

UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY ANNUAL REVIEW (OF PROBATIONARY FACULTY) HANDBOOK

Faculty Handbook 4.2.1: “The purpose of the annual review is to provide the probationary faculty member written information about his or her performance in the department, identifying both strengths and weaknesses. The review entails cumulative evaluation of the faculty member’s achievements and progress toward tenure.”

REVIEW PERIOD: CALENDAR YEAR

CALENDAR:

Due Date	Responsibility	Responsible Party
By First Friday in March	Candidate Dossier to Department Administrator (electronically)	Candidate (working with Mentor)
During March	Classroom observations	Teaching Member
By last Friday in April	Committee Report to Department Chair with signatures from review committee	Committee Chair

MENTOR:

(Appointed by Department Chair from tenured faculty at or above Candidate’s rank and normally from the same subfield.)

Mentor receives a copy of this Handbook but does not serve on or participate in any Review Committee work. Rather, Mentor works closely with Candidate throughout the academic year as adviser and advocate, especially in matters relating to the review and tenure/promotion process.

REVIEW COMMITTEE:

(Three members appointed by Department Chair from tenured faculty at or above Candidate’s rank, with Chair normally from the same subfield.)

- Chair is responsible for all committee work and for the final report to Department Chair.
- Service Member is from Candidate’s subfield and works with Chair on scholarship and service.
- Teaching Member is from outside Candidate’s subfield and responsible for the teaching

evaluation.

Each committee member receives copies of this Handbook and all Candidate's previous annual and mid-probationary reviews. This Handbook is the sole current guide.

Throughout the review process, procedural or non-academic problems should be addressed to Department Administrator, the staff member who oversees all confidential faculty personnel matters. Academic problems should be addressed to Associate Chair. **The utmost confidentiality is essential.**

Note: Department Chair does not participate in the review process until after the Committee Report has been delivered.

CANDIDATE DOSSIER:

Faculty Handbook 4.2.3.b: "In preparation for the annual review, the faculty member shall assemble a file including:

- 1) Curriculum Vitae;
- 2) Classroom materials, teaching evaluations, and other materials reflecting on teaching Performance;
- 3) Copies of scholarly works completed or submitted during the previous year and other materials reflecting on scholarly work;
- 4) Statement of self-evaluation based upon goals set for the previous year;
- 5) Statement setting goals for the coming year.

Requirements for "Standard Faculty Vita" are online at Arts and Sciences "Faculty Promotion and Tenure Policies/Procedures." Mentor advises Candidate on preparing this dossier (file), which is delivered ELECTRONICALLY to Department Administrator.

CLASSROOM OBSERVATIONS:

By prior arrangement, the Teaching Member visits one session of each department course and/or seminar taught by Candidate during the review semester and writes a 2-3-paragraph report on each class attended.

REVIEW COMMITTEE REPORT:

Committee Chair is responsible for the overall structure and editing of the final Committee Report, for securing dated signatures from each committee member, and for submitting an original, signed hardcopy to Department Chair and providing copies to each committee member.

Order of Annual Review Committee Report (all pages numbered consecutively):

- 1) Introductory paragraph on Candidate, where they are in the review process and any special contractual terms for their review (Committee Chair)
- 2) Teaching section based on the dossier and classroom observations, the latter included verbatim (Teaching Member)
- 3) Scholarly Work section based on the dossier (Committee Chair with Service Member input)
- 4) Service section based on the dossier (Service Member)
- 5) Summation of strengths and weaknesses (Committee Chair with Service Member and Teaching Member input)
- 6) A paragraph or paragraphs summarizing strengths, weakness and coming-year steps to improve.

Because the Dean requires a short statement about “personal characteristics” in all annual reviews, the concluding recommendation paragraph should read:

According to the January 19, 2007, Department Criteria for Tenure and Promotion: “Unless they compromise the Department’s teaching and research mission, Personal Characteristics are considered part of the evaluation of Teaching, Scholarly Work, and Service as influencing ‘an individual’s effectiveness as a teacher, a scholar, researcher, or creative artist, and a leader in a professional area’ (*Faculty Handbook Policy on Academic Freedom and Tenure 1.2.4*).” Professor xxx has shown promise in her/his teaching and scholarly work and collegiality in service to the Department. If s/he does x/continues on this path, then s/he is likely to achieve tenure in (date) [or some appropriate modification of a final recommendation on progress toward tenure].

- 7) Separate signature page, signed by all committee members