

**Department of Sociology
New Mexico State University**

Faculty Functions and Criteria¹

Mission of New Mexico State University

New Mexico State University is the state's premier land-grant university, serving the educational needs of New Mexico's diverse population through comprehensive programs of education, research, extension education, and public service. 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 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 the Department of Sociology

Sociology's responsibilities and roles derive from its mission statement, as noted above. 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.

Every faculty member will complete an Allocation of Effort statement as part of the Annual Performance Evaluation process. The Allocation of Effort statement will include the percentage of effort, agreed upon by the faculty member and department head or supervisor, the faculty member will devote to each of the major categories of teaching and advising, scholarship and creative activity, service, extension, outreach and other assigned duties. The Dean of the College of Arts & Sciences, or equivalent, can assign the percentage of effort when agreement cannot be reached, and the faculty member can appeal such assignment.

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.

¹ Revised June 2019

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

Annual Evaluation of Progress Toward Promotion and Tenure

Faculty members' Annual Progress Reports (APR) and supporting documentation, examples of which are provided below, are reviewed annually by the Promotion and Tenure Committee. In March of each year, the Promotion and Tenure Committee will meet to review this information and evaluate 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/or promotion during the previous calendar year; (2) evaluate the progress made toward tenure and/or promotion for their entire probationary period to date with a particular focus on overall progress towards tenure and/or promotion; and (3) recommend whether individual faculty members should have their contracts renewed for the following academic year. Further, the Promotion and Tenure Committee will evaluate the progress of college track faculty each year. College track faculty are eligible for promotion in rank but are not eligible for tenure. Evaluation of progress towards promotion of college track faculty is based on annual and cumulative evidence of achievement relative to goals and objectives outlined in the annual Allocation of Effort (AOE) form(s). College track faculty are particularly encouraged to illustrate evidence of continual steps to improve their teaching and pedagogical strategies and to demonstrate the attainment of superior teaching.

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 standards set forth by the College of Arts & Sciences, 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 and/or promotion 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 in accordance with the timetable specified by university policy. The 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) provide an independent evaluation of the progress made toward tenure and/or promotion by non-tenured tenure track and college track faculty members during the previous calendar year; (2) evaluate the progress made toward tenure and/or 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. Annual performance evaluation is not considered final until a meeting occurs between the faculty member and Department Head and has been documented and signed by both parties. The Department Head will submit a memorandum concerning these matters to the Dean of Arts and Sciences along with a copy of the evaluation of the Promotion and Tenure Committee.

The Dean reviews the written evaluations of the Department Head and the Promotion and Tenure Committee. The Department Head and the faculty member will retain copies of the Annual Performance Report and the Department Head's evaluation. In addition to evaluating the progress toward tenure and/or promotion of non-tenured tenure track and college track faculty annually, the Department Head will also assist faculty to obtain mentoring or other types of assistance in their progress toward tenure and/or 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, and 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 and post-tenure period, tenure track faculty members are expected to teach at all levels – lower division (including general education courses), upper division, and graduate whenever possible based on departmental, faculty, and student needs. College track faculty normally teach 12 credits per regular semester. Over the course of their promotion to various ranks, and beyond, they are expected to teach lower and upper division undergraduate courses 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, when applicable, 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, service, and outreach. This expectation includes pre and post-tenured faculty and college track faculty. Annual Progress Reports include evidence of teaching in regards to both the courses a faculty member teaches as well as independent studies and thesis 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.

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 or the integration of teaching with community service
- 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 undergraduate scholars in the McNair and Honors programs
- Serving on graduate committees
- Assisting students with scholarship applications, graduate applications, and grant proposals
- Mentoring and supervising graduate assistants
- Writing 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 and present papers at professional meetings
- Organizing and attending banquets and other activities honoring students and/or colleagues

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 Progress 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 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 of instruction must include, at a minimum, student evaluations and one other form of evidence. Student teaching evaluations that may be supplemented by peer evaluation, self-evaluation, and other supporting materials.

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

- Teaching appraisal form(s)
- 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
- Faculty self-reflection/self-assessment
- Peer evaluations of teaching
- 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

Scholarship

According to NMSU 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” (NMSU Policy Manual section 5.90.2).

