Department of Sociology – Sociology Program
New Mexico State University

Faculty Functions and Criteria

Mission of New Mexico State University

The mission of New Mexico State University is to serve the people of New Mexico through education, research, extension education, and public service, with special emphasis on preserving the state’s multicultural heritage, protecting its environment, and fostering its economic development in an interdependent world. New Mexico State University is an equal opportunity institution welcoming all within and outside of our community regardless of gender, color, or other circumstances.

Mission of the Department of Sociology

The Department of Sociology, home to Sociology and Women’s Studies, serves the University, state, US/Mexico border region, and beyond through:

- Courses and curricula based on a core value of theoretical and social diversity
- Scholarship and creative activity that advances knowledge and promotes a more just society
- Service to the university, our diverse disciplines and the community
- And outreach activities focused on social, economic, and cultural issues of concern to people locally, nationally, and globally.

Functions of Department of Sociology – Sociology Program

Sociology’s responsibilities and roles derive from its mission and objectives in each area of responsibility. The primary areas of responsibility for department faculty are teaching, scholarship, service, and outreach. The Department recognizes that these areas often overlap and reinforce each other. Faculty members’ assignments in these areas may vary and are negotiated with the Department Head annually as part of the goal setting process. In evaluating a faculty member’s performance, the Department Head and Promotion and Tenure Committee will focus on both the quality and quantity of a faculty member’s contribution to these areas, based on their specific allocation of effort.

The Sociology Department recognizes that our criteria for faculty evaluation, promotion and tenure are evolving, given changing circumstances and societal needs. New Mexico State University is joining universities nationwide in expanding the post-war publication-based merit system to a broader definition of scholarship based on Boyer’s four forms of scholarship: scholarship of discovery, scholarship of integration, scholarship of engagement, and scholarship of teaching. The new conceptualization of scholarship preserves our Department’s commitment to basic research to advance knowledge in the field, while also valuing interdisciplinary investigation, the application of research to teaching improvement, and applied research in the public interest.

The following material provides detailed information about departmental responsibilities and activities and criteria for evaluating them in the areas of scholarship, teaching, service and outreach.

Annual Evaluation of Progress Toward Promotion and Tenure

Faculty members’ annual reports and supporting documentation are reviewed annually by The Promotion and Tenure Committee. In February of each year, the Promotion and Tenure Committee will meet to review this information and evaluate the progress toward a continuous contract of all probationary faculty. The Promotion
and Tenure Committee will convene to: (1) evaluate the progress made toward tenure and promotion by non-tenured tenure track faculty members during the previous calendar year; (2) evaluate the progress made toward tenure and promotion by non-tenured tenure track faculty members for their entire probationary period to date; and (3) recommend whether individual faculty members should have their contracts renewed for the following academic year.

Each year, the Promotion and Tenure Committee may ask probationary faculty to submit a file containing some combination of the following: (1) the previous year’s “Annual Performance Report” provided by the Department Head; (2) teaching evaluations from the prior year, including Spring, Summer and Fall semesters (provided by the faculty member); (3) copies of all course syllabi, which should conform to University standards, from the previous Summer and Fall semesters and from the current Spring semester (provided by the faculty member); (4) copies of all scholarship disseminated since the previous Spring’s meeting of the P&T committee (provided by the faculty member); (5) a current curriculum vita (provided by the faculty member); and (6) goals with an indication of the allocation of effort approved for that faculty member that year.

After its meeting, the Promotion and Tenure Committee will submit evaluations, comments, and recommendations to the Department Head. The committee will report in writing to the Department Head its findings regarding progress toward tenure as well as strengths, opportunities for improvement, and recommendations in the areas of teaching, scholarship, service, and outreach. The Promotion and Tenure Committee will recommend in writing to the Department Head whether a new temporary contract should be issued to each of these faculty members in accordance with the timetable specified by the university policy. This letter from the Promotion and Tenure Committee will indicate probationary faculty members’ progress for that year and overall.

