

**UNM DEPARTMENT OF ANTHROPOLOGY
PROCEDURES FOR
ANNUAL SALARY REVIEW
and
ANNUAL REVIEW OF WORKLOAD EXPECTATIONS**

DRAFT date May 17, 2020

Revisions January 25, 2021, January 26, 2022, March 23, 2022

OVERVIEW

Policies and procedures listed in this document are based on the UNM Faculty Handbook section B4.9, the UA-UNM Collective Bargaining Agreement Article 13, and the Anthropology Faculty Workload Policy. The procedures will be used for both annual salary review and annual review of workload expectations.

While this document applies to all faculty, additional reviews of probationary faculty and milestone faculty reviews will be handled in accord with policies and procedures specified in the *Annual Reviews for Probationary Faculty Policy and Procedures*, the *Mid Probationary Reviews Policy and Procedures*, and the *Promotion and Tenure Policy and Procedures (Promotion from Assistant to Associate Professor)*, all available on the departmental website at <https://anthropology.unm.edu/resources/index.html>.

REVIEW COMMITTEE

The Salary and Workload Review Committee (hereafter the Review Committee) will evaluate the Scholarly Work, Teaching, and Service of each faculty member. The Review Committee comprises the Associate Chair and six full professors appointed by the chair, two from each subfield. Review Committee members will serve for no more than two consecutive years, and may not be reappointed to the committee for at least one year after leaving the committee.

The Associate Chair is responsible for administrative oversight of the salary review process, working with other Review Committee members to ensure fair evaluations and aggregating data. Faculty members with questions about the process should address them to the Associate Chair.

PERIOD OF REVIEW

Calendar Year (January-December)

DUE DATES

Annual Salary Review

Notice that Salary Review Packets are due
Salary Review Packets Due
Review Committee workload scores
Associate Chair's report to Chair

by last Friday in Jan
Second Monday in Feb
Last Friday in Feb
First Friday in March

Annual Faculty Review

Chair's written report and meeting with faculty member	Third Friday in April
Faculty rebuttal (if applicable)	First Friday in May
Chair's report to dean	Monday after First Friday in May

FACULTY SALARY/ANNUAL FACULTY REVIEW PACKET

The faculty salary/post-tenure review packet are comprised of:

1. **Current full CV**, in UNM format. (https://artsci.unm.edu/for-faculty/docs/faculty/retention-forms/cas-standard-faculty-vitae_rev5.7.15.doc)
2. **Abbreviated CV**, covering the calendar year of review only. Include *Works in progress*: book, article and chapter manuscripts, museum exhibits, films, presentations, papers grants, fellowships and all projects that you worked on during the calendar year but did not submit. Also list effort-intensive research activities such as heading a lab or managing a grant.
3. **Personal Statement of Accomplishments and Goals for the previous calendar year.** For probationary faculty, the statements accompanying annual, mid-probationary, or tenure review will suffice. For tenured faculty, provide a ≤ 250-word self-evaluation of their record of teaching, scholarly work, and service during the previous calendar year.
4. **Personal Statement of goals for the next calendar year.** Per the Collective Bargaining Agreement Article 13 section H, the department chair will “annually review and approve the individual academic workload expectations of each bargaining unit member in each of the workload categories, in alignment with the academic workload policy of that department.” The department workload policy is appended to this document. Per this requirement, list your teaching, scholarly work, and service goals for the coming calendar year.
5. **Annual teaching effort.** Must include **Summary of Student Evaluations form** (<https://artsci.unm.edu/for-faculty/faculty/promotion-tenure.html>), summary tables for graduate seminar evaluations, and independent study classes, including MA and PhD-student hours
6. **Peer-review report from at least one course.** Only required once every two years. Same instructions/format as in the Classroom Observations section of the department's *Promotion and Tenure Review Handbook*.

The faculty salary/post-tenure review packet is submitted electronically to the Departmental Administrator. **Please submit the full CV in one pdf, and merged items 2-5 in a second single pdf.**

ANNUAL PEER-REVIEW OF TEACHING

For probationary faculty, the Review Committee will use the peer-evaluations that are collected as specified in the department's *Annual Reviews for Probationary Faculty Policy and Procedures*.

Tenured faculty must solicit, from any tenured faculty in the department (or from a tenured faculty member in a department in which the faculty member teaches, or from the UNM Center for Teaching Excellence), written peer evaluation of at least one course every two years. These peer evaluations should follow the instructions listed in the Classroom Observations section of the department's *Promotion and Tenure Policy and Procedures (Promotion from Assistant to Associate Professor)*. The reviews must be conducted during the calendar year under review.