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 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 tenure and/or promotion 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/or tenure the Department Head and Promotion and Tenure Committee will independently 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 (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. Note these forms of scholarship do not rank as valuable as those forms listed above (if a faculty member can demonstrate the value of a particular form of dissemination of scholarship listed in Appendix A over another form of dissemination traditionally considered more valuable, their evaluation will be taken into consideration).

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 and is valued by the Department. Grant reports and other forms of dissemination resulting from grant activity are also 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

According to NMSU 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” (section 5.90.4.4).

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.

Service to the profession, University, Department, and diverse communities is valued and the integration of service with teaching and scholarship is considered highly valuable.

The following is a non-inclusive 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.

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

Outreach

According to NMSU 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” (section 5.90.2).

Objectives: 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.

Outreach that enriches the citizens of New Mexico and beyond is valued and the integration of outreach with teaching and scholarship is considered highly valuable.

Faculty must provide evidence of effective outreach by demonstrating an impact upon the receiving entity.

Joint Appointments

In appropriate circumstances, a faculty member may be appointed in two departments or in two colleges. The faculty member seeking a joint appointment must obtain a Memorandum of Understanding (MOU) signed by the department head and dean of each involved unit. The MOU must state the agreement between the involved units in the following areas:

- The units involved and the intended tenure home. It must identify the Principle Unit where tenure resides, if applicable. In joint appointments with centers or institutes, the tenure home must reside in a Principle Unit. In joint appointments with two or more academic units, one unit must be designated, by mutual agreement, as the tenure home.
- Expectations for workload and Allocation of Effort, including specific responsibilities distributed between the involved units.

- The term of appointment and any other conditions of employment.
- Provisions explaining the process for the annual performance evaluation and promotion and tenure reviews, renewal of the joint appointment, and salary increases. Each unit must provide recommendations in annual, probationary, tenure, and promotion reviews.

Procedures and Criteria for Promotion²

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 and their academic discipline. For promotion to professor, academic leadership must be demonstrated. A strong application for promotion demonstrates a faculty member regards service as a significant activity.

Outreach. To qualify for promotion, faculty are encouraged to demonstrate a commitment to outreach to the wider community/state.

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 both service and outreach.

Collegiality. Collegiality is a valued consideration in promotion and/or tenure decisions in the Department. Collegiality is neither defined as sociability or likeability nor conformance with the opinions of colleagues and administrators but rather: 1) maintenance of professional integrity; 2) maintenance of an active and responsible role in the academic and administrative responsibilities of the Department; 3) contribution to the mission and objectives of the Department through positive interactions with colleagues and administrators.

Leadership. The NMSU Policy Manual notes leadership is evidenced in various ways that include “(1) contribution to the mission of the college or university and to the faculty member’s profession; (2) participation in the distribution of responsibility among the members of a group; (3) empowering and mentoring group members; and (4) aiding the group’s decision-making process” (section 5.90.4.5.1). This includes leadership in administrative roles that has a documented positive impact on the Department, College, and University.

Promotion to the Rank of Associate Professor

An Associate Professor is typically a mid-career faculty member. The process of promotion to the rank of Associate Professor typically coincides with the tenure decision for all probationary tenure-track faculty seeking

² University policies regarding promotion and tenure supersede department and college policies. College policies regarding promotion and tenure supersede departmental policies. Please see Promotion and Tenure Policy, Chapter 5, in the NMSU Policy Manual for more information.

tenure. If a faculty member is initially employed at the rank of Associate Professor without tenure, the probationary period may vary depending upon agreements stipulated in writing at the time of initial hire. Once tenured, Associate Professors may hold this rank indefinitely or apply for promotion to the rank of Full Professor.

When considering candidates for promotion to the rank of Associate Professor, serious attention is given to performance in the applicable areas of teaching and advising, scholarship and creative activity, service, outreach, and, where applicable, leadership. Each area is vital to the Program's ability to achieve its mission, and the performance of a candidate for promotion is assessed in terms of indication of sustained future contribution to that mission. The relative importance of each area varies across candidates according to the cumulative Allocation of Effort forms.

The timeline and process are the same as that outlined for the tenure decision. A candidate receiving promotion to Associate Professor receives a continuous contract indicating the new rank and an increase in salary as specified by NMSU policy.