Following receipt of the Promotion and Tenure Committee’s report, the Department Head will: (1) evaluate the progress made toward tenure and promotion by non-tenured tenure track faculty members during the previous calendar year; (2) evaluate the progress made toward tenure and promotion by faculty members for their entire probationary period to date; and (3) recommend whether faculty members should have their contracts renewed for the following academic year. The Department Head will submit a memorandum concerning these matters to the Dean of Arts and Sciences.

The Dean reviews the written evaluations of the Department Head and the Promotion and Tenure Committee and returns them to the Department Head who sends a copy of the evaluation to the faculty member and discusses the evaluation with him or her. Copies of the annual report and the Department Head’s evaluation will be retained by the Department Head and the faculty member. In addition to evaluating the progress toward tenure and promotion of non-tenured tenure track faculty annually, the Department Head will also assist faculty to obtain mentoring or other types of assistance in their progress toward tenure and promotion.

**Faculty Roles and Evaluation Criteria**

**Teaching**

**Objectives:** Our broad program goal for undergraduate teaching is to deliver the highest quality education in sociology to our students. Sociological education contributes to a person’s understanding of humanity, human social groups, social institutions, socio-cultural diversity. Our broad program goal for graduate teaching is to provide excellent advanced training in theory and methods within the discipline.

**Roles and responsibilities:** Tenure track faculty members engaged in scholarship normally teach 9 credit hours per regular semester. Over the course of their pre-tenure period, faculty members are expected to teach at all levels – lower division (including general education course), upper division, and graduate whenever possible based on departmental, faculty, and student needs.
In addition, faculty members are required to: (a) participate in student evaluation of courses and teaching; (b) participate on and chair graduate student committees; (c) contribute to departmental advising efforts; (d) participate in departmental outcomes assessment activities; and (e) develop new courses, as possible, to support disciplinary curricula and to respond to social changes in local and global contexts.

The Sociology Department encourages excellence in teaching at all levels while recognizing the demands of the teaching load given expectations for scholarship and service. Annual reports of teaching cover both the courses a faculty member teaches as well as independent studies and thesis and internship supervision. The latter constitute important teaching contributions. Advising and mentoring undergraduate and graduate students on a regular basis is also a key part of teaching.

See Appendix B for a non-inclusive list of potential roles a faculty member may fulfill in the area of teaching.

**Evaluation criteria:**

Faculty members submit evidence of teaching quality through annual performance reports and in applications for promotion and tenure. The Department Head reviews all faculty members’ teaching reported annually and provides feedback to faculty members on their teaching performance. The Department Head, along with the Promotion and Tenure Committee, review annual reports of teaching for pre-tenured faculty and faculty members seeking promotion in order to make recommendations regarding continuing contracts and granting tenure and promotion.

Annual reports cover both the quantity and quality of a faculty member’s performance. The department values a number of qualities in the area of teaching that meet our students’ needs. We recognize that there will be variation in emphasis placed on these qualities across semesters based on an individual faculty member’s strengths and opportunities for improvement.

Quality teaching of Sociology is:
1. well-informed and based on up-to-date information
2. well-organized and clearly communicated to students
3. challenging to students with opportunities for achievement of specific learning and growth objectives
4. grounded in relevant theory and research.

Effective teachers are:
1. aware of the complexities of student’s lived experience
2. willing to be self-critical and to work to improve teaching
3. invested in student success
4. engaged in professional development as teachers
5. available and accessible to students.

Evidence of quality teaching and effectiveness in instruction includes student teaching evaluations, which may be supplemented by peer evaluation, self-evaluation, and other supporting materials. See Appendix C for additional evidence of teaching quality and effectiveness.

