

UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY POST-TENURE REVIEW HANDBOOK

Faculty Handbook 4.9.1: “The Post-Tenure Review Policy ensures that all tenured faculty members will receive an annual review and that those with either exceptionally good performance or deficiency in one or more areas will be identified. Special achievement shall be rewarded in a manner determined by each college/school. For a faculty member who receives two successive annual reviews with identified uncorrected deficiencies, the Post-Tenure Review Policy provides a mechanism to either (a) overturn the findings of deficiency in the annual reviews or (b) establish a remedial program for correcting the deficiencies.”

REVIEW COMMITTEE:

The post-tenure evaluation, part of the Department’s annual salary review process, is the responsibility of the Post-Tenure and Salary Review Committee (PTSD), a three-person group of tenured full professors appointed by Department Chair, who designates one member to serve as committee chair. PTSD recommendations are advisory to Department Chair, whose responsibility it is to write the final reports. *Faculty Handbook* 4.9.5: “This review [of teaching, scholarly work, and service], 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 Associate Chair is responsible for administrative oversight of the Spring-semester salary/post-tenure review process. Department Administrator, Graduate Adviser and Undergraduate Adviser are responsible only for completing tasks assigned by Associate Chair. Faculty members with questions about the process should address them to Associate Chair only.

CALENDAR:

See Department “Procedures for Annual Faculty Salary Review.”

REVIEW PACKET:

See Department “Procedures for Annual Faculty Salary Review” for CV, update, and teaching record requirements. The Personal Statement required of faculty undergoing post-tenure review is a self-evaluation of their record of teaching, scholarly work, and service during the previous calendar year and goals for the next calendar year.