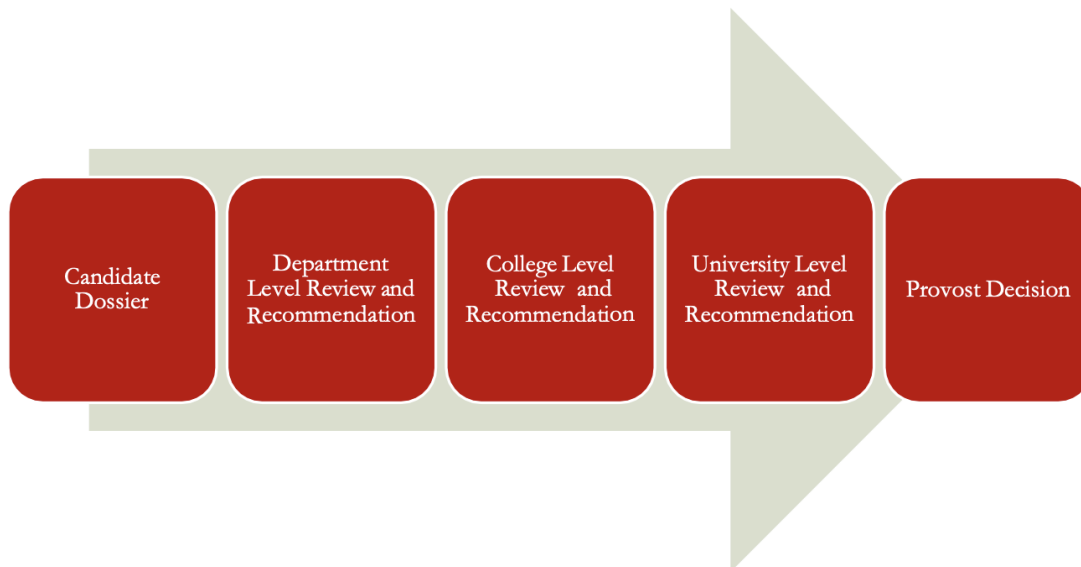


Q: What is the tenure process and where do I find more information?

A: The SOE policy, and this Q&A document revised November 2022, is consistent with the P&T guidelines of the Office of Academic Affairs (the Provost's office) including the COVID-impact guidelines which are updated annually.

The Academic Affairs RPT Guidelines are here: <https://provost.unm.edu/>

Here is a visual explanation of the tenure timeline. Your dossier will be reviewed by your department, college and the Provost office. University due dates are in the Academic Affairs RPT Guidelines. Each School or College will set an earlier deadline, and each department will also set a deadline for candidates to submit their portion of the packet.



Q: Should I provide a summary of my major accomplishments?

A: Yes! There is not a place to upload a summary document to the RPT submission. However, the SOE asks you to include cover page summarizing your major accomplishments as the first single page in your CV. Candidates and reviewers should keep in mind that evaluations are holistic and not determined by any particular metric. Candidates should use this summary to **briefly** highlight within a **single page**, their major accomplishments. This is not a full list of activities, but should be thought of as an abstract that highlights key strengths from the full dossier. The summary should include the following items.

- Years at UNM

- Brief highlights of research, teaching and service
- # of Journal Publications
- # Conference Publications (and # peer reviewed) as well as other publications
- A single statement summarizing total funding awarded to UNM in your sponsored Research and brief examples of major sponsors funders (i.e. NSF, DOE, DOD and industry).
- # graduated PhD students, research MS and research undergraduate advisees
- # Current PhD, MS & undergrad research advisees
- # Patents Issued and disclosed
- h-index & # citations of publications with date and source of query
- Summary of distinct courses taught & an average of teaching evaluation scores (on the two questions) over all courses
- Major awards (i.e., SOE junior teaching award, or IEEE Fellow, or CAREER award). Other funding awards are not intended to be listed here.
- This is intended to be guidance rather than an exact format. Candidates may alter the format to best highlight their strengths using quantitative and qualitative summary statements.

Q: How should I summarize my teaching evaluation scores?

