

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															