**Scholarship**

According to NMSU New Promotion and Tenure Policy (effective 8/1/08), Scholarship is “both activity and product, scholarship includes discovery through original research; integration through synthesizing and reintegration of knowledge; application through professional practice; and teaching through transformation of knowledge” (pg. 6).
Objectives: Sociology’s broad program goal for scholarship, based on Boyer’s model, is to advance sociological knowledge, enrich society through basic and applied research, engage the issues of concern to the citizens of the state and border region through collaborative research, and to improve and develop sociological pedagogies.

Roles and responsibilities: The Department is strongly committed to scholarship and values diversity in its faculty members’ approaches to scholarship. The Department encourages faculty to engage in a wide range of scholarly activities that contribute to the discipline and result in publications or comparable products. The quality of these products will be judged by one’s colleagues or other qualified peer reviewers according to national standards in the diverse sociological communities. The Department values a variety of forms of dissemination, placing high value on those outlets that have the greatest intended impact based on the form and purpose of the scholarship. Depending on the form of scholarship, impact may be represented in terms of the number of people likely to read or benefit from the scholarship, stated usefulness of the work by relevant stakeholders, publication in outlets highly regarded in one’s sub-discipline, citations by other scholars, demonstrated improvement in student learning, or other demonstrations of relevance in the discipline.

Upon application for Promotion and Tenure a faculty member should include evidence of continuous engagement in scholarly activity. This will be evidenced by successive, successful annual reviews of progress based on stated faculty goals and individual allocation of effort in the area of scholarship across the pre-tenure period at New Mexico State University. When evaluating research for promotion and tenure the Department Head and Promotion and Tenure Committee will consider all work produced during the entire period of time to be credited toward tenure, but will focus in particular on the overall body of work achieved while at New Mexico State University.

Evaluation criteria:

The following forms of dissemination of scholarship are all valuable and are listed in the order of value accorded them (if a faculty member can demonstrate the value of a particular form of dissemination of scholarship over another traditionally considered more valuable, their evaluation will be taken into consideration):

1. Books, scholarly monographs, articles in peer-reviewed journals, edited volumes, and edited special journal issues.

2. Chapters in books published by major academic or trade publishers.

3. Textbooks.

4. Encyclopedia essays; publications in non-refereed journals; working papers; films and documentaries; museum exhibits. Faculty members may wish to provide supplementary evidence of the impact of these products in the event that their impact is significant.

5. Presentation of papers at professional conferences.

6. See Appendix A for additional forms of scholarly dissemination.

Fellowships, Grants and Contracts

Fellowships, grants, and contracts funding a faculty member’s scholarship or other creative activities provide evidence of excellence in research and external support for scholarship is valued by the Department. Grant
reports and other forms of dissemination resulting from grant activity are valuable. The evaluation of the relative value of grants, fellowships, and contracts will depend on the form of scholarship and may include the amount of funding, the prestige of the funder, and the competitiveness of the funding process. Because of the considerable time involved in developing and submitting grant applications, the Department views this activity as deserving of recognition, even if the grant is not funded. The number and quality of grant proposals submitted will be considered as evidence of scholarly activity.

**Service and Outreach**

According to the NMSU New Promotion and Tenure Policy (effective 8/1/2008), Service “is an essential component of the university’s mission and requires that the faculty member contribute to the organization and development of the university, as well as provide service to any local, state, national, or international agency, organization, or institution needing the faculty member’s professional knowledge and skills” (p. 20).

According to the NMSU New Promotion and Tenure Policy (effective 8/1/2008), Outreach is: “an organized and planned program of activities which are offered to citizens of New Mexico and the nation: these activities bring the resources of the university to bear in a coherent and strategic fashion for the benefit of the receiving entity” (p. 6).

**Objectives:** Sociology’s broad program goal for service is to support the discipline, Department, College, and University through membership on committees and other professional service activities in support of the overall missions of those entities.

Sociology’s overall broad program goal for outreach is to support the state, region and beyond through collaborative work on issues of concern to the discipline and citizenry related to its teaching and research programs.

