

## Criteria for Tenure and Promotion to Associate Professor

Approved March 31, 1995; Revised April 25, 2003 and March 30, 2007; suggested revision December 2, 2011; suggested revision 2/29/12; approved by faculty 3/2/12)

The case for tenure and promotion to associate professor will meet the following departmental criteria in scholarship/creative work/professional writing, teaching, and service. Regardless of a candidate's primary strength, a case for tenure and promotion to associate professor must demonstrate effectiveness in both research/publication and teaching. These criteria are a supplement to the university regulations in the UNM Faculty Handbook.

### **Scholarship/Creative Work/Professional Writing**

The department's standard for scholarly or creative achievement leading to tenure and promotion to Associate Professor is the production **of a body of work which is recognized by the professor's colleagues and national/international authorities as making a significant contribution to the candidate's field.**

Evaluation of scholarship, research, and creative work will be based on the following:

Books authored or co-authored

Books edited or co-edited

Articles, poems, plays, and stories in refereed publications and edited volumes

Book reviews

Invited or refereed talks, presentations, and readings to professional meetings

Other writings

Journal editing

Performances, productions, and exhibitions which involve substantial scholarly or creative contribution

Research funding, fellowships, grants, awards

Work in progress

The case for tenure and promotion will feature ongoing work in one or more of the first three categories. This work should be published in outlets appropriate and important to the candidate's specialty.

For purposes of departmental evaluation and review, work presented as "a publication" must, at minimum, have a written confirmation of its final approval by the press's board and be firmly scheduled for publication. The candidate may also provide the comments of reviewers and/or referees for consideration.

Both the department and the UNM Faculty Handbook require evidence of continuing scholarly or creative activity for a positive decision on tenure and promotion. Whatever publications or other achievements a faculty member may have produced prior to beginning work at UNM will certainly be considered in such a decision, but they must have been followed by significant additional work that attests to the professor's continuing trajectory of professional accomplishment up to and beyond the tenure decision.

In assessing the quality of work under consideration, the tenured faculty will make independent judgments following their own close readings, then weigh these reactions against other evidence: for example, readers' reports, reviews, citations by other writers and scholars, and letters of recommendation by outside reviewers.

### **Teaching**

As the UNM Faculty Handbook notes, "Teaching is admittedly difficult to define precisely or to assess accurately." Candidates for tenure and promotion to Associate Professor will accordingly offer evidence from as many of the following categories as possible:

|  |  |
|--|--|
| Peer reviews                                 | Theses and dissertations directed      |
| Student evaluations                          | Course materials (syllabi, exams, etc) |
| Letters and other testimonials               | Curriculum development                 |
| Membership on thesis/dissertation committees | Awards and grants for teaching         |

Assistant Professors are required to use the standard university forms for student evaluation. The scores on these evaluations should not be the sole evidence employed but must be used in conjunction with other kinds of assessment including peer reviews and other testimonials. Untenured professors also should ration carefully their participation on dissertation committees or graduate committees on studies.

### **Service**

Beginning Assistant Professors should primarily concentrate on teaching and scholarly or creative work. However, some service to the department and university is expected, including participation in required faculty and subject-area meetings plus a limited amount of service on departmental committees such as the Undergraduate, Graduate, or Executive Committees.

### **Early Tenure and Promotion**

In exceptional cases, candidates may be considered for early tenure and promotion to associate professor. These cases include faculty whose work at UNM has met departmental criteria for tenure and promotion and who have relevant prior teaching experience at other institutions. These cases must be reviewed by the Chair and the Dean before being presented to the department.

### **Procedures**

The candidate assembles materials relevant to the three categories above by the first day of October in the sixth academic year in rank. The Department reviews that material and votes on the recommendation within the next two months. The Chair reviews these votes and other relevant materials and writes a recommendation to the Dean. At the College level, the file is reviewed by a Junior Promotions Committee, the Associate Dean for Faculty, and the Dean, who writes a summary recommendation to the Provost, in whose office the case is given a final set of reviews.

### **Further references**

Candidates are referred to two additional bodies of policy on Tenure and Promotion, including appeals of departmental decisions: the Faculty Handbook (<http://handbook.unm.edu>) and the College of Arts and Sciences website (<http://www.unm.edu/~artsci/faculty/index.html>).