New Mexico State University
Department of Geological Sciences
Functions and Criteria for Faculty Evaluation, Promotion, and Tenure
Revision 2018

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1. Mission Statements

1.1 University Mission Statement

New Mexico State University is the state's land-grant university, serving the educational needs of New Mexico's diverse population through comprehensive programs of education, research, extension education, and public service.

1.2 Department Mission Statement

The Department of Geological Sciences is committed to field-based and lab-based teaching and scholarship. We strive to be one of the top departments in the nation at which to earn undergraduate and MS degrees in the geological sciences as a foundation for a career in industry, government, or academia. We are dedicated to a greater understanding of Earth processes through scholarship, service to the geosciences, and outreach to the general public and K-12 classrooms.

1.3 Department Value Statement

The Department of Geological Sciences will orient its activities around the following valued concepts and activities. These are our collective values; each faculty member is involved in many of them, but no one faculty member is expected to be involved in all of them. We value:

- Field-based and lab-based teaching.
- Undergraduate and graduate student learning through student research.
- Increasing understanding of Earth resources and processes.
- Functional analytical laboratories in our department.
- Research on significant geologic problems worldwide.
- Research on the geology of New Mexico as part of the land grant mission of New Mexico State University.
- Communicating research results to other scientists and the general public.
- Service within the department, college, and university that moves us towards our mission.
- Service to the geologic community that supports scholarship of discovery, integration, engagement, and teaching.
- Outreach activities that promote awareness and understanding of Earth processes and resources in the general public.

2. Statement of Confidentiality

All records produced in accordance with Annual Review, Promotion, and Tenure procedures are confidential, to be seen only by people involved in the annual review and promotion/tenure procedures unless otherwise agreed by all parties. Copies will be kept securely in the Geological Sciences Administrator office.

3. Review and Update of Functions and Criteria Statement

This document will be reviewed by the entire faculty of the Department of Geological Sciences 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 which policy document should be applicable for all future evaluations; otherwise, the most recent Departmental Functions and Criteria Statement will be used for evaluation of faculty members. A faculty member may choose to continue to be evaluated according to an older version of the Function and Criteria Statement if it was in effect at any time during the time the faculty member has been in service at NMSU and if the faculty member has not chosen at any time to use a more recent version.

If a faculty member chooses to be evaluated using an older version of the Functions and Criteria Statement, they should make the request in writing between the time that the new Statement is enacted and their next annual evaluation (fall semester). The request should be in the form of a memo to the Department Head.

4. Due Process

The Department Head will give each new faculty member a copy of this Functions and Criteria document upon hiring. In addition, faculty members eligible for promotion and/or tenure will be given a copy. The document will also be posted on the departmental website.

Faculty members may appeal certain administrative actions using Section **10.60** of the NMSU Administrative Rules and Procedures Manual. This includes faculty salary increases and performance evaluation decisions may be appealed following procedures and violations of due process or procedures during promotion or tenure decisions.

5. Faculty Review

5.1 Annual Review Process

The performance of all faculty members will be reviewed annually in the fall semester by the Department Head, as required by the university. Evaluation for promotion and tenure occurs in the spring semester. Assistant Professors will be reviewed annually for progress toward tenure and promotion. Associate Professors will be evaluated for promotion every other year. The reviews will evaluate the faculty member's performance relative to the annual performance criteria listed in this document.

5.2 Annual Performance Review

An Allocation of Efforts and Goals Form will be submitted in the Spring semester for the upcoming academic year by the deadline set by the Department Head. The goals statement will include a brief description of the faculty member's goals and activities for the coming calendar year and the allocation of effort in teaching, scholarship, service, and outreach. The allocation of effort proportions should reflect the real proportions of assigned work in the areas of teaching, scholarship, service, and outreach, and will be used to weight the performance evaluation in the four areas when determining overall performance. The goals statement will be signed by the faculty member and the Department Head after agreement is reached.

The annual performance report for the preceding academic year is required to be completed by the faculty member online using Digital Measures by the deadline set by the Department Head in the Fall semester. The Department Head will write an appraisal of the faculty member's performance using the form provided by the College. The appraisal will include a rating of Meets Expectations, Exceeds Expectations, or Not Meet Expectations for each of the four evaluation categories (teaching, scholarship, service, and outreach). The rating should be justified with a brief, concise, and informative narrative that highlights strengths and weaknesses in relation to the criteria.

The Department Head will submit the annual performance report and the Department Head appraisal for every faculty member to the Dean by the date set by the Dean. After meeting with the Dean early in the Spring semester to discuss the evaluations and the state of the department, the Department Head will give a hard copy of the Department Head's appraisal of the faculty member to the faculty member and will meet individually with each faculty member to discuss the annual evaluation. The evaluation process is not considered final until this meeting has occurred. The faculty member may submit a written response to the Department Head appraisal to the Department Head within ten working days of the meeting. The Department Head will meet with the faculty member within ten working days to discuss the response. If the discussion results in a change in the appraisal, only the final version will remain in the faculty member's file. The faculty member has the option of including the response memo in their file in the case of unsatisfactory resolution of the conflict.