Service to the profession, university, department, and diverse communities is valued in the department and the integration of service and outreach with teaching and scholarship is considered highly valuable.

See *Appendix D* for a list of potential roles a faculty member may fulfill in the area of service. The Department values each of these roles, but remains cognizant that each faculty member will select an array of activities that build upon their unique strengths and abilities.

**Procedures and Criteria for Promotion**

**Teaching.** Strong teaching performance is necessary for promotion. To qualify for promotion, a faculty member must provide evidence of his or her teaching quality and effectiveness. (See above discussion of evidence of teaching quality and effectiveness.)

**Scholarship.** To qualify for promotion, faculty members must have a record of scholarship as evidenced in part by consistent peer-reviewed dissemination of their research and other scholarly or creative activities. Evidence should include products and processes referred to above under research evaluation criteria.

**Service.** To qualify for promotion, faculty members must demonstrate a commitment to service to New Mexico State University, their academic discipline, and outreach to the wider community/state. For promotion to professor, academic leadership must be demonstrated. A strong application for promotion demonstrates that a faculty member regards service as a significant activity.

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1 University policies regarding Promotion and Tenure supersede department and college policies. Please see the New Promotion and Tenure Policy, Chapter 5, in the University Policy Manual, http://www.nmsu.edu/manual
The candidate must also demonstrate that he or she will, in all likelihood, continue to maintain a high level of teaching effectiveness, remain active and productive in scholarship, and continue to engage in service and outreach.

**Promotion to the Rank of Associate Professor**

Promotion to the associate level will be considered when, in addition to meeting the preceding standards, evidence shows that the candidate’s work is beginning to receive positive attention from professional peers and that the candidate performed his or her share of governance and professional related service to the Department and University.

**Promotion to the Rank of Full Professor**

Promotion to Full Professor level will be considered when, in addition to meeting the preceding standards, evidence shows that a candidate’s scholarship is receiving positive national recognition and that the candidate demonstrates professional academic leadership including mentoring non-tenured tenure track faculty in the Department.

(See below for the roles of faculty member, Promotion and Tenure Committee, and Department Head in promotion and tenure procedures.)

**Procedures for Tenure and Promotion**

Based on the above criteria, the Department Head and Promotion and Tenure Committee will recommend that a faculty member receive tenure and promotion when evidence demonstrates that the candidate has maintained and will, in all likelihood, continue to maintain a high level of teaching effectiveness; an active, productive, and quality scholarship agenda; and a commitment to service and outreach.

For tenure and promotion recommendations, the Promotion and Tenure Committee may note the faculty member’s professional collegiality in terms of minimum standards of civility and/or fit of individual skills and abilities with needs and requirements of the Department. In their recommendations promotion and tenure, the P&T committee will consider the interrelationship between service, scholarship and teaching when this is a relevant factor in a faculty member’s activities.

Normally, a faculty member applies for tenure and promotion during the Spring of the fifth year of his or her employment at NMSU. The candidate begins to prepare his or her file during the first full year of employment and brings it to completion at the beginning of the Fall in which he or she will be reviewed. Candidates should consult with the Department Head about precise timing of applying for tenure, which may vary depending on prior service.

Faculty members are responsible for the construction of their own portfolio for promotion and tenure. See the Arts and Sciences College policies for preparing the portfolio as well as section 5.90.5.5 of the New University Promotion and Tenure guidelines. Candidates should normally include the following materials in their tenure and promotion files:

- Personal narrative statement about teaching, scholarship and service/outreach
- Up-to-date vitae
- Faculty Annual Performance Report (APR) for the year during which the faculty member applies for tenure and promotion
• APRs for all years of pre-tenure period
• Department head appraisals for all years at NMSU
• Memos of annual feedback from P and T committee and Department Head regarding progress toward promotion and tenure
• Annual goal statements and allocation of effort
• Copies of publications as evidence of scholarship
• Candidate’s record of external funding for research, including research on teaching
• Teaching evaluations (and other information that provides evidence of teaching effectiveness)
• Anything else that will strengthen a candidate’s case for tenure and promotion. (See additional evidence for research, teaching and service in previous bulleted sections of this document)

For external reviews, a faculty member will put together a packet of materials that pertain to his or her scholarship. Candidates are charged with gathering the materials to be sent, which should include a candidate’s personal statement, vita, and selected forms of scholarship dissemination on which the candidate would like to be evaluated.