Tenure track faculty may request a mid-probationary review in the Spring semester of their third year by informing the Department Head and the Chair of the Promotion and Tenure Committee in writing. The purpose of the review is to provide tenure-track faculty with substantial feedback on their cumulative performance towards tenure in order to support them regarding their progress and performance. The review is optional and is intended to assist the faculty member in their preparation of a case for tenure.

If requested, such a review will be conducted in accordance with section 5.90.3.7 of the NMSU Promotion and Tenure Policy. Consistent with that policy, the Department requests that tenure-track faculty who request this review assemble a portfolio which documents their teaching, research, and service activities. The guidelines for this portfolio are found in Section 5.90.5.5 of NMSU's Policy Manual. The portfolio will be reviewed by both the Department Head and the Promotion and Tenure Committee. These evaluations are done separately.

Promotion to the Rank of Professor

Promotion to the rank of Professor should not be considered to be forthcoming merely because of years of service or because tenure and promotion to Associate Professor has been awarded. There is no specific minimum number of years of service required at the rank of Associate Professor before applying for promotion to Professor.

A Professor demonstrates through consistent and continuous accomplishments that she/he has a mature intellectual comprehension of the discipline as it relates to the candidate's primary subfield within the discipline, an established record of leadership inside and outside the institution, and a sustained commitment to the mentorship of faculty at lower rank empowering and enabling them as they work to achieve their professional goals. When considering candidates for promotion to the rank of Professor, serious attention is given to performances in the applicable areas of teaching and advising, scholarship and creative activity, service, outreach, collegiality, and, where applicable, leadership. Each area is vital to the Program's ability to achieve its mission, and the performance of a candidate for promotion is assessed in terms of indication of future contribution to that mission. The relative importance of each area varies across candidates according to the cumulative Allocation of Efforts forms. Of particular importance is the candidate's commitment to sustained mentorship of probationary tenure-track faculty, significant contribution to the governance and professionally related service activity of the Department, College and University as well as sustained demonstration of civility, collegiality, and professional integrity in all aspects of Program/Department, College, and University service.

The process and timeline for promotion to Professor is the same as that outlined for the tenure decision. A candidate receiving promotion to Professor receives a new continuous contract indicating the new rank and an increase in salary as specified by NMSU policy.

(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 a faculty member receive tenure and/or promotion when evidence demonstrates 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/or 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 for promotion and/or tenure, the Promotion and Tenure Committee will consider the interrelationship between service and outreach, scholarship, and teaching when this is a relevant factor in a faculty member's activities.

Normally, a faculty member begins the application for tenure and/or promotion during the Spring Semester 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 Semester 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/or tenure. When appropriate and agreed to by the candidate and all reviewing parties, the Portfolio may be submitted as an electronic pdf formatted file(s), provided a method for secure transmission of confidential documentation has been established. It is the Department Head's responsibility to ensure the completeness and compliance of a candidate's portfolio. The Department Head provides newly hired faculty with copies of all applicable tenure and promotion materials and also provides materials for faculty in the Spring Semester before they are eligible for tenure and/or promotion. Non-tenured faculty returning from an approved leave of absence or the Department Head may request an annual meeting to review progress towards promotion and tenure

See the College of Arts and Sciences policies for preparing the portfolio as well as section 5.90.5.5 of the NMSU Policy Manual. Candidates should normally include the following materials in their tenure and/or promotion files:

- Personal narrative statement about teaching, scholarship, service, and outreach
- Up-to-date curriculum vitae
- Faculty Annual Performance Report (APR) for the year during which the faculty member applies for tenure and/or promotion
- APRs for all years comprising the pre-tenure probationary period for tenure track faculty or for college faculty the period since time of hire or previous promotion

- Department Head appraisals for all years at NMSU comprising the pre-tenure probationary period for tenure track faculty or for college faculty the period since time of hire or previous promotion
- Memos of annual feedback from the Promotion and Tenure Committee and Department Head regarding progress toward promotion and/or tenure for the pre-tenure probationary period for tenure track faculty or for college faculty the period since time of hire or previous promotion
- Annual goal statements and Allocation of Effort forms comprising the pre-tenure probationary period for tenure track faculty or for college faculty the period since time of hire or previous promotion
- 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/or 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, curriculum vitae, and selected forms of scholarship dissemination on which the candidate would like to be evaluated.

