

New Mexico State University

Department of Engineering Technology and Surveying Engineering

**Procedure and Criteria for
Faculty Evaluation, Promotion,
and Tenure**

Las Cruces, New Mexico

September, 2019

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1. Introduction

The purpose of this document is to explain the P&T policies and procedures specific to the Department of Engineering Technology and Surveying Engineering (ETSE). The document is not intended to be a stand-alone document, but rather as a supplement to the NMSU Administrative Rules and Procedures (ARP) found in Chapter 9 of the ARP (<https://arp.nmsu.edu>), and College of Engineering Promotion and Tenure Policy (<https://enr.nmsu.edu/files/2019/03/NMSU-CoEngr-PT-2018.v.6.pdf>). In all cases of conflict, the university and college policy will supersede the policies of the department. It is the responsibility of faculty members to review College and University procedures and policies carefully.

The faculty member, the Department Head, and the Promotion and Tenure Committee will work together to address differences in interpretation of the policies in this document, with the Department Head making the final determination.

2. Mission Statement and Value Statement

2.1 Department Mission Statement

The Mission of the Department of Engineering Technology and Surveying Engineering is to provide students with a quality engineering technology and surveying education that links theory and application, provide rigorous, fundamental education, and gives students enhanced career opportunities.

The department's goals supporting this mission are:

- to provide educational and social environments that promote and facilitate student learning
- to have a highly respected and visible department
- to foster the development of the department and
- to graduate students who are competent and sought after by industry

2.2 Department Value Statement

The Department of Engineering Technology and Surveying Engineering will orient its activities around the following valued concepts and activities:

- Industry-proven curricula supported by hands-on and experiential teaching and learning.
- Innovation of teaching centered by student success.
- Guidance and opportunities for student activities.
- Engineering extension and community/professional services.
- Outreach activities that promote awareness and understanding of engineering technology and geomatics in the public, and
- Applied research and scholarly activities on advanced technologies.

3. Review and Update of Procedure and Criteria

This document will be reviewed by the entire faculty of the ETSE Department every three years or the minimum revision period required by the University. If the policy should change during a faculty member's pre-tenure or pre-promotion period, the faculty member will be given the choice of selecting the one when he/she is hired, or the most recent Departmental Promotion and Tenure Procedure and Criteria. A faculty member should inform the Department Promotion and Tenure Committee and the Department Head on which version of the promotion and tenure policy he/she decides to use.

4. Due Process

The Department Head will give each new faculty member a copy of this Procedure and Criteria document upon hiring, and provide the links to the College and University policy. In addition, faculty members eligible for promotion and/or tenure will be given a copy whenever the document is renewed. The document will also be posted on the departmental website.

5. Faculty Performance and Tenure/Promotion Review Procedures

5.1 Annual Performance Review by Department Head

The performance of all faculty members will be reviewed annually in the spring semester by the Department Head. The annual performance review documents should be included in the promotion and tenure portfolio as an integral part of the promotion and tenure application material. The performance review should be based on the actual Allocation of Efforts and Goals Form. The goals statement should describe how the faculty member will contribute to the strategic goals of the department, college, and university.

5.2 Spring Promotion and Tenure Review of Assistant and Associate Professors

Assistant Professors will be reviewed every Spring semester by the P&T Committee who will evaluate their cumulative portfolios and vote on whether to recommend that their contracts will be continued. Associate Professors who plan to apply for promotion will be reviewed preferably every year within the three years before they submit their promotion to Professor; at least be reviewed the spring of the year the faculty member submits his/her application for promotion. The Assistant or Associate Professor will submit his/her P&T portfolio to the Chair of the corresponding Promotion and Tenure Committee before the date set by the Committee.

The Promotion and Tenure Committee will provide a written evaluation of the cumulative activities of the faculty member with the vote tallies included. The Promotion and Tenure committee report will be submitted to the Department Head before the end of the spring semester, with a copy to the faculty member.

The faculty member has the option of writing a response letter to the Department Head if he/she disagrees with some or all aspect of the report of the Promotion and Tenure Committee. The letter must be submitted within fifteen working days after receiving the report from the P&T Committee. The Department Head will discuss with the Promotion and Tenure Committee and respond the faculty in writing.

5.3 Promotion Review of College Assistant and College Associate Professors

Regular College Assistant and Associate Professors will be reviewed following the same procedures of the tenure track professors, but with the criteria defined in their job description and allocation of effort. Typically, College Track faculty will mainly be engaged in teaching.