5.3 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 will be reviewed every other year starting two years after their promotion to Associate Professor.

The probationary period for Assistant Professors may be extended under certain circumstances: such as leave of absence without pay, military leave of absence, family leave of absence, exceptional family responsibilities, catastrophic events, and prolonged jury duty. Extension is requested in writing within one year of the qualifying event. The total pre-tenure probationary period does not exceed eight years. See section 9.35 of ARP for details.

Normally, the shortest period at Associate Professor level at NMSU is five years. Promotion to Full Professor should not be considered to be forthcoming merely because of years of service. To be promoted to Full Professor, a faculty member should demonstrate a balance of high-quality teaching, scholarship, service, outreach, and leadership accomplishments, in accordance with the College of Arts and Sciences Promotion and Tenure document.

Annual Promotion and Tenure evaluations will follow these procedures:

1. The Assistant or Associate Professor will submit Core and Supplementary Documents to the Chair of the Promotion and Tenure Committee. The instructions detailed in the College Promotion and Tenure Policies and Procedures (https://artsci.nmsu.edu/wp-

content/uploads/2018/Policies&Procedures/P&TPolicy18.pdf) describe the core document; the supplementary document is described in section 8 in this document. The deadline for submission will be set by the Chair of the Promotion and Tenure Committee, usually in mid-February.

2. The Promotion and Tenure Committee will provide a written evaluation of the cumulative activities of the faculty member according to the criteria outlined in this document. Vote tallies will be recorded in the report. The Promotion and Tenure committee report will be submitted to the Department Head.
3. The Department Head will review the document and the Promotion and Tenure Committee report and provide an independent written cumulative evaluation of the faculty member according to the Department promotion and/or tenure criteria.
4. Reports by the Promotion and Tenure Committee and the Department Head will be given to the faculty member by the Department Head during a meeting to discuss the reviews. The Department Head will forward the reviews by the Department Head and the Promotion and Tenure Committee to the Dean.
5. The faculty member has the option of writing a response letter for their file if he/she disagrees with some aspect of the report of the Department Head or the Promotion and Tenure Committee. If the disagreement is with the Department Head's report, the letter will be submitted to the Department Head. If the disagreement is with the Promotion and Tenure Committee, the letter will be submitted to both the Department Head and the Chair of the Promotion and Tenure Committee. In either case, the letter must be submitted within fifteen working days of the meeting discussed in #4 above. If the disagreement is with the Promotion and Tenure Committee, the Department Head and Promotion and Tenure Committee will meet to discuss the response within fifteen working days of receipt of the response. The Department Head or Promotion and Tenure Committee may or may not respond in writing; the response may include changes to the appraisal.

5.4 Promotion Review of College Assistant and College Associate Professors

Regular College Assistant Professors will be reviewed by the Promotion and Tenure Committee annually and may put forward an application for promotion to College Associate Professor at a time of their choice, no earlier than the Fall Semester of the fifth year since the start of employment as a Regular College Assistant Professor. College Associate Professors will be reviewed by the Promotion and Tenure Committee every other year until they decide (in consultation with the Department Head, after the equivalent of five years at 1 FTE) to put forward an application for promotion to College Professor. Such promotion shall be in accordance with University and College guidelines.

5.5 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. The review follows the Procedures for Recommendation for Tenure and Promotion to Associate Professor (see below).

5.6 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.

6. Tenure and Promotion Procedures

The timing, committee composition, and procedures in this document are superseded by those in the most recent College and University documents [https://arp.nmsu.edu/ (University); https://artsci.nmsu.edu/wp-content/uploads/2017/forms/P&TPolicy15.pdf (College)]. It is the responsibility of faculty members to review College and University procedures carefully. The recommendation that tenure and/or promotion be awarded to an Assistant Professor will be based on positive indication of success in teaching, scholarship and service, as well as an indication that the faculty member will continue to be a productive member of the department after tenure and/or promotion.

The core document is slightly different for College Track and Research Faculty members. Sections H4 and J are omitted for these faculty (see section 8 of https://artsci.nmsu.edu/wp-content/uploads/2018/Policies&Procedures/P&TPolicy18.pdf).

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. Faculty members are encouraged to talk with the Department Head about any issues involving promotion and tenure; the Department Head will keep the Promotion and Tenure Committee involved in discussions.

6.1 Promotion and Tenure Committee Guidelines

Procedures in the NMSU Policy Manual will be followed. University policies regarding promotion and tenure supersede departmental and college policies.

The Promotion and Tenure Committee in Geological Sciences will adhere to these policies:

1. The Promotion and Tenure Committee will consist of all tenured faculty members at a higher rank than the faculty member being reviewed, plus an outside member to be appointed by the Dean. The Department Head may not serve on the Promotion and Tenure Committee.
2. In no case will the Committee be composed of fewer than three eligible members; if this appears to be the case, the Dean 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. Candidates for chair will be the faculty members at the rank of Full Professor. 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 (for example, 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.
7. Votes will be taken by secret written ballot and counted by the Chair of the Committee. Voting must be in person. All vote counts must be recorded in the Committee report to the candidate.