External reviewers will be selected by the Department Head, following university and college procedures, from both a candidate’s list of potential reviewers and from a separate list of potential reviewers from the Promotion and Tenure Committee. The Department Head may also select reviewers not on either list. The Department Head will select at least one reviewer from the candidate’s list, at least two from the list provided by the Promotion and Tenure Committee.

The candidate should submit to the Department Head a list of potential reviewers describing their research interests and including their rank, contact information and clarifying the candidate’s relationship with the reviewer. The Department Head will send letters to external reviewers requesting their assistance no later than early June of the Summer prior to the candidate’s submitting his or her tenure and promotion file in September. The Department head will apprise the candidate of the reviewers who have accepted to review their file and will send those colleagues the candidate’s materials by early July. In their cover letter the Department Head will provide instructions to reviewers to comment on the quality of the candidate’s scholarship, provide the context related to the allocation of effort and the Departmental Functions and Criteria, request a brief statement regarding the individual’s relationship with the candidate, and inform the reviewer that the candidate will have the opportunity to read their letter as well as third parties, in the event of an EEOC or other investigation into a tenure or promotion decision.

NMSU has an open file policy. The candidate’s file will be kept in the Department Secretary’s office where a faculty member may access anything that goes into his or her application before it is submitted to the College Committee for review.

The Department of Sociology values transparency in the promotion and tenure process and seeks to assist the candidate to successfully prepare materials for annual review promotion and tenure application. For example, the Department Head will provide the candidate with samples of successful portfolios and will inform the candidate of any other developments during the application period. A candidate has the right to read outside letters and any other materials that become part of their application package.

A candidate may add materials to his or her file, including statements responding to materials placed in the file that the candidate fears may weaken their application. After the file is given to the department’s Promotion and Tenure Committee the candidate may add additional materials or statements that they feel will strengthen their application. Candidates make such additions in consultation with the Department head and the Committee.
The Promotion and Tenure Committee may request additional information regarding the faculty member’s candidacy for promotion and tenure until their file has gone to the College Committee. Such requests must be made in writing and transmitted to the candidate who will have access to the requested materials as part of their file.

The candidate’s file, including outside letters as well as records of committee procedures, is confidential.

A faculty member may withdraw his or her application for promotion or tenure at any time in accordance with Section 5.90.3.65 of the University Policy Manual.

A faculty member may appeal the promotion and tenure decision. For additional information see University Policy Manual, Section 4.05.40 and 4.05.50, Human Relations-General-Appeals.

The Dean and Department Head may meet with the Promotion and Tenure Committee to discuss procedural matters.

**The Promotion and Tenure Committee**

For annual performance evaluations, contract renewal recommendations, and promotion and tenure decisions, the department’s Promotion and Tenure Committee will consider evidence and assess performance in accordance with principals established in this document.

In September, the Promotion and Tenure Committee will meet to: (1) consider applications for promotion and tenure as submitted by faculty members; and (2) conduct other business related to promotion and tenure as necessary and appropriate. All tenured members of the Sociology faculty and at least one external member appointed by the Dean of Arts and Sciences will act as the Promotion and Tenure Committee. No pre-tenured member may serve on this committee. In instances of making recommendations regarding promotion, members must hold ranks equal to or higher than the rank to which the candidate is applying to be promoted. In no case will the promotion and tenure committee be comprised of fewer than three members. If the Department lacks sufficient faculty members to form a Promotion and Tenure Committee (as determined by the College of Arts and Sciences), the Dean of Arts and Sciences will appoint additional outside members following University and College procedures.

