

**UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY
ANNUAL REVIEW OF PROBATIONARY FACULTY HANDBOOK**

Approved by faculty on November 15, 2019

Revised January 27, 2022

[Faculty Handbook](#) Section B 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.

Revision on January 27, 2022. FHB 4.2.2, annual review will not be conducted during the academic year designated for mid-probationary or tenure review.

REVIEW PERIOD: CALENDAR YEAR

CALENDAR:

| Due Date | Responsibility | Responsible Party |
|---|--|----------------------------------|
| First Friday in March | Candidate Dossier to Department Administrator (electronically) | Candidate (working with mentors) |
| First Friday in March | Dossier provided to Review Committee (electronically) | Department Administrator |
| April Faculty Meeting | Committee Report to Department Chair with signatures from review committee. Presented at general faculty meeting | Committee Chair, faculty |
| Friday after April Faculty Meeting | Letter appraising candidate of review results | Department Chair |
| Second Friday after April faculty meeting | In-person meeting to discuss review | Department Chair, Candidate |
| Third Friday after April faculty meeting | Candidate optional written response to Chair | Candidate |

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| Last Friday of May | Chair letter and Candidate response to CAS | Department Chair |
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MENTOR:

During the first month of employment for new tenure-stream Assistant Professors (hereafter referred to as Candidates), the Department Chair, in consultation with the Candidate, appoints a mentoring committee comprised of:

- a tenured faculty member of the mentee's subfield
- a tenured faculty member of one of the two other subfields
- a tenured faculty member from another UNM department or program

Each mentor is chosen to facilitate a specific set of skills, experiences, or goals. The mentors will be provided with a copy of this handbook.

REVIEW COMMITTEE:

The Review Committee is comprised of three members appointed by Department Chair from tenured faculty:

- Committee Chair from Candidate's subfield. Responsible for the overall structure and editing of the final report, securing signatures from each committee member, submitting a signed hardcopy to Department Chair, and delivering the Review Committee report to the faculty
- Service Member from Candidate's subfield. Evaluates service
- Teaching Member from outside Candidate's subfield. Conducts in-person teaching evaluations and reviews teaching materials, e.g., syllabi, lecture materials, exams, student evaluations, etc.

Each committee member receives a copy of this handbook and Candidate's previous annual and mid-probationary reviews.

Throughout the review process, procedural or non-academic questions are addressed to the Department Administrator, who oversees all confidential faculty personnel matters. Academic questions are addressed to the Associate Chair. These communications are confidential.

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

CANDIDATE DOSSIER:

[Faculty Handbook](#) 4.2.3.b:

In preparation for the annual review, the faculty member [Candidate] 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 and templates for Standard Faculty Vitae are online on the College of Arts and Sciences website: [Tenured and Tenure-Track Faculty Retention, Promotion and Tenure Information](#). Mentors advise the Candidate on preparing the dossier, which is delivered electronically to the Department Administrator. Due dates are listed in the calendar above.

CLASSROOM OBSERVATIONS:

During the spring and/or fall semester of the review period, the Teaching Member of the Review Committee visits at least two sessions of courses taught by the Candidate and writes a 2-3-paragraph report on each session. Ideally, the courses will include one lower division and one upper division or graduate seminar, though this will depend on what the Candidate is teaching during the review period. In cases where the Candidate has one or more course releases during the review period, the Teaching Member may review a class during the spring term in which the report is due. The report should be signed and addressed on letterhead for inclusion in the Candidate's dossier.

As per guidelines of the UNM [Center for Teaching Excellence](#), categories of practices that could be the focus of teaching observation and reporting include:

- Establishing and meeting goals for student learning
- Presentation, organization, clarity, pace
- Inclusive teaching techniques
- Active learning and interactivity
- Level of student engagement
- Varied methods for engagement
- Use of technology
- Instructional materials
- Teacher-Student interactions
- Formative and summative assessment practices

REVIEW COMMITTEE REPORT:

The Review Committee Chair is responsible for the overall structure and editing of the final report, securing signatures from each committee member, submitting a signed hardcopy to Department Chair, and delivering the Review Committee report to the faculty.

The report will contain the following items, in order:

1. Introductory paragraph on the Candidate, the number of the report (e.g., second annual review), and any special contractual terms (Committee Chair)
2. Teaching section based on the dossier and classroom observations, the latter included *verbatim*. Teaching evaluations should explicitly state whether, based on promotion and tenure criteria listed in the Anthropology Tenure and Promotion Criteria, the candidate's teaching performance is: Excellent, Effective, or Needs Improvement (Teaching Member)
3. Scholarly Work section based on the dossier. Evaluation of scholarly work should explicitly state whether, based on promotion and tenure criteria listed in the Anthropology Tenure and Promotion Criteria, the candidate's scholarly work is: Excellent, Effective, or Needs Improvement (Committee Chair)
4. Service section based on the dossier (Service Member)
5. Summation of strengths and weaknesses (all committee members)
6. Recommendations on steps to take in the coming year for adequate progress to tenure (all committee members)
7. Statement regarding personal characteristics, as defined and required by the faculty handbook, see [section B 1.2.4](#) (Committee Chair)
8. The concluding paragraph should read: Professor X 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].
9. Separate signature page, signed by all committee members

REPORT TO CANDIDATE

Faculty handbook section [B4.2.3.c](#). *The 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.*

The Report to Candidate will be based on the report on the Review Committee.

In adherence with section [B.4.2.3](#) of the UNM Faculty Handbook, in a formal meeting, the Department Chair will provide a letter summarizing the Review Committee report to the Candidate. The Candidate will acknowledge receipt of the report and may provide a written response. The Candidate must notify the Department Chair of the intent to submit a response. The signed response will be delivered to the Department Chair. Due dates are listed in the

calendar above.

REPORT TO COLLEGE

This written annual review from the Department Chair and any response from the Candidate will be filed with the Anthropology Department and College or Arts and Sciences.