A: The Academic Affairs RPT Guidelines document has a table to upload teaching evaluation scores for each course you have taught. The Academic Affairs Guidelines asks you to upload summaries for the last 6 years for tenure cases; this is encouraged, however the SOE will focus evaluation of teaching scores on the last 3 years (or time since mid-pro review for typical tenure cases).

Please use the Teaching Summary Table on the Provost's website:

<https://provost.unm.edu/common/documents/promotion-tenure-docs/teaching-summary-table.pdf>

As well as the Summary of Student Evaluations template:

<https://provost.unm.edu/common/documents/promotion-tenure-docs/summary-of-student-evaluations.pdf>

And note that Student Evaluations of Teaching (SETs) for Spring, 2020, Fall 2020 and Spring 2021 are optional.

Note that only 2 questions are required from EvaluationKit: Q1 = Rate the Instructor's Overall effectiveness and Q2 = How comfortable do you feel approaching the instructor with questions? (Q6 is not asked or required in the SOE. Enter N/A on the Academic Affairs form.).

Q: Do I upload all student comments on teaching evaluations?

A: Yes. The Academic Affairs Guidelines ask that all student comments be uploaded from the most recent 6 years for tenure cases. The SOE will focus evaluation on student comments on the last 3 years (or time since mid-pro review for typical tenure cases).

The School of Engineering recognizes that student evaluations can perpetuate bias. If racist, sexist, or other discriminatory language or personal attacks appear in student comments, you may work with your Department Chair to redact those comments. Redactions are anticipated to be rare and should not be used to remove comments simply because they are negative (i.e. “This professor is terrible because they always return homework late” is not a comment that can be redacted even if the professor disagrees with it.) Redacted comments should be replaced with **<comment redacted>**. The comment should be reported to the SOE administration via the Special Advisor to the Dean for Inclusion and Climate in order to keep a record of such comments and ensure that standards for redactions are fair across departments.

Q: How many peer teaching evaluations do I need?

A: These are evaluations by peer faculty members, typically by more senior faculty in your department. Peer evaluators should use the SOE peer teaching evaluation form (found in the “attachments” document here: <https://engineering.unm.edu/faculty/resources-for-faculty.html>). The Academic Affairs RPT Guidelines ask for one peer teaching evaluation for each academic year. The SOE has previously required only 1 peer evaluation, typically from the most recent semester. Therefore, only 1 peer evaluation is required for SOE in 2022-2023 P&T packets. Beginning in 2023-2024, one peer evaluation per academic year since 2022 will be expected for SOE candidates, i.e. candidates in 2023-2024 will need a minimum of two evaluations, and a minimum of three in 2024-2025.

Q: The SOE policy says teaching evaluations should be confidential. What does this mean?

A: The peer faculty evaluation no longer needs to be confidential; it can be shared with the candidate and is part of the internal UNM P&T packet.

Q: The Academic Affairs P&T guidelines ask for examples of original teaching materials from each unique course taught (no need to include materials from the same course taught over several semesters). How long should this section be?

A: This should include a short example of materials from each course (a few pages per course, e.g. a syllabus, lecture notes, or exam). You may include a list of the materials at the start of this section. Since the material is before your research statement in the RPT system, it is distracting to include lengthy materials. If desired, extended materials can be included in supplemental material. See FAQ below for more guidance on what should (and should not) be included in

supplemental material.

Q: What is required to come up early for tenure?

A: The Faculty Handbook and Academic Affairs RPT guidelines establish additional criteria for early tenure. Early tenure is not generally encouraged, but the SOE supports early tenure for exceptionally strong cases.

Q: What is required to come up early for promotion to Full Professor (earlier than during the typical 6th year post tenure)?

A: There are not additional requirements for promotion to Full Professor if the evaluation period is shortened (typically by one year). Early promotion is appropriate if a candidate meets all of the requirements for Promotion faster than is typical. Candidates should consult with their chair to establish whether early promotion is appropriate for their case.

Q: How should I include unpublished research?

A: The Academic Affairs RPT guidelines outline that published and accepted papers should be included in the CV. Submitted manuscripts should be listed separately. Long lists of manuscripts that have been recently submitted but not accepted are not viewed favorably. Manuscripts in prep that are not yet submitted should not be listed on the CV.

Q: My tenure/promotion/mid-pro evaluation period includes the 2020/2021 and 2021/2022 academic years. How does the COVID policy impact my tenure clock and expectations?

