PROMOTION OR TENURE AND PROMOTION REVIEW TIMELINE
FOR ACADEMIC YEAR 2020-2021

College of Education & Human Sciences

Dates may change depending upon updated Provost’s timeline and the
College Promotion and Tenure (P&T) committee timeline

Both the Department Chair and the faculty member may seek assistance from the Department Administrator (DA) in compiling and uploading materials into the RPT portal.

March – May 2020
Department Chair and faculty member (i.e., candidate) meet to:

1. Assistant Professors who are up for tenure and promotion review must start the process no later than March 1. Likewise, Associate Professors who plan to go up for promotion must meet with their Chair to declare their intention no later than March 1;
2. Review procedures and deadlines (no later than April 1);
3. No later than April 1, discuss composition of faculty review panel, including inclusion of faculty from other departments in and outside of the COEHS (final decision of panel membership is Chair’s). Chair provides list of faculty review panel members to Associate Dean;
4. No later than April 15, discuss possible external reviewers and receive from faculty member names and brief descriptions of about 10 potential external reviewers. Also, the Department Chair solicits about 10 nominations for external reviewers from the department faculty. No later than April 24, the Department Chair shall select and invite 12-15 external reviewers. The Department Chair also sends this list to the COEHS Dean by April 24.
5. No later than April 15, the Department Chair determines a senior faculty member who will provide confidential review of teaching;
6. No later than May 15, the Department Chair should officially formalize the Department Review Panel and charge them faculty review task;
7. Meet with Associate Dean to review format of the electronic dossier including statements and CV format.

External Reviewers
The Department Chair, with suggestions from faculty member and her/his program peers, identifies about 20 potential external reviewers and, drawing from both (the Department and candidate) lists, contacts between 12 and 15 external reviewers to request their service. The final pool of reviewers should reflect roughly equal numbers from both lists. The external reviewers are reputable scholars in the field and the majority of them must be affiliated with R1 academic institutions. The Department Chair and the faculty members must not solicit external reviews from individuals who have conflicts of interest with the faculty member (e.g., dissertation advisor, coauthors, research collaborators, former students, etc.). The Department Chair must secure at least 6 letters for external reviewers.

Chair prepares documentation template of procedures and dates for selection of external reviewers as well as brief summary of external reviewer credentials. The Department Chair’s
requests to external reviewers should be made no later than **Friday, April 24, 2020** to provide ample time for reviewers to consider their participation. **The due date for receipt of letters (including a recent copy of their CVs) from external reviewers is Friday, September 18, 2020.**

**July 20, 2020**
Faculty member delivers external review materials to Department Chair. Faculty member also delivers all teaching materials to a senior faculty member who will review the materials and write a confidential teaching review. External review letters and the confidential teaching review letter are due to Chair on **September 18, 2020.**

**July 27- July 31, 2020**
Department Chair sends materials either electronically or paper to external reviewers. Materials include:

1. Cover letter with review guidelines from department Chair (noting that review letter including a recent copy of his/her CV must be received no later than **September 18, 2020**);
2. Relevant sections of UNM Faculty Handbook;
3. Candidate’s scholarship statement;
4. Candidate’s curriculum vitae; and
5. Five (5) exemplary publications (selected by the candidate)

**August 3 – 21, 2020**
Faculty member schedules a time and meets with the Associate Dean responsible for oversight of the promotion and tenure process to review the contents and organization of the electronic dossier and supporting materials. The primary purpose of this meeting is to ensure that the standards of success and quality, organization, citations, documentation of teaching and student evaluations, and documentation of research and scholarly work are met as stipulated by University and COEHS policies. **Please note that all materials must be formatted as PDF’s according to the Provost’s guidelines.**

**September 1, 2020**
Faculty member submits electronic dossier to Department Chair. A table of contents list (titled **Dossier Completion Checklist**) must be signed by the Chair acknowledging that all items including the supplemental materials have been properly uploaded into the electronic dossier. After faculty member adds the signed checklist form to the electronic dossier, Department Chair submits the complete electronic dossier to the RPT College Administrator.

Faculty member also delivers all teaching materials to a senior faculty member who will review the materials and write a confidential teaching review letter. The letter is due to the Department Chair on **September 21, 2020.**

**September 7 – 11, 2020**
Department Chair sends Associate Dean and Dean’s Administrative Assistant an announcement for COEHS faculty listserv with dates and location for faculty review of the dossier.
**September 14 – 18, 2020**
Electronic dossiers are available for faculty review by all COEHS faculty. Faculty may supplement the evaluation form with additional comments or a letter.

**September 18, 2020**
External Review letters (including a copy of the reviewer’s CV) are due to Department Chair. Confidential Teaching Review letter is due to Department Chair.

**September 21 – 25, 2020**
Department Chair will add the following confidential materials to the electronic dossier for the faculty review panel: (1) COEHS faculty evaluations, (2) confidential teaching review, and (3) external reviewer letters.

**September 28 – October 5, 2020**
Departmental faculty review panel members individually review electronic dossier.

**October 6 - October 23, 2020**
Faculty review panel convenes to discuss the evidence in the dossier. After faculty panel meeting, each panel member writes an individual letter of assessment of the evidence and a recommendation to the Department Chair using the criteria of excellent, effective and ineffective. The panel member provides a recommendation and vote. The discussion of the panel and contents of the letters are strictly confidential.

**October 26, 2020**
Faculty review panel members’ individual letters of assessment and recommendation are due to Department Chair.

**October 27 – November 9, 2020**
1. Department Chair reviews materials found in the electronic dossier. S/He prepares letter of assessment and recommendation for a positive or negative decision. A summary of the letter and the chair’s decision is shared with the faculty member;
2. Department Chair adds faculty review panel members’ individual letter to the electronic dossier including annual reviews, confidential review of teaching letter, external letters, list of external reviewers (for complete list, review COEHS Dean’s Memo); and
3. Department Chair adds his or her letter to the electronic dossier.

**November 10, 2020 – January 29, 2021**
College Promotion & Tenure Committee establishes procedures, reviews materials individually, meets to deliberate, and provides a letter of assessment and recommendation to the Dean based on the evidence in the dossier no later than January 29, 2021.

**February 1 – March 5, 2021**
Dean provides a recommendation to the Senior Vice Provost for Academic Affairs based on all of the evidence and recommendations in the dossier. A summary of the letter and the Dean’s
decision is shared with the faculty member. Electronic dossiers for promotion or promotion and
tenure are due to the Senior Vice Provost by March 5.

March – June, 2021
University-wide Promotion and Tenure committee reviews electronic dossiers and makes a
recommendation to the Senior Vice Provost.

June 30, 2021
Deadline for Provost to inform faculty member of final P&T decision.