectory of achievement in these areas. Accompanying the statement is a current vita plus other materials relevant to the review, such as copies of publications, indications of work in progress, and any other materials related to research or creative work. Appropriate materials that speak to the colleague's teaching, such as syllabi, departmental teaching observations, and student evaluations should also be included.

### **Substance of the Review**

Members of the committee review the materials submitted, observe the colleague's teaching, and each committee member writes an evaluation addressed to the Department Chair. These evaluations are shared with the colleague in a meeting with the review committee members and the colleague present, after which the Chair writes a summary evaluation. The colleague reviews the summary evaluation and either accepts it or challenges it with a memo to the Chair, citing, with specific references, the deficiencies of the review.

In the event of a challenge, the Chair re-convenes the review committee to consider the merits of the challenge. The summary evaluation may be revised and re-submitted to the colleague, the process proceeding from that point, as described above. If the review committee and the Chair deny the validity of the challenge, the Assistant Professor may appeal to the Dean of Arts and Sciences.

### **Administrative Use of the Review**

Annual Reviews become part of an Assistant Professor's professional file kept by the Department and the College. Annual Reviews and the mid-probationary review will be included with the Assistant Professor's internal review materials that the tenured members of the department evaluate in the sixth year and forward to the College as the tenure and promotion process goes forward.