The Promotion and Tenure Committee will deliberate on promotion and tenure decisions in closed sessions consisting only of committee members. The Committee will evaluate the candidate’s record according to criteria described in this document. The Promotion and Tenure Committee must allow adequate time for all members of the Committee to review the materials in a faculty member’s file before the meeting. It is the right and responsibility of all members of the Promotion and Tenure Committee to read the applicant’s file and be present at the Promotion and Tenure Meetings except when that member is on sabbatical leave (College policy stipulates that faculty on sabbatical should not participate on committees during their sabbatical term). College policy also stipulates that in the event that the Committee members identify any potential conflict of interest on the part of any Committee member and a specific candidate, the Committee may vote to require that the member remove her or himself from consideration of that candidate’s file. The Committee is particularly interested in the faculty member’s capacity to sustain their scholarship during their time at NMSU, cognizant of circumstances that may delay dissemination in a given year. Should circumstances hinder productivity in a given year, faculty members are encouraged to inform the Promotion and Tenure Committee of such circumstances in their Annual Report.

At the meeting, the Committee will deliberate, vote by ballot on a recommendation, and submit a report to the Department Head that describes its activities, vote, and recommendations. All votes must be counted and proxy votes are not permitted. Based on the vote count, a simple majority will determine Promotion and Tenure
Committee recommendations concerning a faculty member's annual performance, contract renewal, tenure, and promotion. When submitting its evaluations and recommendations concerning any of these issues, the Committee or its members may also submit a minority report. In the case of tie votes on any of these issues, all relevant views will be submitted to the Department Head without a majority recommendation. All such materials will be forwarded to the Dean of Arts and Sciences, following university and college procedures.

Applicants for tenure and promotion have the right to review and respond to the final written evaluations of the Promotion and Tenure Committee and the Department Head.

The Department Head

For annual performance evaluations, contract renewal recommendations, and promotion and tenure decisions, the Department Head will consider evidence and assess performance in accordance with principals established in this document.

The Department Head will evaluate a candidate's record, review the Promotion and Tenure Committee's votes and recommendations and add his or her recommendations to the candidate's file. The Department Head will then submit the entire file to the Dean of Arts and Sciences and notify the candidate about the votes and recommendations.

Promotion of College Faculty

College faculty members are integral to the Program's ability to fulfill its mission. A person holding a College Faculty appointment is eligible for advancement in rank but not eligible for tenure. College faculty may attain the ranks outlined in Section 5.90.3.5, College Instructor, College Assistant Professor, College Associate Professor, and College Professor.

Evaluation for promotion is based on achievement relative to the annual Allocation of Effort Form with special emphasis on demonstrating ongoing efforts to remain abreast of emerging research and development in Sociology, superior teaching, and civil and collegial participation in Departmental service.

In addition, the minimum criteria as specified by the College of Arts and Sciences must be attained. Those criteria by rank are:

Promotion to College Assistant Professor

The following criteria are central to the evaluation for promotion to College Assistant Professor:

1. Five years of continuous service as a college instructor.

2. Continued annual evaluations reflecting effective teaching, civil and collegial participation in Program/Departmental service, and professional growth activities.

Evidence of effective teaching across the promotion period include but are not limited to:

a. syllabi, student learning objectives, activities and assignments associated with new course preparations;

b. new pedagogy descriptions for existing courses;

c. results of assessments of student learning;

d. results of student evaluations;

e. peer review assessments;
f. nomination for or receipt of teaching honors and awards;
g. grant proposals written and grants funded for pedagogical or curriculum development;
h. evidence of participation in faculty development workshops and seminars;
i. descriptions of facilitation and presentation in faculty development workshops and seminars;

Evidence of **effective service** across the promotion period may include but are not limited to:

a. membership on departmental, college or university committees;
b. engagement in development of academic programs;
c. committee membership or other service to professional organizations;
d. membership on local, state, or national boards and community organizations.

