**Attachments to the SOE Promotion and Tenure Policy**

*Updated 3 December 2018*

# General Recommendations for Dossier Preparation

This section consists of observations and concerns that surfaced during the deliberations of the SOE Promotion and Tenure Committee and which, in the opinion of the committee, should be shared with the faculty in order to ensure a smooth and fair evaluation of the candidates.

1. The substance of the Dossier is the basis for the Committee’s deliberations. Attempts to pad the list of accomplishments or to overwhelm the reviewers with voluminous additions to the Dossier are actually counterproductive and undermine the credibility of the candidates.
2. The Committee will scrutinize carefully the list of reviewers and their relation to the candidate. The candidate should not suggest and the department should not solicit reviewers who may have a conflict of interest with the candidate.

# Lecturer Review Dossier

* The URL for materials submission is ***rpt.unm.edu***.
* Sections 1-8 of the Dossier are provided by the candidate.
* Sections 9-12 are added to Dossier at Department or School level, not by the candidate.

## **Lecturer Review**

## **Table of Contents**

1. Curriculum Vitae Section
   1. CV (See SOE P&T Policy p.3 for required information for CV)
2. Teaching Statement or Portfolio Section
   1. Teaching Statement (recommended ~ 2 pages)
3. Student Evaluations
   1. Summary of Student Evaluations
   2. Student Comments (combine into one PDF for each course)
4. Peer Teaching Evaluations
   1. Peer course/teaching reviews/evaluations (Confidential teaching evaluation by a peer – SOE Requirement)
   2. Teaching evaluation scores for the most recent 3 years (SOE Requirement)
5. Course Materials
   1. Course syllabus
   2. Examples of original teaching materials (no need to include materials from the same course taught over several semesters)
6. Research/Creative Works Section
   1. Research Statement (recommended ~ 2 pages)
7. Service Section
   1. Service Record Statement
   2. Optional explanatory materials
8. Supplemental Materials
   1. Comprehensive List of contents of Supplemental Material
   2. Statement of Professional Aspirations for the next Decade (SOE Requirement)
   3. Citations over a 3-year term, sum of citations for 3 most cited papers, and the sources of citations (SOE Requirement)
   4. 5 most significant publications in the last 5 years (with brief summary) (SOE Requirement)
   5. List of any unpublished material (can also be listed in CV)
   6. Any additional materials you would like such as: Books; Articles; Research Grants; Reviews of grant proposals or manuscripts; Unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications, etc. See Provost Guidelines for details on how to list these items.

**Sections 9-13 are added to Dossier at Department or School Level. Not by Candidate.**

1. Annual Reviews
   1. Chair’s summary of candidate’s annual reviews
   2. Individual annual reviews from previous years
2. Department Vote and Comments
   1. Report from Departmental P&T Committee
   2. Summary of faculty vote
   3. Individual department reviewer recommendation forms
3. Department Chair Recommendation
4. Dean Recommendation
   1. Dean’s recommendation letter

# Mid-Probationary Review Dossier

* The URL for materials submission is ***rpt.unm.edu***.
* Sections 1-8 of the Dossier are provided by the candidate.
* Sections 9-13 are added to Dossier at Department or School level, not by the candidate.

## **Mid-Probationary Review**

## **Table of Contents**

1. Curriculum Vitae Section
   1. CV (See SOE P&T Policy p.3 for required information for CV)
2. Teaching Statement or Portfolio Section
   1. Teaching Statement (recommended ~ 2 pages)
3. Student Evaluations
   1. Summary of Student Evaluations
   2. Student Comments (combine into one PDF for each course)
4. Peer Teaching Evaluations
   1. Peer course/teaching reviews/evaluations (Confidential teaching evaluation by a peer – SOE Requirement)
   2. Teaching evaluation scores for the most recent 3 years (SOE Requirement)
5. Course Materials
   1. Course syllabus
   2. Examples of original teaching materials (no need to include materials from the same course taught over several semesters)
6. Research/Creative Works Section
   1. Research Statement (recommended ~ 2 pages)
7. Service Section
   1. Service Record Statement
   2. Optional explanatory materials
8. Supplemental Materials
   1. Comprehensive List of contents of Supplemental Material
   2. Statement of Professional Aspirations for the next Decade (SOE Requirement)
   3. Citations over a 3-year term, sum of citations for 3 most cited papers, and the sources of citations (SOE Requirement)
   4. 5 most significant publications in the last 5 years (with brief summary) (SOE Requirement)
   5. List of any unpublished material (can also be listed in CV)
   6. Any additional materials you would like such as: Books; Articles; Research Grants; Reviews of grant proposals or manuscripts; Unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications, etc. See Provost Guidelines for details on how to list these items.

**Sections 9-13 are added to Dossier at Department or School Level. Not by Candidate.**

1. Annual Reviews
   1. Chair’s summary of candidate’s annual reviews
   2. Individual annual reviews from previous years
2. Department Vote and Comments
   1. Report from Departmental P&T Committee
   2. Summary of faculty vote
   3. Individual department reviewer recommendation forms
3. Department Chair Recommendation
4. School Vote and Comments
   1. Summary of school committee vote
   2. Committee report
5. Dean Recommendation
   1. Dean’s recommendation letter

# Promotion and/or Tenure Review Dossier

* The URL for materials submission is ***rpt.unm.edu***.
* Sections 1-8 of the Dossier are provided by the candidate.
* Sections 9-14 are added to Dossier at Department or School level, not by the candidate.