In consultation with the Promotion and Tenure Committee, the Department Head organizes the external review process and contacts reviewers to solicit external letters. The Department Head will provide each reviewer with applicable instructions as well as the department's Functions & Criteria document. 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, and at least two from the list provided by the Promotion and Tenure Committee. All external reviewers must hold a rank equal to or higher than the promotion rank for which the candidate is applying. A reviewer will be a highly regarded expert in one or more aspects of the candidate's work and must be able to offer an objective assessment of the candidate's work. Conflicts of interest, either real or perceived, must be avoided when selecting external reviewers. See ARP 3.00 through 3.13 relating to Conflicts of Interest and Ethical Conduct for more information. The candidate may also submit a list to the Department Head of people they do not want to be asked to serve as an external reviewer. At least three letters from external reviewers must be included in the tenure and/or promotion portfolio.

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. This list should be submitted to the Department Head by May 1 of the Spring Semester in which they are applying for tenure. 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. The candidate should not contact these reviewers in any manner as it relates to their promotion and tenure review until the review process is completed. 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 and/or promotion decision.

The Department does not accept unsolicited external review letters.

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. All materials pertaining to faculty performance evaluation and a candidate's promotion and/or tenure progress however do remain confidential. All committees and parties involved in the evaluation of candidates for promotion and/or tenure guarantee the confidentiality of records, deliberations, and recommendations. While in the Department of Sociology, all promotion and/or tenure materials are locked in a file cabinet. Only the Department Head and Administrative Assistant have keys to that cabinet. All members of said committees understand upon taking part in such committees that the only time deliberations regarding promotion and/or tenure can occur is in official meetings. Materials are only present during this time. Otherwise they are always locked.

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 as well as 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 content of the material the candidate adds to their file after it has been given to the Promotion and Tenure Committee will be recorded in writing by the chair of the Promotion and Tenure Committee. The candidate has, upon receipt of the recommendation of the Department Promotion and Tenure Committee and/or the Department Head, five working days to add to the Portfolio any correction of factual errors in either recommendation.

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 has, upon receipt of the recommendations of the College Promotion and Tenure Committee and of the dean, five working days to add to the Portfolio any correction of factual errors in either recommendation.

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 5.90.5.6 of the NMSU 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, Department Head, or a comparable administrator may meet with the principle units or faculty members in the Promotion and Tenure Committee to review and discuss procedural matters.

Tenure-track faculty must apply for tenure. Per Administrative Rules and Procedures (ARP) 9.35 Part 5, “If a faculty member/candidate does not apply for tenure in the fifth year, or extended year as appropriate, and does not submit a resignation letter as contemplated by this rule, the faculty member’s employment will terminate with the expiration of the current annual ‘Temporary Contract.’”

Extension of the Probationary Period

When requested in writing within one year of the qualifying event by the faculty member, a leave of absence can lead to postponement of the tenure decision date. Modifications in that date requires the recommendation of the department head and dean and the approval of the executive vice-president and provost. Faculty responsibilities may be negotiated when the extension is requested. An extension may be granted up to two times, so long as the total pre-tenure probationary period does not exceed eight years. Exceptions to this limit can be made under extraordinary circumstances if approved by the executive vice-president and provost. Candidates must be held to the same standards of performance **when the probationary period has been extended as candidates whose probationary period was not extended. See the NMSU Policy Manual section 5.90.3.6.2 for more information.**

Post-Tenure Review

In accordance with Section 5.87.3 of the NMSU Policy Manual, the Department Head may initiate a Post-Tenure Review for Associate and Full Professors if, in his/her judgment, a professor shows a serious deficiency of performance. The review will follow the procedures for annual review by the Department Head and Promotion and Tenure Committee for Assistant and Associate Professors described in this document. If serious deficiency is found, a specific remediation program shall be developed by the Department Head in consultation with the faculty member in an effort to improve their annual performance evaluations.

