

5.90.7 Examples

5.90.7.1 Sample Letter to external Evaluators for Tenure and/or Promotion Decisions

Dr. _____, (current rank), is being considered for (tenure and/or promotion) this year at New Mexico State University. I would very much appreciate your assessment of Dr. _____'s professional performance. At New Mexico State University, separate decisions are made with regard to promotion and tenure. At this time, we are making the (tenure and/or promotion) decision.

University policy mandates that I seek evaluations of a candidate from professionals who are qualified to judge the candidate's teaching, advising, scholarship, creative activity, career development, and contributions to the discipline. Of particular value would be a frank appraisal of the candidate's scholarly abilities and accomplishments; standing in the field; potential for further growth and achievement; and [other relevant information as it pertains to the promotion and criteria standards].

It would be helpful if you could rate Dr. _____'s contributions in comparison with others you have known at the same stage of professional development. Also please describe the nature of your association with Dr. _____ and your qualifications as a reviewer. A copy of Dr. _____'s curriculum vitae, a copy of the department and/or college's promotion and tenure policies, Dr. _____'s teaching and advising load [where relevant] and other pertinent information are included with this letter.

Your letter will be made available to the candidate and, on a confidential basis, to the reviewing bodies. Your letter may also be reviewed by third parties in the event of an Equal Employment Opportunity Commission or other investigation into a (tenure and/or promotion) decision.

We are aware of the imposition that this inquiry provides; however, we assure you that guidance from professionals like yourself is vital to our decision-making process. An early report would be appreciated as we hope to have all letters in the file by _____.

5.90.7.2 Sample Routing
Form

**DABCC Faculty Promotion/Tenure/Evaluation Portfolio
Report Tracking Document**

(Maintain in the candidate portfolio. Provide copy for candidate with each additional signature(s).)

Annual Evaluation (Pre-Tenure & Tenure) Promotion Application Tenure Application

Candidate _____

Received by Division Secretary _____ Date _____

Date Delivered to: Department Chair / Program Director Date ____/____/____ Initials of: Division Dean _____ DC/PD _____

Date Delivered to: Division Dean Date ____/____/____ Initials of: Division Dean _____ DC/PD _____

Date of Faculty Evaluation Conference with Department Chair/Program Director and Division Dean
Faculty Signature _____ Date ____/____/____ Initials of: Division Dean _____ DC/PD _____
Rebuttal: Yes No

Date Delivered to: Division P&T Committee
Applicable to portfolios for:
• Applicants for Promotion
• Applicants for Tenure
• Annual review of Pre-tenure Date ____/____/____ Initials of: Division Dean _____ Div P&T Chair _____

Date Delivered to: Division Dean Date ____/____/____ Initials of: Division Dean _____ Div P&T Chair _____

Date of Review of Division P & T's Report and Recommendation(s):
Faculty Signature _____ Date ____/____/____ Initials of: Division Dean _____
Rebuttal: Yes No

Date Delivered to: College P&T Committee
(Applicable only to Applications for Promotion and/or Tenure) Date ____/____/____ Initials of: Division Dean _____ Col. P&T Chair _____

Date Delivered to: Division Dean Date ____/____/____ Initials of: Division Dean _____ Col. P&T Chair _____

Date of Review of Division P & T's Report and Recommendation(s):
Faculty Signature _____ Date ____/____/____ Initials of: Division Dean _____

Rebuttal: Yes No

Date Delivered to Campus Academic Officer Date ____/____/____ Initials of: Division Dean _____ CAO _____

Date Delivered to Division Dean Date ____/____/____ Initials of: Division Dean _____ CAO _____

Date Delivered to Faculty Date ____/____/____ Faculty Signature _____

5.90.7.3 Promotion and Tenure Flowchart

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Candidate consults w/Chair on portfolio construction															
Candidate prepares portfolio															
Portfolios due															
Department P&T Committee reviews portfolios; makes recommendation															
Department Chair reviews portfolios; makes recommendation															
Dean transmits department recommendations to the College P&T Committee															
College P&T Committee reviews recommendations															
College P&T Committee informs Dean if department fails to follow procedure															
College P&T Committee reviews portfolios; makes recommendation															
Dean reviews portfolios; makes recommendation															

Dean informs candidates of recommendations of College P&T Committee and the Dean														
Dean transmits recommendations to Provost														
Dean meets with Provost to review recommendations														
Provost's decisions are indicated in writing														
Provost transmits all decisions to the President														
President approves decisions														
Final notifications of decisions transmitted to candidates														
Provost prepares an official list of the final results for distribution														
Promotion and tenure decisions become effective														