6.2 Procedures Governing the Recommendation for Tenure and Promotion to Associate Professor

1. The tenure decision is normally made during a faculty member's sixth probationary year, with tenure (if awarded) becoming effective at the beginning of the seventh year. The six-year probationary period may be extended in accordance with University policy (Section **9.23**) Exceptions for years of service previous to NMSU employment that were made during employment negotiation should be taken into account and may result in initiation of this process earlier than the faculty member's fifth year.
2. If credit for prior service has been awarded, the performance window is not shortened from five years. Instead, the faculty member's performance over the five years preceding the year in which they apply for tenure is considered. For example, if a faculty member is awarded two years of credit for prior service, their scholarship performance for the five-year period starting two years before they were hired in a tenure-track position at NMSU will be considered in the tenure document.
3. Near the beginning of the spring semester of a non-tenured faculty member's fifth year, the Department Head will notify the faculty member that they are eligible for review for tenure.
4. Three documents are used to evaluate the faculty member for tenure/promotion. They should be built year by year by the faculty member. The Core Document is the main document and should follow College guidelines (Section 8.1.1 of College Policy); two copies of the Core Document are required for the final tenure or promotion review. A Supplemental Document contains information that provides more detail than the Core Document, is kept in the Department Administrative Assistant's office, and can be made available to the Faculty Affairs Committee, Dean, and Provost upon request (Section 8.1.2 of College Policy). The third document is the Scholarship Document, which is sent to external reviewers. Tenured and promoted faculty members may choose to make their successful documents available as examples to junior faculty members; written permission must be given by the owner of the portfolio.

5. Upon notification of eligibility, the faculty member will provide the Chair of the Promotion and Tenure Committee with the Core and Supplemental Documents. The Promotion and Tenure Committee will review the documents and recommend whether or not the faculty member should apply for tenure. The recommendation will include a description of the faculty member's strengths and weaknesses as recorded in the document. The Chair of the Promotion and Tenure Committee will transmit the Committee's written recommendation to the Department Head.
6. The Department Head will review the Core and Supplemental Documents and the Promotion and Tenure Committee recommendation, write an independent recommendation, and meet with the faculty member to give them the two recommendations and discuss the contents.
7. The Scholarship Document contains information that will be sent to external reviewers who will review the candidate's scholarship accomplishments. The Scholarship Document will contain: 1) The Department Mission and Vision Statement, 2) Department Functions and Criteria Statement; 3) a curriculum vitae, including list of publications, that includes only the activities pertinent to the review period since hire or last promotion; 4) documents (chosen by the candidate) that illustrate scholarship accomplishments; and 5) the Executive Summary of Scholarship. The Scholarship document should be submitted to the Department Head by a deadline set by the Department Head, typically in late June.
8. During the summer months before review, the faculty member will finalize the Core and Supplemental Documents. and submit them to the Department Head by the date assigned by the Department Head, typically in September. The Department Head will ensure completeness and compliance of the Documents. Note that two copies of the core document are required.
9. The Department Head will make the Core and Supplemental Documents available to the Promotion and Tenure Committee, who will review them in closed session and make a written recommendation to tenure/promote or not tenure/promote the faculty member. Voting will be accomplished by secret written ballot. The report will evaluate the teaching, scholarship, service, and outreach accomplishments and must reflect the majority view, but it can allow for dissenting opinions. The report will include the numerical ballot results and will be added to the Document. This review is typically done in October.
10. Once the document has been transmitted to the College, only reasonable additions, such as notices of funding, publications, or awards, may be made. The candidate should make every effort to submit a complete document. The candidate will notify the Department Head and the Chair of the Promotion and Tenure Committee in writing if additions were made.
11. Tenure/Promotion documents will be stored in the office of the Department of Geological Sciences' administrative assistant, where they will be available for review by the Committee.
12. People evaluating the document may request additional information, in writing to the candidate through the Department Head. The candidate will choose whether or not to provide the information. Within five working days of the request, the candidate will transmit any requested information to the Department Head, who will work with the candidate to place it in the document, with a memorandum listing the additional information. The information becomes a permanent part of the document.
13. Other than the candidate, no one may change, add, or delete any information in the document. The candidate may review the document at any time in the process by requesting permission in writing to the Department Head.

14. The Department Head will review the Document, including the report of the Promotion and Tenure Committee. The Department Head will write his/her recommendation in the Document and transmit two copies of the Core Document to the Dean. This review is typically done in October.
15. The core document is reviewed by the College Faculty Affairs Committee, the Dean, and the Executive Vice President/Provost. Candidates are notified of tenure/promotion decisions in April or May. Tenure/promotion becomes effective on 1 July.
16. A candidate may withdraw from consideration at any time prior to the final signature of the Executive Vice President and Provost in accordance with Section 9.25 Part Six of NMSU Administrative Rules and Procedures. If the candidate is in the fifth year of service, withdrawal from consideration for tenure must be accompanied by a letter of resignation submitted to the Dean no later than the end of the fifth-year contract period.

6.3 Procedures Governing the Recommendation for Promotion from Associate to Full Professor

1. Associate Professors interested in applying for promotion will inform the Department Head and the Chair of the Promotion and Tenure Committee in writing by 1 February and submit core and supplemental documents to the Promotion and Tenure Committee by a date sent by the Chair of the Promotion and Tenure Committee during the Spring semester, typically in mid-February. The Promotion and Tenure Committee will review the document and recommend whether or not the faculty member should apply for promotion. If this is a regular review year for the Associate Professor, the recommendation will be included in the P&T review report and include a description of the faculty member's strengths and weaknesses as recorded in the documents. If it is not a regular review year for the Associate Professor, the committee will submit an abbreviated report focusing on the question at hand. The Chair of the Promotion and Tenure Committee will transmit the Committee's written recommendation to the Department Head, who will inform the candidate in writing of the Committee's recommendation and forward the Committee's letter to the candidate. If the candidate chooses to apply for promotion, they will inform the Department Head and Chair of the Promotion and Tenure Committee in writing by 15 April.
2. Three documents are used to evaluate the faculty member for tenure/promotion. They should be built year by year by the faculty member. The Core Document is the main document and should follow College guidelines (Section 8.1.1 of College Policy); two copies of the Core Document are required for the final tenure or promotion review. A Supplemental Document contains information that provides more detail than the Core Document, is kept in the Department Administrative Assistant's office, and can be made available to the Faculty Affairs Committee, Dean, and Provost upon request (Section 8.1.2 of College Policy). The third document is the Scholarship Document, which is sent to external reviewers. Full professors may choose to make their promotion documents available to Associate Professors as an example: written permission must be given by the owner of the documents.
3. The Department Head will review the Core and Supplemental Documents and the Promotion and Tenure Committee recommendation, write an independent recommendation, and meet with the faculty member to give them the two recommendations and discuss the contents.
4. The Scholarship Document contains information that will be sent to external reviewers who will review the candidate's scholarship accomplishments. The Scholarship Document will

contain: 1) The Department Mission and Vision Statement, 2) Department Functions and Criteria Statement; 3) a curriculum vitae, including list of publications, that includes only the activities pertinent to the review period since hire or last promotion; 4) documents (chosen by the candidate) that illustrate scholarship accomplishments; and 5) the Executive Summary of Scholarship. The Scholarship document should be submitted to the Department Head by a deadline set by the Department Head, typically in late June.

5. During the summer months before review, the faculty member will finalize the Core and Supplemental Documents and submit them to the Department Head by the date assigned by the Department Head, typically in September. Note that two copies of the core document are required.
6. The Department Head will make the Core and Supplemental Documents available to the Promotion and Tenure Committee, who will review them in closed session and make a written recommendation to tenure/promote or not tenure/promote the faculty member. Voting will be accomplished by secret written ballot. The report will evaluate the teaching, scholarship, service, and outreach accomplishments and must reflect the majority view, but it can allow for dissenting opinions. The report will include the numerical ballot results and will be added to the Document. This review is typically done in October.
7. Once the document has been transmitted to the College, only reasonable additions, such as notices of funding, publications, or awards, may be made. The candidate should make every effort to submit a complete document. The candidate will notify the Department Head and the Chair of the Promotion and Tenure Committee in writing if additions were made.
8. Tenure/Promotion documents will be stored in the office of the Department of Geological Sciences' administrative assistant, where they will be available for review by the Committee.
9. People evaluating the document may request additional information, in writing to the candidate through the Department Head. The candidate will choose whether or not to provide the information. The candidate will transmit any requested information to the Department Head, who will work with the candidate to place it in the document, with a memorandum listing the additional information. The information becomes a permanent part of the document.
10. Other than the candidate, no one may change, add, or delete any information in the document. The candidate may review the document at any time in the process by requesting permission in writing to the Department Head.
11. The Department Head will review the Document, including the report of the Promotion and Tenure Committee. The Department Head will write his/her recommendation in the Document and transmit two copies of the Core Document to the Dean. This review is typically done in October.
12. The core document is reviewed by the College Faculty Affairs Committee, the Dean, and the Executive Vice President/Provost. Candidates are notified of tenure/promotion decisions in April or May. Tenure/promotion becomes effective on 1 July.
13. A candidate may withdraw from consideration at any time prior to the final signature of the Executive Vice President and Provost in accordance with Section 9.25 Part Six of NMSU Administrative Rules and Procedures.

6.4 Selecting the External Reviewers

NMSU requires letters from at least 3 external reviewers for tenure and/or promotion. The Department of Geological Sciences prefers a total of six letters and believes that assurance of receiving at least 3 letters is achieved by requesting letters from 10 external reviewers who positively respond to the Department Head's initial inquiries 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. These names will be selected as follows:

1. The candidate will suggest in writing, by June 1, a list of seven external reviewers, in priority order, to the Chair of the Promotion and Tenure Committee. The list should describe the relationship of the reviewer to the candidate and a brief justification of why the person would be a good reviewer. These ordinarily are professionals at or above the academic rank or equivalent experience level being sought by the candidate.
2. External reviewers should meet reasonable expectations of avoidance of conflict of interest, as stated in College Policy Section 8.2. 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; if not, they may request additional names.
3. The candidate may also provide a list to the Chair of the Promotion and Tenure Committee of up to three people who should not be asked to provide letters with an explanation for each. Letters from the people on this list will not be solicited or included in the document.
4. Candidates will not discuss aspects of the promotion and tenure process with external writers in preparation for or during the process.
5. Using similar guidelines, the Departmental Promotion and Tenure Committee will suggest seven external reviewers, in priority order, to the Department Head, avoiding any names on the prohibited list submitted by the candidate and avoiding any names already on the candidate's list.
6. Starting in early June, the Department Head will contact the first three people on each list, asking if they are available to review the candidate's document by the stated deadline. If a person on either list replies in the negative or does not respond within two weeks, the Department Head will contact the next person on the appropriate list. Contacts will be made until three people on each list agree. Additional names will be requested from the candidate and/or the Promotion and Tenure Committee chair if more names are needed to obtain three letters from each list.
7. Scholarship documents will be sent out mid-July. Typically, departmental review is done in September. A reminder to the reviewers will be sent out on August 15 by the Department Head. The deadline for letters is 1 Sept.
8. If six letters have not been received by 1 Sept, the Department Head will contact the next person on the relevant list (candidate or PT) to request an expedited review and letter. The Chair of the Promotion and Tenure Committee will be informed by the Department

Head on status of letters on 1 September. Unsolicited letters will not be considered or included in the Document.

9. The Scholarship Document, described above, will be provided to external reviewers. Documents are preferably hardcopy but may be electronic (pdf) if requested.

Letters requesting external reviews will include these instructions:

1. the reviewer will provide a brief statement regarding qualifications for serving as a reviewer;
2. the reviewer will indicate the relationship between the candidate and the reviewer;
3. the reviewer will indicate whether or not they have been contacted by the candidate before, during, or after their letter was submitted.
4. the reviewer will be notified that the candidate will have an opportunity to read the letter of assessment;
5. 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 Core Document 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. The reviewers will be reminded that all letters are considered non-confidential and available to the candidates for examination upon request after the final decision regarding promotion and/or tenure.

7. Faculty Functions

7.1 Allocation of Effort

The Department of Geological Sciences recognizes faculty efforts in four areas: teaching, scholarship, service, and outreach. Care should be taken to assign an activity to only one area of effort.

The faculty member and Department Head negotiate the allocation of effort as part of the goals statement. If agreement between the faculty member and Department Head cannot be reached, the dean can assign the allocation of effort. Faculty members may appeal allocations using existing university procedures. Allocation of 50% teaching, 40% scholarship, 10% service, and 0% extension/outreach will be the basis for starting negotiations. An allocation of 50% teaching includes teaching two different courses that the faculty member has taught before as well as reasonable participation in advising students, student organizations, and field/lab work outside of the classroom.

The following are suggested guidelines for changes of allocation of effort.

- Teaching a class that the faculty member has not previously taught should increase the teaching effort by no more than 5% for each new class for the semester in which the class is taught.
- If a teaching assignment results in teaching an additional lab section for the same class, teaching effort may be increased by no more than 2% for the semester.

- Teaching two sections of the same lecture course may result in a reduction of teaching effort of 5% for that semester.
- Faculty may choose to increase their allocation to service for organizing colloquium by 2% in the semester before colloquium and by 6% for implementing colloquium in the semester they run the colloquium series.
- Faculty members who teach Field Camp (GEOL 495) in the summer may choose to increase their teaching by 7% in the semester preceding Field Camp to compensate for time spent preparing the logistics for the camp.

Increases in teaching and service effort normally cause a decrease in research effort because the activities involved in the service effort are required for the department to function. However, because research is vital for the department, only under unusual circumstances will the research effort drop below 30% annually.

Faculty members on sabbatical will negotiate the allocation of effort for teaching, scholarship, and service with the Department Head appropriate for the nature of the sabbatical. In general, teaching may go to 0% and service may or may not go to 0%, depending on the service duties the faculty member will conduct during each semester while on sabbatical.

Regular College (non-tenure track) faculty members contribute to the Department's activities and scholarship through a variety of roles. Their allocation of effort will be determined in consultation with the Department chair and in accordance with a written description of their duties.

7.2 Teaching

High-quality teaching at the introductory, upper division, and graduate levels is valued by the department. Faculty members should integrate findings from their research programs as appropriate into their classes. Content material and teaching methods should be kept up-to-date; teaching innovations are encouraged. It is recognized that supervision of graduate and undergraduate student research is both a teaching effort and a scholarship effort.

Advising undergraduate and graduate students about class schedules, effective science communication, career possibilities, and potential internship and research opportunities is part of the faculty member's teaching load. Tenured and tenure-track faculty members are expected to be qualified to be on the Graduate Faculty. Graduate student graduation in two years is the department goal.

7.3 Scholarship

Four areas of scholarship are recognized equally by the Department: discovery, integration, engagement, and teaching. Although these areas of scholarship are interwoven, scholarship activities in each area can be recognized as follows:

1. Scholarship of discovery: activities that involve processes, outcomes, and the passionate commitment of the professoriate and others in the university to disciplined inquiry and exploration in the development of knowledge or skills;
2. Scholarship of integration: activities in which knowledge and skills are assessed, interpreted, and applied in new and creative ways to produce new, richer, and more comprehensive insights, understanding, and outcomes.

3. Scholarship of engagement: activities that responsibly offer and employ knowledge and skills to matters of consequence to the university and the community.
4. Scholarship of teaching: dynamic, reciprocal, and critically reflective processes among teachers and learners at the university and in the community in which their activity and interaction enriches and transforms knowledge and skills, taught and learned.

The Department of Geological Sciences values high-quality scholarship and recognizes that scholarship is closely linked to teaching when students are involved. Faculty members are not expected to perform in more than one area of scholarship, but activities in all four areas are recognized as equal.

To be considered as scholarship, activities must be peer-reviewed and fulfill the requirements of the Boyer Model. For the scholarship of discovery, this traditionally means the peer-review process of journals and granting agencies. For scholarship activities that lead to other types of publication, the faculty member will submit documentation that the scholarship has been reviewed by an appropriate group of people. For instance, scholarship may be reviewed by industry geologists, community review boards that are using research results, workshop participants, etc. Instances of scholarship in the areas of engagement, integration, or teaching should be discussed with the Department Head and the Chair of the Promotion and Tenure Committee in the early stages of the scholarship program to ensure that the work will be appropriately documented as scholarship.

Scholarship activities fall into four categories, described below. The categories are:

1. Publications;
2. Grants;
3. Presentations at meetings;
4. Student involvement.

Publications. Faculty members are encouraged to submit a paper each year for publication in a national or international peer-reviewed journal, although high-quality regional publications, such those published by state surveys, geological societies, and other regional organizations, are also considered significant. The number of publications is specified in the criteria described below, which take into account such issues as authorship and the effect of changes in the allocation of effort on the required publication rate. The paper is recognized as published on the date of acceptance by the journal.

Grants. Faculty members are expected to be continually engaged in grants. Faculty members should seek external funding for their scholarship programs and should also take advantage of internal funding opportunities. Faculty members will submit or resubmit at least one external grant annually, except for years in which they are funded, beginning one year after external funding ends. Grants are recognized on the start date of the grant.

Presentations at meetings. Faculty members or their students will present their scholarship at an average of at least one professional field trip, workshop, or conference per year.

Student involvement. Graduate students should be involved in the faculty member's research. Inclusion of undergraduates in research is encouraged.

7.4 Service

Faculty members should be involved in service that is consistent with the department mission and value statements. Service activities may include:

Department Service:

a. Participation on departmental committees;
b. Management and maintenance of departmental vehicles, field equipment, computers, microscopes, collections, and website;
c. Maintenance of instrumentation used by other faculty members and their students;
d. Organization of the departmental colloquium series;
e. Advising of student organizations;
f. Coordinating GEOL 111G labs;
g. Serving as graduate advisor;
h. Participation in commencement ceremonies;
i. Coordinating for outcome assessment programs;
j. Coordinating of undergraduate research program;
k. Writing the departmental newsletter;
l. Other duties as assigned.

College and University service:

a. Participation in strategic college and university committees and organizations
b. Faculty senate.

Professional service:

a. Review of manuscripts and proposals;
b. Participating as officers, board members, or committee members of international, national, regional, or state professional organizations;
c. Serving on proposal review panels or committees;
d. Serving as editor, associate editor, or on the editorial board member of an international, national, or regional journal;
e. Organizational chair or co-chair of a session at an international, national, regional, or state meeting;
f. Giving seminars on the faculty member's scholarship to professionals;
g. Leading field trips for professionals;

In addition, faculty members may have a service allocation for administration of College-approved entities. Lab or institute directors will negotiate the service allocation with the department head. Directors will annually submit goals for the entity; evaluation will be based on the degree of successful completion of these goals.

Each faculty member will be assigned a major service duty and several less time-consuming duties. Colloquium service will rotate through the faculty (except the Department Head) each semester.

7.5 Outreach

Outreach includes activities that engage the general public in geology or science in general. Tenured faculty members are encouraged to undertake outreach activities. Although typically the allocation of effort for outreach is 0%, outreach activities should be documented as outreach rather than service. Significant outreach efforts should be anticipated in the allocation of effort percentages. Examples of outreach activities include:

a. Science education activities in the public schools;
b. Activities at a museum or at informal learning organizations;
c. Public lectures or field trips.

7.6 Leadership

Faculty members desiring to be promoted to Full Professor must demonstrate leadership. The College describes leadership as characterized by collaboration, consistency and integrity, empowering others, service orientation, applying disciplinary knowledge and skill, and critical thought (Section 5.6.2 College Promotion and Tenure Policies and Procedures). Leadership is also characterized by contributing to the mission of the department, college, University, or geologic profession through activities beyond those that are normally performed as one's teaching, scholarship, service, or outreach responsibilities, for example, holding an office in a geologic organization, or taking the lead role in a departmental transformational project. Leadership is not an evaluation area separate from teaching, scholarship, service, and outreach. Instead, leadership is observed during the performance of faculty duties in the four areas.

8. Criteria for Evaluation of Tenure-Track Faculty Performance

The Department of Geological Sciences values accomplishments in the areas of teaching, scholarship, service, and outreach. The following guidelines are used to evaluate faculty members during annual evaluation as well as during promotion and/or tenure decisions. They could also serve as the basis for self-evaluation by all faculty members in the department.

8.1 Teaching

The College requires three types of evidence of teaching effectiveness for college faculty and non-tenured tenure track faculty. Teaching quality will be evaluated by:

Each form of evidence will be weighted according to appropriate to its importance in evaluating teaching. Do we want to specify the weighting?

1. Student evaluations at the end of the semester for every course, every semester. The departmental form will be used for the evaluations. Formative mid-term student evaluations are encouraged for Assistant Professors. The results of formative evaluations may be submitted for review in the annual review and/or promotion/tenure processes if desired by the faculty member, but formative evaluation may be performed for the faculty member's use only.
2. Self-evaluation in the annual report. Evidence of improving teaching or innovations in teaching should be thoroughly described. The self-evaluation should demonstrate an understanding of and response to the results of student evaluations.

3. The third line of evidence can be provided by one of two possible methods.
    a. Pre-test/post-test results that demonstrate the extent of student learning.
    b. Peer evaluation from a faculty member in the Department of Geological Sciences, or an external faculty member or teaching professional. The visiting faculty member will attend at least one class meeting and submit a short report summarizing the strengths and weaknesses of the observed teaching to the Department Head and the faculty member. Reciprocal visits are encouraged so that faculty members share ideas about teaching.

Tenured faculty are required to provide two types of evidence of teaching effectiveness. These are student evaluations and self-evaluation, as described above.

These factors will be considered for evaluation of graduate advising; all should be described in the annual report under "Directed Student Learning/Comments". These comments should have a header that states the academic year, and the record should be updated cumulatively for each student.

1. Grad student annual progress, including progress towards graduation in 4-6 semesters.
2. Project organization and regular mentoring
3. Student presentations at meetings
4. Progress benchmarks for each graduate student:
    a. Thesis proposal
    b. Thesis proposal committee meeting
    c. Colloquium
    d. 3rd year meetings (if necessary)
5. Faculty availability for grad students, including research meetings, data collection in field and lab

8.2 Scholarship

Scholarship effectiveness will be evaluated using the following criteria:

Publications: Only papers in which the faculty member had an impact on the interpretation of the data will be counted towards tenure and promotion. Publications in which the faculty member is an author as analyst only will be counted under service; faculty members are expected to self-identify such publications.

Faculty publications earn points according to the following metric:

1. Each paper has authorship points to be distributed between the authors.
2. Single-author papers earn 1.0 point.
3. First author on any paper earns 1.0 point.
4. Each author of a two-author paper earns 1.0 point.
5. For a three-author paper, the first author earns 1.0 point and the other authors each earn 0.5 point.
6. For papers with three or more authors, the first author earns 1.0 point. Second author earns 0.5 point; third author 0.3; fourth author 0.2, and all other authors 0.1.
7. Authorship earns a minimum of 0.1 point.

8. Student authors, from any institution, receive no points in these calculations, and are not counted in authorship. Authorship sequence is determined without student authors. The faculty member must identify these student authors in their submitted materials.
9. Publications in regional journals, such those published by state surveys, geological societies, and other regional organizations, earn half the points as calculated above.
10. NMGS Road Logs earn 0.25 point for the first author and 0.1 point for all other authors.
11. A "Reply" paper earns between 0.1 and 0.5 point (for a national or international journal). The faculty member, Department Head, and Chair of the Promotion and Tenure Committee will meet to decide the point value.
12. If a faculty member has a question about the points earned by a given publication, they should submit a memo to the Chair of the Promotion and Tenure Committee. The committee will make a decision in writing. If the faculty member disagrees with the committee's decision, they can appeal to the department head for a final decision. Faculty members are encouraged to ask such questions as early as possible in the writing process.
13. In the scholarship executive summary in the promotion and tenure document, faculty members should state the points they expect to be assigned to each paper. The P&T committee will consider the points; if they disagree with the faculty member, the Department Head will make the final decision.
14. Scholarly works produced with data obtained while consulting will count towards promotion/tenure but reports for companies that remain private will not.

For tenure and promotion to Associate Professor, at a scholarship allocation of 40%, a faculty member must earn 4.0 or greater points. The faculty member must have at least one paper on which they are single author, first author, or second author with a student author as first author in a journal that is getting full credit.