A: This [memo](#) addresses tenure clock extensions. COVID-19 Impact Guidelines are also included in the Academic Affairs RPT Guidelines.

Faculty are automatically granted an additional year on tenure and mid-pro evaluations (on top of any parental or sick leave extensions) for faculty hired until January 2021. You may opt out of this additional year following instructions in the Academic Affairs RPT guidelines. You will not be evaluated differently for taking extensions.

Additionally, note that Student Evaluations of Teaching (SETs) for Spring, 2020, Fall 2020 and Spring 2021 is optional. (Please see FAQ above about summarizing teaching evaluation scores)

If your tenure case is impacted by the COVID-19 pandemic, this should be explained in your statements. For example, if you faced delays in setting up a lab, recruiting graduate students, having publications reviewed or having grants funded, or graduating Ph.D. students this may be explained in your research statement.

Q: Will I be denied tenure if I have not advised a doctoral student who has graduated or is close to graduation?

A: Demonstrating graduate student progress toward graduation is an indicator of research excellence; however, each tenure case is considered individually and research excellence is evaluated holistically. SOE and departmental tenure committees will take into consideration that COVID may have impacted graduation rates, for example if COVID caused substantial delays in graduate research, or if a graduate student left the program. The tenure committees will consider graduate student progress toward milestone evaluations (i.e., coursework completion, strong publishing track record, passing comprehensive exams, passing dissertation proposal, and granting of candidacy).

However, it should be noted that it is an expectation in the SOE P&T Policy that for promotion to the Professor level you have a demonstrated record of graduating doctoral students.

Q: Should annual reviews be included in the department review of a candidate?

A: Yes, unless the Department has voted otherwise, according to Academic Affairs RPT guidelines. The Department chair should prepare, as part of the dossier, the summary of the candidates last 3 years of annual reviews and those should be available to the faculty of the department as part of the voting process. The P&T Committee (department and school) will have access to these annual reviews, for the last 3-years, in detail.

Q: What should I include as supplemental material in RPT?

A: See the SOE P&T Policy Attachment for a full list of required Supplemental Materials. Optionally, unpublished manuscripts are acceptable as supplemental material, but only substantive, high-quality submitted manuscripts should be included. Long lists of manuscripts in press or recently submitted are not viewed favorably. Unsolicited letters are acceptable (see Academic Affairs RPT guidelines), but they are not allowed after candidate has submitted material to RPT. Additional teaching material can also be included in supplemental material. Supplemental material beyond that required by the SOE is not necessary, and should only be included if it strengthens your packet. Chairs will approve supplemental material, and they should guide candidates to ensure that they do not submit lengthy material that distracts from the rest of the packet.

Q: How soon after my departmental faculty vote should I expect to hear from my Chair whether my promotion or tenure application was recommended?

A: If the letter is negative, the process in the Faculty Handbook, section B.4.3.6 on Negative Recommendations needs to be followed(<https://handbook.unm.edu/b4/>). If the letter is positive, it is recommended that that Chair and the Dean let the candidate know of the positive recommendation within a week (the sooner the better). However, it is not the practice, across UNM, to share a positive chair or dean's letter with the candidate. Chairs and deans write letters with the knowledge that the letter is a confidential document that won't be seen unless a negative recommendation is sent forward, and in that case, the letter is redacted.

Q: How are external review letters acquired and what is uploaded to the RPT system?

A: The candidate provides a list of 6 potential external reviewers to the Department P&T chair, and the chair lists additional reviewers (generally 6) to potentially invite. The chair invites reviewers following guidance from the template invitation letter (attached to the Academic Affairs RPT Guidelines), particularly explaining tenure clock extensions and UNM COVID impact policies. A letter is required from at least 3 reviewers from each list, avoiding conflicts of interest and ensuring a majority of letters are from R1 institutions. The chair will list the reviewers who were invited and those that responded with a letter on the external reviewer form (attached to Academic Affairs RPT Guidelines). This is confidential and will not be shared with the candidate.

Q: The SOE policy states that faculty tenure and promotion votes are secret. Should ballot forms be signed?

A: Yes, but only the department administrator and department chair know the identity associated with each vote.