

UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY CONTINUING NON-TENURE-TRACK FACULTY ANNUAL REVIEW HANDBOOK

The University recognizes a variety of Non-Tenure-Track Faculty Titles (*Faculty Handbook* 2.3). These “non-tenure-track appointments do not lead to tenure. However, the presumption with *continuing non-tenure-track* appointments is that they will be continued if the faculty member is not duly notified to the contrary. Non-tenure-track appointments where there is not a presumption of continuation are *temporary*” (*Faculty Handbook* 3.1). Continuing non-tenure-track faculty “shall be reviewed annually following procedures adopted by each department” (*Faculty Handbook* 4.10).

The Anthropology Department schedules these reviews during the Spring semester of each academic year. All such reviews are conducted by the Non-Tenure-Track Faculty Review Committee, comprised of three tenured faculty members appointed by Department Chair, who gives direction to the committee and provides them with the terms of each lecturer and research faculty contract or other written agreement about their position.

LECTURER III:

Lecturer III is “the title used for qualified professionals who hold the terminal degree (or equivalent) in their fields of study and who have additional experience in teaching and scholarly work” (*Faculty Handbook* 2.3.2.c). The record under review is that of Lecturer’s Academic Year UNM appointment.

The complete Lecturer III annual review packet consists of the following:

- 1) Updated CV as of December 31 of the previous year (and so dated/designated)
- 2) Syllabi for all anthropology courses given in the academic year
- 3) Standardized UNM and/or Department seminar course evaluations for all courses given in the previous year
- 4) 1-3-page statement of scholarly professional achievements and goals for the coming academic year and a self-evaluation of anthropology teaching

By first Friday in March: Committee Chair gives Department Administrator e-mail text for notifying all Lecturers III that their annual review packet is due by the third Friday in March. (Copies of this handbook are attached to the email.) Electronic materials are submitted to Department Administrator.

Last two weeks of March: committee member from outside the candidates subfield visits each anthropology class taught by Lecturer III and writes a 2-3-paragraph report for the committee.

By third Friday in April: Committee submits a 1-2-page evaluation of Lecturer III, signed by each Committee Member, to Department Chair. This report's timely submission is Committee Chairs responsibility, but the document may be written by another committee member. The Department Chair writes the official evaluation and sends it to Lecturer III by the end of Spring semester.

RESEARCH FACULTY & POST DOCTORAL FELLOWS:

Annual reviews of Research Faculty are guided by the *University of New Mexico Department of Anthropology Criteria for Research Faculty Promotion-in-Title* adopted on November 2, 2007.

Faculty Handbook Policy 2.3.8 Research Titles

(a) The titles of research lecturer, research assistant professor, research associate professor, and research professor are appropriate for persons who are engaged primarily in research activities and have qualifications similar to those held by tenure-track faculty. They may occasionally teach or serve as members of thesis or dissertation committees. Teaching assignments on a regular basis require appointment in a tenure-track faculty rank. Research appointments are renewable annually for an unlimited time. The title of research scholar is used for visiting faculty whose primary function pertains to the exchange of specific laboratory or research skills with University researchers.

(b) Research professors generally have extramural funding in which they are the principal investigator or for which their contribution is crucial to the funding. Appointments are temporary in nature, and therefore, research faculty are not eligible to vote in the general faculty. Such appointments are renewable annually and are non-probationary. In the event that a person with a research title is appointed to a faculty rank that can lead to tenure, the time served with a research title shall not count toward tenure.

Faculty Handbook Policy 2.3.12 Postdoctoral Fellow

Individuals who are engaged in special study and research at the postdoctoral level and are paid from designated funds are given the title of postdoctoral fellow.

NOTE: Research Faculty who wish to be considered for promotion-in-title must notify Department Chair by mid-April of the Spring semester before so they may be considered in the subsequent Fall-semester tenure/promotion deliberations (or a special meeting called if there are no tenure-track tenure/promotion deliberations scheduled). Department Chair meets with Research Faculty to discuss and document any appropriate modifications to the criteria. Department Chair then appoints the Review Committee (Chair, Member, Teaching, Grad Student), which then follows the appropriate schedule for Fall deliberations.

The complete Research Faculty Annual Review packet consists of the following:

- 1) Updated CV as of December 31 of the previous year (and so dated/designated)
- 2) Syllabi for all academic year anthropology courses given in the previous year
- 3) Standardized UNM and/or Department seminar course evaluations for all courses given in the previous year
- 4) 1-3-page statement of academic year scholarly professional achievements and goals and a self-evaluation of academic year anthropology teaching

By first Friday in March: Committee Chair gives Department Administrator e-mail text for notifying all Research Faculty or Post Doctoral Fellow that their annual review packet is due by the third Friday in March. (Copies of this Handbook are attached to the email.) Electronic packets are submitted to Department Administrator.

Last two weeks of March: committee member from outside subfield visits each anthropology class taught by Research Faculty or Post Doctoral Fellow (if applicable) and writes a 2-3-paragraph report for the committee. *NOTE:* Committee Chair must appoint the same or different outside-subfield member to visit Fall class(es) in mid-October or early November. If neither outside-subfield member can do it, Department Chair appoints a tenured, outside-subfield faculty member to make the evaluation and report to Committee Chair.

By third Friday in April: Committee submits a 1-2-page evaluation of Research Faculty or Post Doctoral Fellow, signed by each Committee Member, to Department Chair. This report's timely submission is the Committee Chairs responsibility, but the document may be written by any committee member. The Department Chair writes the official evaluation and sends it to Research Faculty by the end of Spring semester.

ADJUNCT FACULTY:

Faculty Handbook 2.3.10: "The titles of adjunct lecturer, adjunct instructor, adjunct assistant professor, adjunct associate professor, and adjunct professor are appropriate for persons whose primary professional responsibility is outside the University or for professional staff of the University are the same as for regular faculty ranks and titles."

Adjunct faculty are expected to contribute to the mission of the Department in at least one of the following ways: teaching, student advisement, and/or collaboration with students and/or faculty. They are expected to acknowledge the Department on all publications and grants.

The complete Adjunct Faculty Annual Review packet consists of the following:

- 1) Updated CV as of the time of review in May

- 2) Memo addressed to Committee Chair and delineating all activities related to the Department, including publications and grants on which the adjunct affiliation appears, and plans for Department involvement during the next year.

By first Friday in April: Department Administrator sends e-mail text notifying all Adjunct Faculty who wish to be renewed that their annual review packet is due by the first Friday in May. Electronic packets are submitted to Department Administrator.

In time for the last faculty meeting, usually second Friday in May: Committee develops criteria for evaluating the various categories of Adjunct Faculty and prepares a succinct, rationale and recommendation for each. Committee Chair presents these at the faculty meeting for a favorable, qualified or unfavorable vote. Results of the faculty vote are conveyed to Adjunct Faculty by before the end of Spring semester.