

**New Mexico State University**

**Department of Engineering Technology and Surveying Engineering**

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

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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/chapter-9/>), and College of Engineering Promotion and Tenure Policy (<https://enr.nmsu.edu/files/NMSU-CoEngr-PT-2022%20v.7.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 ETSE Mission Statement and Overview

### 2.1 *Department Mission Statement*

The Department of Engineering Technology and Survey Engineering (ETSE) mission is to provide a student-centric education through experiential learning to prepare students for a rewarding career.

In particular,

- faculty work closely with students and each other to foster a family-like environment.
- unlike traditional engineering, core courses have labs with team projects and hands-on learning experiences; and
- graduates advance to enhanced career opportunities with competitive compensation.

Our goal is to help students from diverse backgrounds reach their potential and become successful engineers, technologists, and leaders in the region and nationwide.

### 2.2 *Overview*

With a focus on bridging theory and application, our programs prioritize the practical, hands-on implementation of engineering principles and methodologies. Students actively engage in designing, constructing, and testing systems through immersive exercises, interactive laboratory projects, and collaborative teamwork. This comprehensive approach not only grants students a holistic understanding of their respective fields but also equips them with the necessary skills to tackle real-world challenges efficiently. The ETSE Department provides an extensive range of majors, concentrations, and minors, allowing students to explore diverse avenues within the field. A wide variety of majors, concentrations, and minors are offered by the ETSE Department.

### **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 Promotion and Tenure Review***

Every faculty member within the department below the rank of tenured professor will submit an annual basis the P&T portfolio to the Department Head for his/her and Departmental P&T committee review. The department P&T committee will provide an annual written evaluation of the cumulative activities of the faculty member as they relate to the specific P&T categories. The P&T committee report will be submitted to the Department Head, with a copy to the faculty member. Note that this is only for the annual department level review. When a faculty member is going up for P&T the committee reports are submitted electronically by the committee chair. Once the reports have been uploaded the faculty candidate will have access to the report. 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 P&T 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 P&T committee and respond to the faculty member in writing.

#### ***5.3 Promotion Review of Non-Tenure Track Professors***

Regular non-tenure track 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, non-tenure track faculty will mainly be engaged in teaching. Non-tenure track faculty include instructors, college professors, research professors, and professors of practice.

#### **5.4 *Mid-Probationary Review of Tenure-Track Faculty***

Tenure-track faculty members are required to have a formal 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.

#### **5.5 *Post-Tenure Review***

In accordance with Section 5.0 of the College of Engineering Promotion and Tenure Policy, the Department Head may initiate a Post-Tenure Review. NMSU's Administrative Rules and Procedures Section 9.36, Faculty Post-Tenure Review, Part 6: Persistent Teaching Deficiencies, may also apply.

#### **5.6 *Forming and Operation of the Department Promotion and Tenure Committee***

1. The P&T committee will consist of all tenured faculty members at a higher rank than the faculty member being reviewed.
2. Committees considering the promotion of non-tenure track faculty must include at least one non-tenure track faculty member at a higher rank than the faculty member being reviewed.
3. 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.
4. The chair of the P&T committee will be elected by the committee at the first meeting each year. Ties will be decided by the Department Head.
5. Members of the P&T 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. Committee members may attend/participate via a confidential electronic method. Faculty members who do not participate in the meetings of the P&T 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.
6. The Dean or Department Head may meet with the committee to discuss procedural matters and conflict of interest policies.
7. Deliberations and voting of the P&T 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.

8. Votes will be taken by secret written ballot and counted by the Chair of the Committee. The exception is for members that are participating electronically, who will submit their vote to the committee chair. The chair will count their vote and maintain the confidentiality of the person voting electronically.

### **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.

The faculty member requesting promotion to associate professor must demonstrate excellence in one or more categories. The faculty member requesting promotion to professor must demonstrate excellence and leadership in one or more categories.

## **6.1 Teaching**

Normally 75% to 100% 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 academic year. Preferably one will be from a senior faculty member from other departments. At least one lab section must be included in the peer evaluations if you teach a course with a lab.

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 committees, or leading in professional organizations. Clear outcomes should be demonstrated from the leadership activities.

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

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

<p>Service, Extension, Outreach, and Leadership (leadership only required for Associate to Full Professor)</p>	<ul style="list-style-type: none"> <li>• Advising graduate students</li> </ul> <p>Sustained record of service at the department, college, and university level. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Committee service work</li> <li>• Taskforces</li> <li>• Faculty Senate service</li> <li>• Departmental proposals</li> <li>• Workshops</li> <li>• School recruitment visits</li> <li>• Participation in technical competitions</li> <li>• Service as ET program coordinator</li> <li>• Service as assistant or associate department head</li> <li>• Effecting change that furthers NMSU LEADS 2025</li> <li>• Sustained record of service at national organizations and professional societies. Examples include, but are not limited to: 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Advising graduate students</li> </ul> <p>Sustained Leadership in service at the department, college, or university level. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Temporary or permanent Leadership roles in the department, college, or university.</li> <li>• Leadership on student recruitment</li> <li>• Leadership on Taskforces</li> <li>• Leadership in committee work</li> <li>• Leadership on Departmental proposals</li> <li>• Sustained service and leadership as ET program coordinator</li> <li>• Service as assistant or associate department head</li> <li>• ABET leadership</li> <li>• Leadership on Industrial Advisory Committees</li> <li>• Leadership on Faculty Senate legislation</li> <li>• Leadership in professional societies</li> <li>• Effecting change that furthers NMSU LEADS 2025</li> </ul>
<p>*Evaluation for Promotion and tenure for ETSE faculty members will generally be based on the allocation of effort. The allocation of effort should reflect the needs of the department and faculty member and can range from 75% to 100% for teaching, with 25% to 0% for service. For faculty members interested in conducting research, the teaching/service/research split will be negotiated with the department head.</p>		