

ANNUAL REVIEW (OF PROBATIONARY FACULTY)HANDBOOK

UNM DEPARTMENT OF ANTHROPOLOGY

(Spring 2007 version)

The Department is bound by the University's "Policy on Academic Freedom and Tenure" in *The University of New Mexico Faculty Handbook*. The electronic version of October 2003 maintains the most recent policies (<http://handbook.unm.edu/newhb.html>). It constitutes the official text for all University tenure and promotion action and the basis for appeal.

Criteria: Candidates and review committee members should familiarize themselves with the Faculty Handbook [=FH below] policy in sections B-1 ("Professional Activities of Faculty and Criteria for Evaluation") and B-4 ("Faculty Reviews") and with appropriate sections of "Information for Faculty in the College of Arts and Sciences" (<http://www.unm.edu/~artsci/faculty/index.html>). *University of New Mexico Department of Anthropology Criteria for Tenure and Promotion*, adopted on January 19, 2007, is considered a part of this handbook.

According to FH 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."

MENTOR

Responsibility: Department Chair

Due: By the last Friday in May of the previous academic year or soon after hiring

The department chair appoints a mentor for the probationary faculty member either by the last Friday in May of the previous academic year or soon after the hiring contract is signed. The mentor, who

receives a copy of this Handbook, works closely with the probationary faculty member throughout the academic year as advisor and advocate. Mentors do not serve on the review committee. They are tenured faculty members above or at the candidate's rank (associate for assistant or associate, full for associate or full). Normally they are from the candidate's subfield.

REVIEW COMMITTEE

Responsibility: Department Chair

Due: During late August, by the Friday before Labor Day

The department chair appoints the review committee during late August, by the Friday before Labor Day. The committee comprises three tenured faculty members, two from the candidate's subfield and one from another subfield. The committee chair is above or at the candidate's rank (associate for assistant or associate, full for associate or full) and normally from the candidate's subfield.

The committee chair is responsible for all review committee work and for the final report to the department chair. Each committee member receives a copy of this Handbook and copies of all the candidate's previous annual and mid-probationary reviews. They may *not* request copies of any other faculty member's committee report or other records. This Handbook is the current guide.

Throughout the review process, any procedural or non-academic problems (photocopying, help obtaining data, forms, etc.) should be addressed to the department administrator as the staff member who oversees confidential faculty personnel matters. Review committee members should convey questions/problems through the committee chair and the candidate should through the mentor. In either case, the faculty member and not the department administrator is responsible for ensuring timely solutions to any problems.

Note: Below, CA = candidate, MT = mentor, RC = review committee, CC = review committee chair, CM = committee member from the candidate's subfield, and CT = committee member from outside the candidate's subfield, evaluating teaching.

CANDIDATE DOSSIER

Responsibility: CA with MT guidance

Due: By the first Friday in March

According to FH 4.2.3.b: "In preparation for the annual review, the faculty member shall assemble a file including: – *curriculum vitae*; – classroom materials, teaching evaluations, and other materials reflecting on teaching performance; – copies of scholarly works completed or submitted during the previous year and other materials reflecting on scholarly work; – statement of self evaluation based upon goals set for the previous year; – statement setting goals for the coming year." Required

format specifications for the CV are found on-line in “Information for Faculty in the College of Arts and Sciences,” Part B of the “Arts and Sciences Promotion/Tenure Dossier.”

CLASSROOM OBSERVATIONS

Responsibility: CT
Due: During March

By prior arrangement, CT visits one session of each department course and/or seminar taught by CA during the review semester. CT writes up a two/three-paragraph report on each visit.

REVIEW COMMITTEE REPORT

Responsibility: CC, CM, CT
Due: By the last Friday in April

CC is responsible for the overall structure and editing of the final RC report, for securing dated signatures from each committee member, and for submitting an original, signed hardcopy to the department chair and photocopies to each RC member by the last Friday in April.

The review committee report is presented in the following order: (1) introductory paragraph on the candidate, where they are in the probationary period and any special terms of their review (CC); (2) Teaching section based on the dossier and classroom observations, the latter included verbatim (CT); (3) Scholarly Work section based on the dossier (CC); (4) Service section based on the dossier (CM); (5) Recommendation and summation of strengths and weaknesses (written up by CC with CM and CT input).

Because the dean requires a short statement about “personal characteristics” in all annual reviews, in the recommendation section there should be a short paragraph to this effect: 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 their teaching and scholarly work and collegiality in their service to the department [or some appropriate modification of this evaluation].

According to FH 4.2.3.c: “The [faculty committee] evaluation of all components (teaching, scholarly work, service, and personal characteristics) shall be summarized by the chair in the written annual review provided to the probationary faculty member.”