

POST-TENURE REVIEW HANDBOOK

UNM DEPARTMENT OF ANTHROPOLOGY

(Fall 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. Section 4.9 of the Faculty Handbook is on "Post Tenure Review" and includes these General Principles (4.9.2): "A tenured professor who performs well should be rewarded, and one who performs inadequately should seek or accept help and improve or be subject to dismissal. The purpose of UNM's post-tenure review is to determine levels of performance efficiently, equitably, and in conformity with tenure rights expressed in the Policy on Academic Freedom and Tenure and guaranteed by the Contract clause of the U. S. Constitution." *University of New Mexico Department of Anthropology Criteria for Post-Tenure Review*, adopted on January 19, 2007, is considered a part of this handbook.

Annual post-tenure review is part of the salary review process in the Anthropology Department, per *Faculty Handbook* 4.9.5: "Each department shall conduct an annual review of each tenured faculty member's teaching, scholarly work, and service. This review, which may be combined with salary review and may be performed by the chair or the chair and a committee of tenured faculty, shall be in writing (normally 50 to 100 words for most faculty, more for those with special achievements or identified deficiencies) and contain a description and critique of performance during the past year and performance goals for the coming year."

The Assistant Chair (AC) is responsible for oversight of the Spring-semester salary review process. The Department Administrator (DA) is responsible only for completing tasks assigned by AC, and likewise the (Graduate) Program Advisement Coordinator (PAC). Faculty members with questions about the process should address them to AC only.

The post-tenure evaluation is the responsibility of the Post-Tenure and Salary Review Committee (RC), a three-person group appointed by the Department Chair, who designates one member to serve as RC chair. Their recommendation is advisory to the Department Chair, whose responsibility it is to write the final report.

The RC post-tenure review recommendation is based on a package of review materials submitted by the faculty member in time to meet the various published deadlines below: the updated vita, the

teaching reports, and a personal statement.

By first Friday in February: AC gives DA text for e-mail notifying all faculty to submit CV updated through December 31 of the previous calendar year by a mid-February deadline. Vitae are submitted electronically to DA but reminder notices are AC responsibility.

By first Friday in February: AC instructs PAC to prepare (and send out by mid-February) the dissertation committee membership lists for Spring and Fall of the previous calendar year.

By first Friday in February: AC instructs DA to assign appropriate staff to prepare (and send out by mid-February) forms for “UNM Department of Anthropology Teaching Record for [previous calendar year]” and individual faculty’s 21-day enrollment reports for the previous calendar year.

By first Friday in March: AC gives DA text for e-mail notifying all faculty that their salary review package is due by a mid-March deadline. Packages are submitted to DA but reminder notices are AC responsibility. Post-tenure faculty submit teaching reports and a personal statement as outlined below.

The personal statement is a self-evaluation of the tenured faculty member’s record of teaching, scholarly work, and service during the previous calendar year according to the appropriate department criterion/a for post-tenure review. Goals for the coming calendar year should be articulated.