## **Table of Contents**

1. Curriculum Vitae Section
   1. CV (See SOE P&T Policy p.3 for required information for CV)
2. Teaching Statement or Portfolio Section
   1. Teaching Statement (recommended ~ 2 pages)
3. Student Evaluations
   1. Summary of Student Evaluations
   2. Student Comments (combine into one PDF for each course)
4. Peer Teaching Evaluations
   1. Peer course/teaching reviews/evaluations (Confidential teaching evaluation by a peer – SOE Requirement)
   2. Teaching evaluation scores for the most recent 3 years (SOE Requirement)
5. Course Materials
   1. Course syllabus
   2. Examples of original teaching materials (no need to include materials from the same course taught over several semesters)
6. Research/Creative Works Section
   1. Research Statement (recommended ~ 2 pages)
7. Service Section
   1. Service Record Statement
   2. Optional explanatory materials
8. Supplemental Materials
   1. Comprehensive List of contents of Supplemental Materials
   2. Statement of Professional Aspirations for the next Decade (SOE Requirement)
   3. Citations over a 5-year term, sum of citations for 3 most cited papers, and the sources of citations (SOE Requirement)
   4. 5 most significant publications in the last 5 years (with brief summary) (SOE Requirement)
   5. List of any unpublished material (can also be listed in CV)
   6. Any additional materials you would like such as: Books; Articles; Research Grants; Reviews of grant proposals or manuscripts; Unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications, etc.

**Sections 9-14 are added to Dossier at Department or School Level. Not by Candidate.**

1. Annual Reviews
   1. Chair’s summary of candidate’s annual reviews
   2. Individual annual reviews from previous years
2. External Reviews (List and Letters)
   1. List of 6 colleagues willing to serve as references for candidate including a brief statement of their qualifications (SOE Requirement)
   2. Letters
3. Department Vote and Comments
   1. Report from Departmental P&T Committee
   2. Summary of faculty vote
   3. Individual department reviewer recommendation forms
4. Department Chair Recommendation
5. School Vote and Comments
   1. Summary of school committee vote
   2. Committee report
6. Dean Recommendation
   1. Dean’s recommendation letter

# Guidelines for Department Chair Presentations

The Chair of the Department (or an approved/agreed designee) will present each Promotion, Tenure, or Retention (Mid-Pro Review) case to the full SOE Promotion & Tenure Committee. The presentation should be limited to 15 minutes and will be followed by a 15-minute discussion of the case. A copy of the presentation materials (PowerPoint recommended) should be distributed to the Committee at least one day in advance of the meeting.

The committee strongly recommends that the presentation should focus on:

* an analysis of the candidate’s dossier including performance metrics for teaching and research or paths for reaching specific levels of achievement
* illustrations of the candidate’s most important research, scholarly, service, or teaching achievements
* a summary of the discussion that occurred during the department faculty meeting in which the case was introduced for a vote by secret ballot.

There is no need to reproduce facts/numbers already listed in the candidate’s dossier beyond inclusion of a summary slide.

During the discussion immediately following the presentation, the presenter should be ready to address committee questions regarding the candidate’s excellence in research, excellence in teaching, distinguished service, and character. The presenter will be asked to concentrate on analyzing and commenting on the facts of the case, rather than merely listing them. One is also expected to illustrate important achievements, e.g., by highlighted papers, patents, licenses, citations, H-factors, and any relevant performance metrics.

The committee will deliberate on the cases being presented immediately after all presentations and discussions associated with a particular session is over. When the matter is put to a vote, the Committee member representing the Department in which the candidate holds primary affiliation will recuse himself/herself from voting on that case.

# Teaching Assessment Worksheet

***Instructor:*** *name*

***Course:*** *number and name*

***Lesson Topic:*** *subject*

***Assessed by:*** *name*

***Date:*** *date*

**SUMMARY OF FINDINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| Needs work | Good | Excellent | Remarks |
| TECHNICAL EXPERTISE |  |  |  |  |
| Command of the Subject Matter |  |  |  |  |
| **LESSON ORGANIZATION** |  |  |  |  |
| Statement of Lesson Objectives |  |  |  |  |
| Overall Organization |  |  |  |  |
| Classroom Activities |  |  |  |  |
| CONDUCT OF THE CLASS |  |  |  |  |
| Enthusiasm, Energy, and Confidence |  |  |  |  |
| Focus on the Subject Matter |  |  |  |  |
| Clarity of Presentation |  |  |  |  |
| Precision of Explanations |  |  |  |  |
| Delivery Style |  |  |  |  |
| Student Participation |  |  |  |  |
| Use of Visual Aids and Demonstrations |  |  |  |  |
| Time Management |  |  |  |  |
| Appropriate Use of Textbook |  |  |  |  |
| OVERALL ASSESSMENT |  |  |  |  |
| Quality of the Learning Experience |  |  |  |  |

**STRENGTHS**

**AREAS FOR IMPROVEMENT**

# Departmental Promotion and Tenure Vote

**Candidate**: name

**Department**: name

**Date**: date

***This is a secret ballot.*** *Departmental processes and procedures will protect the identity of the voting faculty member.*

**Vote**: (Please put an “X” in the N/A column for those line items not being voted on in this dossier).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Motion** | **N/A** | **YES** | **NO** | **Abstain** |
| Continuing appointment as Assistant Professor |  |  |  |  |
| Promotion to Associate Professor |  |  |  |  |
| Promotion to Full Professor |  |  |  |  |
| Granting of Tenure |  |  |  |  |
| Promotion to Senior Lecturer |  |  |  |  |
| Promotion to Principal Lecturer |  |  |  |  |

**Justification (***UNM Requirement***)**: