



## Office of the Provost

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The attached memo describes the P & T timeline for candidates going up for review in Academic Year 25/26. Please share widely with department heads, promotion and tenure committee chairs at the college and department level, and all faculty. As we all work together to promote faculty success, here are a couple of notes related to this memo. Please contact us at 6-3550 with any questions or concerns.

- As per ARP 9.31, *“the performance of each regular faculty...must be reviewed at least once per year... The department head reviews the faculty performance forms, prepares a written evaluation based upon accomplishments reported as compared with previously set goals and objectives (a copy of this report will be shared with the faculty member), and confers with appropriate deans on the written recommendation and the prepared summary to be discussed with the faculty member.”* This annual review is for all regular faculty irrespective of rank or tenure status
- As per ARP 9.35, *“Department promotion and tenure committee reviews the Portfolio of each faculty member and in accordance with college policies reports to the department head indicating the progress towards promotion and/or tenure as well as the strengths and weaknesses in each of the areas required for promotion and tenure.”* Department P&T committees should be reminded they must complete this comprehensive Progress towards P&T review in the Spring of 24 for all tenure-track faculty who will be applying for tenure in the Fall of 24.
- The beginning of the timeline of the promotion and tenure process is the same as previous years. Candidate submits in summer, the final packet (including external letters) is completed shortly after the start of the fall semester.
- Same as for the last 2 years, the final decision letter is now 2 months earlier than it was before 2022. Beginning with Provost Campbell, we removed 6 weeks from the Provost office and 2 weeks from the college to enable this. Faculty feedback has been overwhelming in support of this effort to get each candidate their earlier promotion and tenure decision.
- Some suggested target dates have been added in to the attached memo, but each college is empowered to run their own process and timeline.

Sincerely,

James McAteer, Deputy Provost

Patricia MacGregor-Mendoza, Provost Fellow for Faculty Success



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### Recommended Timeline for Promotion and Tenure Reviews Academic Year 2025-2026

Candidates should check with their department head and/or dean's office for specific local rules (e.g., dates for transmission of P&T documents to department and college review committees) set at the discretion of the colleges and departments. Departments and colleges which adjust this timeline to meet department and college scheduling needs must communicate any changes to faculty in a timely manner. All units should use P&T Workflow and Digital Records Repository (Watermark Faculty Success, *previously Digital Measures*) to facilitate review and routing of Core Documents (ARP 9.35, Part 6, A). <https://profile.nmsu.edu>

<ul style="list-style-type: none"> <li>Candidates notify department head/chair/director of intent to apply for tenure and/or promotion during subsequent fall semester.</li> <li>Department Head or equivalent <u>sends each candidate the department and college P&amp;T documents</u>, as per ARP 9.35, Part 5, b3.</li> <li>Department Head and Departmental P&amp;T committee undertake comprehensive reviews of each candidate's full portfolio as their Progress towards Promotion and Tenure, consistent with ARP 9.35, Part 5, A4 and part 10 A.</li> <li>Colleges confirm to Provost's Office a list of all candidates who will be reviewed in 2025-26. Any inconsistencies with tenure date or faculty status between HR and the college candidate list are resolved. Target date is first day after spring break.</li> <li>Colleges send Watermark workflow information to Provost Office for approval.</li> </ul>	Spring
<ul style="list-style-type: none"> <li>External reviewers are identified and secured; candidates prepare materials for external review and Department Heads send candidate's materials to external reviewers.</li> <li>Each candidate's Watermark workflow is opened. The candidate uploads their portfolio of materials and submits through the Watermark workflow.</li> <li>Department Head ensures that a minimum of three external reviews are completed and uploaded to the candidates Watermark portfolio (although all letters received that were solicited from external reviewers must be included).</li> <li>Department Head also uploads documentation of qualifications of external reviewers.</li> </ul>	Summer
<ul style="list-style-type: none"> <li>Target date for completed P&amp;T portfolio packages, including all external review letters is 2 weeks after start of fall semester term.</li> <li>The Department Promotion and Tenure Committee considers the completed Portfolio of the candidate and makes their recommendation. Target date is end of September</li> <li>The Department Head reviews the Portfolio and writes a separate and independent recommendation. Target date for completion of department level review is mid October.</li> <li>Candidate has the opportunity to review recommendations and rebut/correct factual or procedural errors at Departmental level.</li> <li>College/campus level P&amp;T review committees complete and submit their reviews and recommendations.</li> <li>Dean completes their review and recommendations .</li> <li>College level recommendations are shared with candidates; Candidate has the opportunity to review recommendations and rebut/correct factual or procedural errors at College Committee/Dean level. Target date for submission of full portfolio package to Provost Office is last day before winter break.</li> <li>Contract Status Change forms separately updated</li> </ul>	Fall
<ul style="list-style-type: none"> <li>Conferences between Provost and Deans or comparable administrators regarding promotion and tenure. Target date is end of January. The Provost informs the President of the recommendations of the department head, college dean, or comparable administrator and the decision of the provost.</li> </ul>	Jan
<ul style="list-style-type: none"> <li>Provost office completes decision letters..</li> <li>Approval letters sent to HRS; Salary Adjustment process initiated by Human Resource Services in collaboration with Provost Office, Payroll and Budget Office. Target date for Provost decision letters is end of February</li> </ul>	Early Spring