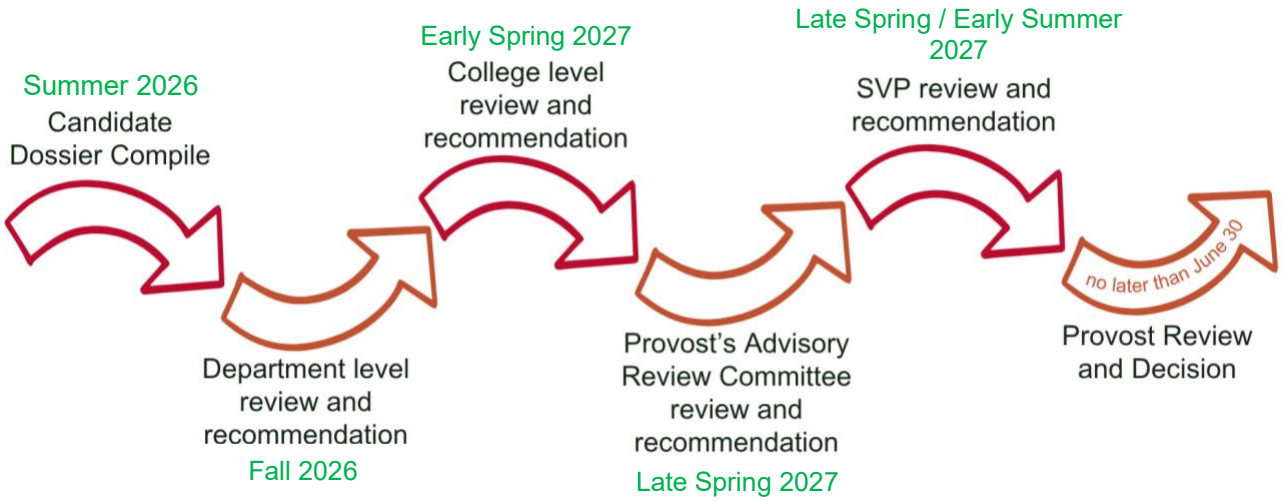
SCHOOL OF ENGINEERING

2026-27 Timeline for RPT Milestone Reviews

Overview of Mid-Pro, P&T, and Promotion Review Process



Timeline of Mid-Pro, P&T, and Promotion Review Process

2026	
February – March	**Chairs** to touch base with all faculty expected to undergo mid-probationary, tenure and promotion, and promotion review in the coming year about their upcoming milestone review. An ideal time to do this is during annual performance review. Chairs inform the candidates of the departmental P&T process (e.g., department P&T committee chair and members, department deadlines and expectations (e.g., present a seminar), etc.). Note that departments set their own process and deadlines. For **early promotion requests**, Chairs begin SOE approval process by informing April Davidson, SOE Academic Operations Officer (AOO).
March – April	Departments send candidates' names and level of review to AOO
Early May	**Candidates** & **Department Administrators** (DA, especially if new) attend RPT Information Session by AOO and ADFA

Summer	**Candidates** prepare their dossiers ▪ Review Provost RPT guidelines, SOE Tenure and Promotion Policy and related documents, and download forms and templates from the Provost and SOE websites to prepare your dossier ▪ To the extent possible, finalize any materials (e.g., publications, proposals, student defense, etc.) in progress ▪ Prepare RPT dossier components 1. CV using the SOE P&T CV template 2. Research Statement (2 pages) 3. Teaching Statement (2 pages) 4. Service Statement (2 pages) 5. Statement of Professional Aspirations for the Next Decade (2 pages, SOE requirement) 6. Teaching evaluation scores using the Provost's Teaching Summary Table template 7. Citations over a 5-year term (3 years for mid-probationary review), and sum of citations for 3 most cited papers, and the source of citations (SOE requirement) 8. 5 most significant publications in the last 5 years (with a brief summary, SOE requirement) 9. List of 6 colleagues willing to serve as references for the candidate including a brief statement of their qualifications (not needed for mid-probationary reviews) ▪ Candidates should work with their departmental P&T committee to get feedback on their dossier components. Other resources for the candidates include ADVANCE @ UNM and AFDA. ▪ Closely review Dossier Org. of Contents & file naming conventions ▪ Save all documents as PDF; the RPT site will not accept Word docs
Summer-August	**Chairs** finalize lists of external reviewers for P&T candidates using the Provost's template and submit the tables to ADFA and April Davidson for approval. After approval from ADFA, Chairs send the lists to svp@unm.edu for final approval to invite external reviewers. **Chairs** invite external reviewers and send candidates' CV, research statement, and a sample of research materials to external reviewers. A "Request review by external reviewer" template is available from the Provost. ***Note**: External reviewers are asked to review Scholarship and/or Creative Works, not Teaching or Service. External review letters not required for Mid-Pro candidates.*
August	Departments notified of RPT site availability **DA** enters users' info into the app for department-level review. Users include voting faculty members and Chair. **DA** sends email to candidates with information and instructions for uploading dossier to the RPT site, and department deadlines.
September-October	External reviewer letters due to department
October – November	After the candidate uploads dossier components to RPT site, **DA** uploads external reviewer letters and peer teaching observations & evaluations (1 per year) and notifies department faculty of availability of dossiers on RPT site for review. **DA** uploads candidates' annual performance reviews to candidates' dossiers and

	closes RPT for departmental reviewers.
November	Department P&T committee and faculty complete reviews Department voting faculty submit recommendation ballots to department DA **DA** closes the dossier to department reviewers before uploading all departmental-level confidential documents. (Chair will still have access to the dossier with Chair role)
November – December	**Chairs** review RPT dossiers and prepare review letters and make recommendations to the Dean (see Guidelines for Chair and Dean Letters)
2027	
January	Department completes file upload to RPT site and submits to SOE by posted deadlines, which are typically mid-January for promotion and tenure reviews and early February for mid-probationary reviews.
February	Chairs present RPT cases to SOE P&T committee SOE P&T Committee reviews candidate dossier, votes, and sends evaluation and recommendation to the Dean
March	**Dean** reviews RPT dossiers and prepare review letters and make recommendations to the Provost (see Guidelines for Chair and Dean Letters)
Late spring	Provost's Advisory Review Committee (PARC) reviews RPT dossiers and prepares evaluation letter and make recommendations to the Provost
By June 30	Final decision letters from the Provost sent to candidates copied to Chairs