5.4 Mid-Probationary Review of Tenure-Track Faculty

Tenure-track faculty members may request a mid-probationary review in accord with section 9.35, Part 3, of the Administrative Rules and Procedures of NMSU three years before evaluation of their tenure document. Faculty members will inform the Department Head in writing in the Spring semester that they desire a mid-probationary review.

5.5 Post-Tenure Review

In accordance with Section 9.36 of NMSU Administrative Rules and Procedures, the Department Head may initiate a Post-Tenure Review for Associate and Full Professors if, in his/her judgment, a professor shows a serious deficiency of performance. The review will follow the procedures for annual review by the Department Head and Promotion and Tenure Committee for Assistant and Associate Professors described in this document. If serious deficiency is found, a specific remediation program shall be developed in consultation with the faculty member.

5.6 Forming and Operation of the Department Promotion and Tenure Committee

1. The Promotion and Tenure Committee will consist of all tenured faculty members at a higher rank than the faculty member being reviewed.
2. If the Department has fewer than three eligible members; the Dean, with the approval of any eligible members, will appoint additional members from outside the Department to bring the total to three.
3. The chair of the P&T committee will be elected by the committee at the first meeting each year, normally in early September. Candidates for chair will be the faculty members at the rank of Full Professor for the “Associate to Full Professor” Committee, and Full/Associate Professor for the “Assistant to Associate” Committee. Ties will be decided by the Department Head.
4. Members of the Promotion and Tenure Committee are expected to review the files of junior faculty members and attend meetings of the Committee unless such attendance is precluded by valid reasons such as sabbatical leave. Faculty members who do not participate in the meetings of the Promotion and Tenure Committee, as determined by a majority of its members, will not be permitted to vote, sign letters from the Committee, or file minority reports. Faculty members on sabbatical have the option of serving on the committee.
5. The Dean or Department Head may meet with the Committee to discuss procedural matters and conflict of interest policies.
6. Deliberations and voting of the Promotion and Tenure Committee will be conducted in closed sessions with only committee members present; committee members may attend via a

confidential electronic method. All committee deliberations and votes are confidential. The Dean or Department Head may not discuss the details of faculty members' P & T packet.

7. Votes will be taken by secret written ballot and counted by the Chair of the Committee. All vote counts must be recorded in the Committee report to the candidate.

5.7 Selecting the External Reviewers

NMSU requires letters from at least three external reviewers for tenure and/or promotion. The Department Head will send inquiries to prospective reviewers regarding availability and willingness to prepare a review. External reviewers should be highly regarded experts in one or more areas of the faculty member's expertise at rank equal to or higher than that sought by the faculty member.

External reviewers should meet reasonable expectations of avoidance of conflict of interest. This prohibits current and former co-authors or research partners, former thesis/dissertation/post-doctoral advisors, current and former close informal mentors, members of immediate family or business partners, NMSU employees, and any person with a financial interest in the outcome of the tenure/promotion. The Chair of the P&T committee will work with the Department Head to confirm that the names on the faculty member's list are consistent with the conflict of interest policy.

Letters requesting external reviews will include these instructions:

1. the reviewer will indicate the relationship between the candidate and the reviewer;
2. the reviewer will indicate whether or not they have been contacted by the candidate before, during, or after their letter was submitted.
3. the reviewer will be notified that the candidate will have an opportunity to read the letter of assessment;
4. the reviewer will be notified that third parties may review the letter, in the event of an EEOC or other investigation into a tenure or promotion decision.

All letters received from external reviewers will be placed in the tenure and/or promotion portfolio by the Department Head. The promotion and tenure committee and/or the Department Head may wish to specifically address the content of certain letters, or parts of certain letters, in their review of the candidate.

6. Criteria for Evaluation of Tenure-Track Faculty Performance

As part of the Department of Engineering Technology and Surveying Engineering's policy, the following bulleted items in Table 6.1 will supplement the COE Promotion and Tenure Policy document, Appendix A: Table of Guidelines to be considered for Tenure and Promotion.