The Promotion and Tenure Committee

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

In September, the Promotion and Tenure Committee will meet to: (1) consider applications for promotion and/or tenure as submitted by faculty members; and (2) conduct other business related to promotion and/or 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. The highest-ranking Sociologist (years in rank) will serve as Chair of the committee as it pertains to each individual applying for promotion and/or tenure. The Department Head will not serve on this committee. No pre-tenured member may serve on this committee. All faculty to be included in decision-making are as follows: Only tenured faculty members are eligible to vote for tenure and promotion. Committee members must hold a rank at least equal to the rank of what the faculty member is applying. Therefore, a faculty member who has tenure and is Associate Professor can vote for a junior faculty member to be awarded tenure and promotion to Associate Professor. Only those faculty who are at the rank of Professor can vote for promotion to Professor. College-track faculty who serve on the college committee are eligible to vote on promotion of college-track faculty. 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.

If anyone in the department wishes to change either permanently or with regard to one colleague's evaluation, the Chair of the Promotion and Tenure Committee, they may provide the request to the Department Head, who, after evaluation of the request, and in consultation with the Dean of the College of Arts and Sciences, make changes accordingly.

The Promotion and Tenure Committee will deliberate on promotion and/or 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. College policy also stipulates that in the event the Committee members identify any potential conflict of interest on the part of any Committee member and a specific candidate, the Committee will review with the Department Head the university conflict of interest policy. Once that meeting has taken place, the Department Head will make their decision. If there are gray areas in the decision process, the Department Head will consult with the Dean of the College of Arts and Sciences. 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 Performance Report. Members of the Promotion and Tenure Committee access a candidate's file through the Department Secretary's office.

At the meeting, the Committee will deliberate, vote by ballot on a recommendation as to promotion and/or tenure, and submit a report to the Department Head that describes its activities, vote, and recommendations. This report should provide a comprehensive accounting of all the views expressed during deliberation in regards to promotion and/or tenure, including those dissenting views from the majority recommendation. All votes must be counted and absentia or proxy votes are not permitted. Committee members can attend sessions by a confidential electronic method with permission of the committee chair. Committee members must take part in the deliberations in order to vote. Committee members may vote in person or by an appropriate confidential electronic method with the permission of the committee chair.

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, warranted only when Committee member(s) are concerned about potential violation of established procedure(s) by the Promotion and Tenure Committee. 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.

After each stage of the process of evaluation of the application made by the faculty member, copies of letters/recommendations, including voting numerical count will be provided in writing to the faculty member in person, or placed in their private file under lock-and-key.

Applicants for tenure and/or 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/or tenure recommendations, the Department Head will consider evidence and assess performance in accordance with principles 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 independent and impartial 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.

Normally, a College faculty member begins the application for promotion during the Spring Semester of the fifth year of his or her employment at NMSU or after five years of continuous service from the time of last promotion. Candidates should consult with the Department Head about precise timing of applying for promotion, which may vary depending on prior service. College faculty members are responsible for the construction of their own portfolio for promotion.

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 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 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 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 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 dictate 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/or 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

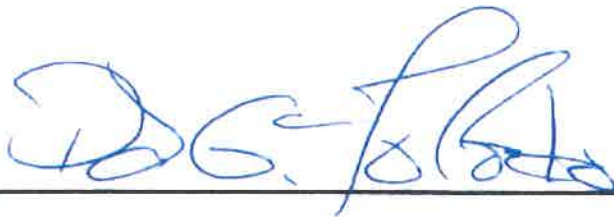
notify the Department Head and Promotion and Tenure Committee in writing in regards to which document they choose to be evaluated as it pertains to promotion and/or tenure.

This document may be reviewed once in a three-year period.

APPENDIX A

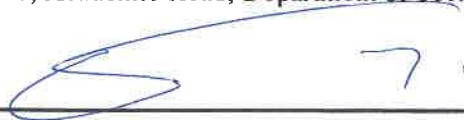
The following are additional scholarly products valued by the Department but not necessarily appropriate for all faculty. These are not listed in order of importance or value:

- 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 and securing a place for it in a refereed journal
- Application for external grant support
- Grant reports as required by grant funding organizations or agencies



6-27-19

David G. LoConto, Academic Head, Department of Sociology/Date



8/30/19

Enrico Pontelli, Dean, College of Arts & Sciences/Date