TENURE AND OR PROMOTION REVIEW TIMELINE
FOR ACADEMIC YEAR 2021-2022

College of Education & Human Sciences (COEHS)

March – July 2021

March
1. Candidates meet with their Department Chair to declare their intention to seek tenure and promotion to Associate Professor or promotion to Professor.

April
2. Department Chair and candidate meet to:
   a. Review procedures and deadlines;
   b. Discuss composition of Department Review Panel;
   c. Discuss potential reviewer of teaching; and
   d. Discuss possible external reviewers.
3. Department Chair determines a senior faculty member to provide the confidential review of teaching.
4. Candidate provides Department Chair with a list of 10 potential external reviewers (names and brief descriptions).
5. Department Chair solicits 10 nominations for external reviewers from the program faculty.
6. Department Chair shall select and invite 12-15 external reviewers to achieve the six required minimum, drawing on lists provided by both the candidate and program faculty.
7. Department Chair provides the following to the Associate Dean responsible for oversight of the promotion and tenure process (hereafter, Associate Dean):
   a. List of Department Review Panel members for each candidate; and
   b. Documentation of procedures and dates for selection of external reviewers as well as brief summary of the external reviewers’ credentials.
8. Department Chair extends requests to external reviewers by April 30. Note: External Review letters (including a recent copy of their CVs) are due by Friday, September 17.
9. Associate Dean submits list of potential external reviewers for candidates to the COEHS Dean.

May – June 2021
10. Department Chair formalizes the Faculty Review Panel and meets with the panel to discuss the review task.
11. Candidates meet with Associate Dean to review format of the electronic dossier, statements, and CV format.²

¹ Dates may change depending upon updated Provost’s timeline and the COEHS Promotion and Tenure (P&T) Committee timeline.
² All materials must be formatted as PDFs according to the Provost’s guidelines.
July, 2021
Candidates deliver the following to the Department Chair:
1. External review materials by July 23;
2. Teaching materials to confidential reviewer of teaching by July 30.

*Department Chairs are to receive external review letters and the confidential teaching review letter by September 17, 2021.

July 26 - July 30, 2021
Department Chair sends the following materials to external reviewers:
3. Cover letter with review guidelines from department Chair (noting that review letter including a recent copy of his/her CV must be received by September 17, 2021);
4. Relevant sections of UNM Faculty Handbook;
5. Candidate’s scholarship statement;
6. Candidate’s curriculum vitae; and
7. Five (5) exemplary publications (selected by the candidate)

August 2021
August 2 – 20, 2021
8. Candidates meet with the Associate Dean to ensure 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.
9. Department Administrators will give access to the RPT portal to allow candidates to begin uploading their material. Dossier organizational requirements are located within the OFAS’ P&T AY 21-22 Guidelines (ofas.unm.edu).

September 2021
September 1, 2021
10. Department Chair and candidate signs table of contents list (titled Dossier Completion Checklist) and uploads the signed checklist form to the electronic dossier.
11. Candidate submits electronic dossier to the Department Level.
12. Department Chair and Department Administrator notify the RPT College Administrator that the Candidate portion of the dossier has been submitted and is ready for COEHS all faculty review.
   a. No Department Level materials (E.g., annual reviews letter, confidential teaching of review, external letters) should be added until the completion of the COEHS faculty review period.

September 6 – 10, 2021
13. 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.

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3 This acknowledges that all items including the supplemental materials have been properly uploaded to the electronic dossier.
10. Department Chairs are to receive external review letters and the confidential teaching review letter by **September 17, 2021**.

**September 13 – 17, 2021**
COEHS Faculty review period.⁴

**September 17, 2021**
26. External Review letters and CVs are due to Department Chair.
27. Confidential Teaching Review letter is due to Department Chair.

**September 20 – 24, 2021**
28. Department Chair or Department Administrator will add the members of the Dept. Faculty Review Panel to the RPT portal.
29. Department Chair or Department Administrator adds the following confidential materials to the electronic dossier for the faculty review panel: (1) COEHS faculty evaluations, (2) confidential review of teaching, and (3) external reviewer letters (n=6 minimum).

**September 28 – October 5, 2021**
30. Departmental faculty review panel members individually review electronic dossier.

**October 2021**
**October 6 - October 26, 2021**
31. Faculty review panel convenes to discuss the evidence in the dossier.⁵
32. Following the meeting, each panel member writes an individual letter of assessment of the evidence and provides a recommendation to the Department Chair using the criteria of excellent, effective, and ineffective and rendering a vote of yes or no.
33. Faculty review panel members’ individual letters of assessment and recommendation are due to Department Chair by **October 26**.

**October 27 – November 9, 2021**
The Department Chair:
33. reviews the electronic dossier and prepares a letter of assessment and recommendation for a positive or negative decision.⁶
34. meets with candidate to discuss a summary of the letter and the Department’s recommendation; and
35. adds the following materials to the electronic dossier:
   a. Faculty review panel members’ individual letters,
   b. COEHS Collegewide Evaluation Forms,
   c. Candidates’ annual reviews,
   d. Confidential review of teaching letter,
   e. External review letters,
   f. List of external reviewers
   g. Department chair’s letter

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⁴ COEHS Faculty may supplement the evaluation form with additional comments or a letter.
⁵ The discussion of the panel and contents of the letters are strictly confidential.
⁶ For a complete list, see the COEHS Dean’s Memo.
November 2021

November 10, 2021 – January 14, 2022
   36. 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 by January 17, 2022.

January 18 – March 4, 2022
   37. Dean provides a recommendation to the Senior Vice Provost for Academic Affairs based on all of the evidence and recommendations in the dossier.
   38. A summary of the letter and the Dean’s decision is shared with the candidate.
   39. Electronic dossiers for promotion or promotion and tenure are due to the Senior Vice Provost by March 5.

March – June, 2022
   40. University-wide Promotion and Tenure committee reviews electronic dossiers and makes a recommendation to the Senior Vice Provost.

June 30, 2022
   41. Deadline for Provost to inform candidate of final P&T decision.