**Table 6.1 Guidelines to be Considered for Tenure/Promotion
in Engineering Technology and Survey Engineering***

Category	Assistant to Associate Professor and Consideration for Tenure	Associate to Full Professor
Teaching and Advising	<p>Sustained record of effective Engineering Technology and geomatics undergraduate education that includes the following:</p> <ul style="list-style-type: none"> • Record of effective teaching including “hands on” lab teaching and development of laboratory procedures, software applications, online training materials and other • Professional development and active engagement in continuing education • Academic advising • ETSE Program and Curricula development such as: scholarly work aimed at facilitating student learning, teaching special studies classes, development of new course, converting courses to distance education delivery. • Contributions to ABET such as serving as ABET coordinator, actively participating in preparing ABET SSR, implementing and monitoring ABET continuous improvement plans. • Letters, awards and recognitions received for excellence in teaching, academic advising, mentorship and other direct student contact activities • Pursuing terminal degrees, professional licenses or certificates needed to excel in teaching. • Educational conference and journal publications 	<p>Sustained record of effective Engineering Technology and geomatics undergraduate education that includes the following:</p> <ul style="list-style-type: none"> • Record of effective teaching including “hands on” lab teaching and development • Leadership in course and curriculum development and modernization • Continued professional development • Academic advising • Leadership in new program development • Leadership in ABET • Pursuing terminal degrees, professional licenses or certificates needed to excel in teaching. • Letters, awards and recognitions received for excellence in teaching, academic advising, mentorship and other direct student contact activities • Educational conference and journal publications
Research, Scholarly and Creative Activities	<p>A record consistent with the faculty’s allocation of effort that includes the following:</p> <ul style="list-style-type: none"> • Conference and journal publications in technical area • Print and online textbooks 	<p>A record consistent with the faculty’s allocation of effort that includes the following:</p> <ul style="list-style-type: none"> • Conference and journal publications • Print and online textbooks • Conference (including poster) presentations

	<ul style="list-style-type: none"> • Conference (including poster) presentations • Research and academic collaborations • Advising graduate students. 	<ul style="list-style-type: none"> • Leadership in research and academic collaborations • Advising graduate students.
Service, Extension, Outreach, and Leadership (leadership only required for Associate to Full Professor)	<p>Sustained record of service at the department, college, and university including:</p> <ul style="list-style-type: none"> • Committee service work • Taskforces • Faculty Senate service • Departmental proposals • Workshops • School recruitment visits • Participation in technical competitions • Service as ET program coordinator • Service as associate department head • Effecting change that furthers NMSU LEADS 2025 • Sustained record of service at national organization and professional societies including: Development and presentation of non-credit or for-credit courses, seminars, or workshops; Being an officer, chairing committees or task forces; Service on advisory boards and committees; Serving as expert witness, and Contributions to professional societies. 	<p>Sustained Leadership in service at the department, college, and university including:</p> <ul style="list-style-type: none"> • Temporary or permanent Leadership roles in the department, college, or university. • Leadership on student recruitment • Leadership on Taskforces • Leadership in committee work • Leadership on Departmental proposals • Sustained service and leadership as ET program coordinator • Service as assistant department head • ABET leadership • Leadership on Industrial Advisory Committees • Leadership on Faculty Senate legislation • Leadership in professional societies • Effecting change that furthers NMSU LEADS 2025
<p>*Evaluation for Promotion and tenure for ETSE faculty members will generally be based on a reaching/service ratio of 75/25 percent, unless the faculty member is interested in conducting research. In such cases, the teaching/service/research split would be negotiated with the department head.</p>		

6.1 Teaching

Normally a minimum of 75% of effort should be allocated to teaching for faculty members in the Department. Advising students related to curricula is considered part of the course work and not a separate teaching load. Each faculty member is responsible for demonstrating evidence of teaching effectiveness by the following methods:

1. Student evaluations for every course, every semester. The departmental form will be used for the evaluations. It is the faculty member's responsibility to encourage and provide time for all students to complete the class evaluation.
2. Self-evaluation in the annual report. Evidence of improving teaching or innovations in teaching should be thoroughly described, including research on teaching and journal publications or conference presentations, or evidence that promotes students' success.
3. Peer-evaluation. It is required for untenured assistant professors to have at least one peer evaluation per semester, preferably one will be from a senior faculty member from other departments. At least one lab section must be included in the peer evaluations.

The student evaluation is required for the entire faculty. Tenured faculty can choose self-evaluation and peer-evaluation with his/her choice. Non-tenured faculty should consider using both methods.

6.2 Scholarly and Creative Activities

Research is encouraged, especially the applied and teaching research that contribute to the improvement of teaching and student success. Scholarly and creative activities include:

- Publications: Journal or conference papers are considered.
- Grants. External or internal funding for applied science, technology or education. Proposals that are rejected will also be counted.
- Presentations at meetings or conferences.

6.3 Service and Outreach

All service will be evaluated by their contribution to the department/college/university strategic goals and objectives. Time and efforts in service should be recorded by the faculty members. Student recruitment and alumni engagement is the focus of the department outreach. Activities that increase the department's visibility or student involvement are encouraged.

6.4 Leadership

Each faculty member should demonstrate his/her leadership skills in at least one field including leading student activities, leading departmental, college, or university committee, or professional organizations. Clear outcomes should be demonstrated from the leadership activities.