For promotion to Full Professor at an allocation of effort of 40%, a faculty member must earn a minimum of 7.0 points, counting only papers not considered in the previous promotion. The number of points increases by 1 point per year after seven years. The minimum number of points is adjusted by the average percent allocation of effort for scholarship over the evaluation period. The faculty member must have at least three (3) papers that are single author, first author, second author of two authors, or second author with a student as first author in a journal that is getting full credit; this minimum of three papers as first or second author is not affected by the allocation of effort for scholarship.

Changes to the allocation of effort change the number of points proportionally, using the average allocation of effort for the time period considered. For instance, assume that a faculty member has an average scholarship effort of 35% over the five years prior to the tenure application. This scholarship effort is 87.5% of the default 40%, and thus this faculty member would be expected to earn at least 3.5 points (87.5% of 4.0).

For the scholarship of discovery, the annual report and tenure/promotion document should record these dates for each publication: submission, acceptance, and published.

Instances of scholarship in the areas of engagement, integration, or teaching should be discussed with the Department Head and the Chair of the Promotion and Tenure Committee in the early stages of the scholarship program to ensure that the work will be appropriately documented as scholarship. Annual reports should indicate activities in the different types of scholarship, the type of peer-review process involved, and the results of the peer review.

Grants. Faculty members will submit an external grant proposal annually, except in years in which they have external funding. A new proposal should be submitted within 12 months of the end of a grant (or from the end of a no-cost extension). There is no penalty for a proposal that is rejected; the expectation is to keep applying.

Presentations at meetings. Faculty members or their students will present their scholarship at an average of one professional field trip, workshop, or conference per year. Because the Department cannot usually provide sufficient funds for travel, local and regional meetings, such as the New Mexico Geological Society Spring meeting or Sectional meetings of the Geological Society of America or the American Association of Petroleum Geologists meet this expectation.

Student involvement. Evidence that graduate and/or undergraduate students are involved in faculty research includes:

1. Faculty member is advising student research projects;
2. Faculty member's students are writing abstracts and giving presentations at meetings;
3. Students are coauthors on faculty publications;
4. Faculty member is supervising other student research activities.

8.3 Service

Activities will be evaluated by their effectiveness. Service activities may include:
Department Service:

a. Participation on departmental committees;
b. Management and maintenance of departmental vehicles, field equipment, computers, microscopes, collections, and website;
c. Maintenance of instrumentation used by other faculty members and their students;
d. Organization of the departmental colloquium series;
e. Advising of student organizations;
f. Coordinating GEOL 111G labs;
g. Serving as graduate advisor;
h. Participation in commencement ceremonies;
i. Coordinating for outcome assessment programs;
j. Coordinating of undergraduate research program;
k. Writing the departmental newsletter;
l. Other duties as assigned.

College and University service:

c. Participation in strategic college and university committees and organizations
d. Faculty senate.

Professional service:

h. Review of manuscripts and proposals;
i. Participating as officers, board members, or committee members of international, national, regional, or state professional organizations;
j. Serving on proposal review panels or committees;
k. Serving as editor, associate editor, or on the editorial board member of an international, national, or regional journal;
l. Organizational chair or co-chair of a session at an international, national, regional, or state meeting;
m. Giving seminars on the faculty member's scholarship to professionals;
n. Leading field trips for professionals;

In addition, faculty members may have a service allocation for administration of College-approved entities. Lab or institute directors will negotiate the service allocation with the department head. Directors will annually submit goals for the entity; evaluation will be based on the degree of successful completion of these goals.

8.4 Outreach

Outreach is evaluated by listing activities in the annual report.

8.5 Leadership

Activities that illustrate a faculty member's leadership should be clearly documented. The College describes leadership as characterized by collaboration, consistency and integrity, empowering others, service orientation, applying disciplinary knowledge and skill, and critical thought (Section 5.6.2 of the College P&T Document). Leadership is also characterized by contributing to the mission of the department, college, University, or geologic profession through activities beyond those that are normally performed as one's teaching, scholarship, service, or outreach responsibilities. For example, holding an office in a geologic organization, or taking the lead role in a departmental transformational project.

9. Criteria for Evaluation of College Track Faculty Performance

College Track faculty will be evaluated in the areas defined in their allocation of effort. Typically, College Track faculty will be engaged in teaching and service, but if a College Track faculty member has a funded grant or significant outreach efforts, their allocation of effort should reflect scholarship and outreach, respectively.

Criteria for teaching, service, and outreach are the same for College Track and Tenure Track faculty members.

If funding from a grant causes the FTE of a College Track faculty member to increase, the faculty member will be evaluated on scholarship. In this case, college track faculty members are expected to:

- publish the results of their funded scholarship in regional, national, or international journals;

- present the results of their funded scholarship at a regional or national meeting;
- involve students in their research.

Approvals:

Nancy J. McMillan

2019
Department Head

~~16 May 2018~~5 November
Date

Dean

Enrico Pontelli

11/07/19
Date