**Promotion to College Associate Professor**

The following criteria are central to the evaluation of promotion to **College Associate Professor**:

1. Five years of continuous service at the rank of College Assistant Professor.
2. Continued annual evaluations reflecting superior teaching, involvement in professional growth activities, civil and collegial participation in Departmental service, and engagement in leadership activity.

Evidence of **effective teaching** across the promotion period may include but is not limited to:

a. syllabi, student learning objectives, activities and assignments associated with new course preparations;
b. new pedagogy descriptions for existing courses;
c. results of assessments of student learning;
d. results of student evaluations;
e. peer review assessments;
f. nomination for or receipt of teaching honors and awards;
g. grant proposals written and grants funded for pedagogical or curriculum development;
h. evidence of participation in faculty development workshops and seminars;
i. descriptions of facilitation and presentation in faculty development workshops and seminars;

Evidence of **effective service** across the promotion period may include but is not limited to:

a. membership on department, college and university committees;
b. engagement in the oversight and development of academic programs;
c. committee membership or other service to professional organizations;
d. membership on local, state, or national boards and community organizations.

Evidence of **effective leadership** across the promotion period may include but is not limited to:

a. evidence of taking overt initiative in contributing to the mission of the Program/Department, College, University, or the profession;
b. evidence of overt initiatives to foster the empowerment of colleagues in their pursuit of professional goals;
c. evidence of service in a leadership/administrative capacity within the Program/Department, College, University, external organizations and agencies in ways contributing to their respective missions.
Promotion to College Professor

The following criteria are central to the evaluation for promotion to College Professor:

1. Five years of continuous service at the rank of College Associate Professor.
2. Continued annual evaluations reflecting superior teaching, involvement in professional growth activities, civil and collegial participation in Program/Departmental service, and engagement in leadership activity.
3. Holding a Ph.D. or its equivalent.

Evidence of effective teaching across the promotion period includes but is not limited to:

a. syllabi, student learning objectives, activities and assignments associated with new course preparations;
b. new pedagogy descriptions for existing courses;
c. results of assessments of student learning;
d. results of student evaluations;
e. peer review assessments;
f. nomination for or receipt of teaching honors and awards;
g. grant proposals written and grants funded for pedagogical or curriculum development;
h. evidence of participation in faculty development workshops and seminars;
i. descriptions of facilitation and presentation in faculty development workshops and seminars;

Evidence of effective service across the promotion period includes but is not limited to:

a. membership on college and university committees;
b. engagement in the oversight and development of academic programs;
c. committee membership or other service to professional organizations;
d. membership on local, state, or national boards and community organizations.

Evidence of effective leadership across the promotion period includes but is not limited to:

a. evidence of taking overt initiative in contributing to the mission of the Program/Department, College, University, or the profession;
b. evidence of overt initiatives to foster the empowerment of colleagues in their pursuit of professional goals;
c. evidence of service in a leadership/administrative capacity within the Program/Department, College, University, external organizations and agencies in ways contributing to their respective missions.

Review and Renewal of this Document

When University policy or College policy changes or changes in the mission and objectives of the Department require, the faculty in the Department of Sociology will meet to review the above faculty functions and criteria for evaluating faculty annually and for promotion and tenure. If this document should change during a faculty member’s pre-tenure or pre-promotion period, the faculty member may choose one of the documents for evaluation purposes. Prior to the Promotion and Tenure Committee meetings in Fall and Spring, Faculty will notify the Department Head and promotion and tenure committee in writing of which document they choose.
APPENDIX A

The following are additional scholarly products valued by the Department, but not necessarily appropriate for all faculty. These are not listed in order of importance or value:

- Proceedings of professional meetings
- Technical reports
- Dictionary entries
- Newsletter articles
- Newspaper editorials
- Media interviews
- Book reviews
- Consulting reports
- Expert witness documentation
- Film and media projects
- Abstracts
- Invited lectures
- Research for or with community groups – scholarship of engagement
- Publishing scholarly materials on web pages or other alternative formats
- Professional awards for scholarly excellence
- Commenting on papers at professional meetings
- Organizing a panel & securing a place for it in a refereed journal
APPENDIX B

The following is a non-inclusive list of potential roles a faculty member may fulfill in the area of teaching. The Department values each of these roles, but remains cognizant that each faculty member will select an array of activities that build upon their unique strengths and abilities.

- Teaching undergraduate courses (on and off campus and distance learning)
- Teaching graduate courses (on and off campus and distance learning)
- Teaching professional development non-credit courses
- Teaching workshops and seminars
- Evaluating students’ work
- Service learning
- Developing new or modifying current class materials
- Developing new courses, web-based and traditional
- Developing new minors and tracks in the undergraduate and graduate programs
- Meeting and working with students during and outside of office hours
- Advising graduate students on masters theses, internships and graduate research projects
- Advising undergrad scholars in the McNair and Honors and Women’s Studies Programs
- Serving on graduate committees
- Assisting students with scholarship applications, graduate applications, and grant proposals
- Mentoring and supervising graduate assistants
- Letters of reference
- Collaborating with other faculty in preparing or teaching courses
- Mentoring new faculty in classroom instruction
- Guest lecturing in colleagues’ classes
- Assisting and advising students at other universities in the U.S. and internationally informally or formally through agreements between NMSU and other institutions
- Assisting students to prepare papers and present papers at professional meetings
- Organizing and attending honors’ banquets and other activities honoring students
APPENDIX C

Faculty may choose to submit the following additional evidence of teaching effectiveness:

- Teaching appraisal form (see below)
- Statement of teaching philosophy
- Syllabi
- Honors and awards for teaching
- Writing assignments with explanation of variety, length, and complexity
- Examples of student work
- Descriptions of innovative teaching techniques
- Descriptions of new courses developed and prepared
- Reports of participation in teaching seminars, workshops, and conferences
- Teaching grants submitted and awarded
- Graduate students advised and served
- Student-self evaluations
- Mid-semester evaluations
- Log of hours spent advising specific students
- Reports or correspondence from organizations with which faculty have involved students in service-learning, internships or other relevant projects
APPENDIX D

The following is a non-inclusive list of potential roles a faculty member may fulfill in the area of service:

PROFESSIONAL SERVICE
• Organizing conferences
• Referee activity
• Holding office in a professional organization
• Serving on an editorial Board
• Committee member in a professional organization
• Giving workshops or facilitating seminars

UNIVERSITY SERVICE
• Faculty Senate
• Standing committee member
• Member of a permanent committee
• Ad hoc committee member

COLLEGE SERVICE
• College Council
• Standing committee member
• Member of a permanent committee
• Ad hoc committee member
• Advising Center work

DEPARTMENT SERVICE
• Standing or Ad hoc Departmental Committee
• Promotion and Tenure Committee (tenured faculty only)
• Coordinator of Graduate Studies
• Advisor of Honor Societies
• Recruitment of Students
• Advisor of departmental clubs
• Library liaison
• Search committee chair
• Search committee member
• Coordinating departmental events
• Facilitating departmental visits, guest speakers, etc.

SERVICE TO DIVERSE COMMUNITIES
• Public and private school outreach
• Public lectures (invited or volunteered)
• Advocacy
• Expert testimony in legal matters
• Organizing public meetings

Evidence of service may include:
• Statement of service philosophy
• Reports of participation in service
• Service related grants submitted and awarded
• Reports or correspondence from organizations with which faculty have been involved in service
• Honors and awards for service

Approved: [Signature]  Date: 9/9
Department Head

Date: [Signature]
Dean