PROCEDURES FOR REVIEW COMMITTEE

1. The Department Administrator will make the Review Packets available to the Review Committee via One Drive/Sharepoint.
2. Reviewers will score all faculty files except: their own, spouses/partners/family members, the Chair, and the Associate Chair. The Associate Chair will be evaluated by the Chair, while the Chair will be evaluated by the Dean.
3. All faculty will be scored in each of three workload categories (research, teaching and service) by the Review Committee. [note: prior to AY 2023, scores were allocated based on guidance in the UNM Faculty Handbook Section C. Starting in AY 2023, per the Anthropology Faculty Workload Policy, we will use the following scoring system].
 - a. Teaching: 40 points maximum per year, 6 points per course taught; up to 16 points, per the Workload Policy, to “advise and mentor students outside of the classroom by serving on PhD and masters committees, supervising graduate and undergraduate research, serving on honors committees, teaching independent studies, etc.”
 - b. Research: 40 points maximum per year. Per the Workload Policy, assigned in accord with subfield and discipline specific activities including:
 - i. A record of peer-reviewed scholarship judged to be significant by departmental peers and by recognized experts in the field external to UNM.
 - ii. Regular national/international presentations.
 - iii. A record of applying for and receiving funding appropriate for the candidate's research program.
 - iv. Evidence of a growing national reputation, e.g., citations, awards, invited talks.
 - c. Service. 20 points maximum per year. Per the Workload Procedure, points are assigned, taking into account faculty rank, for activities including:
 - i. Service on department, college committees
 - ii. Manuscript or grant review
 - iii. Involvement in professional or community organizations beyond membership
 - iv. Leadership in one or more departmental, college, professional and/or community organizations

- d. Per college guidelines, scores are not adjusted for course releases, sabbaticals, or administrative appointments.
4. Once scoring is completed, for each category, for each faculty member, the Associate Chair will drop the lowest and highest of the seven scores and calculate a mean. The Associate Chair will provide the summary scores to the Department Chair.
5. Using the faculty load scores assigned by the Review Committee, and following careful review of faculty materials, the chair will assign the following overall rating to each faculty member:
 - Outstanding: total workload score in top two quartiles, and two of three areas in top quartile
 - Excellent: total workload score in top two quartiles
 - Effective: workload score in each area at or above typical faculty load and total workload score in 1st or 2nd quartile
 - Needs Improvement: total workload score in either semester below 46 units that is not the result of course releases, sabbaticals, approved leaves, or administrative appointments.
6. The Department Chair will write a report (normally 50 to 100 words, more for those with ratings of “Outstanding” or “Needs Improvement”).

All faculty will be eligible for cost of living allowance if it is available. Faculty with ratings of “Outstanding,” or “Excellent,” will be recommended for merit-based salary increase. If merit increase is not available, the next year that it becomes available, any faculty member rated as “Outstanding” or “Excellent” at any time since merit was last available will be eligible for merit increase.

In the case of “Needs Improvement,” the report will identify areas of deficiency and suggest remedies, and the chair and the dean shall monitor improvements.

7. Two copies of the annual review, signed by the chair, shall be given to the faculty member, one to be signed as acknowledgment of receipt and returned to the chair.
8. A faculty member who disagrees with the review may add a comment or rebuttal. The review and any such statement shall be placed in the faculty member’s personnel file. The faculty member, in addition, may appeal the chair’s evaluation to the dean.
9. The department chair will submit the report and the full text of any comment or rebuttal to the Dean. If the dean disagrees with the chair’s evaluation, he or she shall so inform the chair and the faculty member.

REVIEW COMMITTEE SCORING AND CHAIR RATING

Evaluations will be based on criteria in the department’s *Promotion and Tenure Review Handbook*.

The rating criteria created by each subfield will be consistent with the following principles:

- Scholarly work is assessed on the principle of external, discipline-specific peer-review,

but annual reviews will consider other research products for which faculty provide evidence of substantial progress.

- Evaluation will take into consideration that the *Handbook* criteria span multiple years, and that performance with respect to scholarly work will vary from year to year.
- Evaluation will be based on expectations for a given rank. For example, junior faculty are not expected to undertake large service loads, so low service effort should not earn a “Needs Improvement.”
- Faculty on leave or with any kind of teaching release or administrative position will not be penalized for their reduction in teaching or service effort. However, their scores must still reflect their actual workload. The rating given to a faculty member on the annual faculty and salary review will take into account the effects on workload of these non-standard activities.
- Performance will not be evaluated for faculty on medical and parental leave during the full calendar year.

Anthropology Faculty Workload Policy

Date 2/23/2022

Section A. Tenure stream faculty members with full-time appointments in Anthropology

This section applies to tenured and tenure-track faculty members with a 1.0 FTE appointment in the Anthropology Department.

1. Teaching

Teaching comprises 40 percent of the workload of faculty members.

1.1 Normal teaching expectation. Faculty members shall be assigned a teaching load of two courses each semester. Additionally, faculty members will advise and mentor students outside of the classroom by serving on PhD and masters committees, supervising graduate and undergraduate research, serving on honors committees, teaching independent studies, etc.

1.2 Approved reasons for course releases. A reduction of one course per year is granted for the following departmental service assignments:

- Associate chair
- Director of the undergraduate committee
- Director of the graduate committee

Additional reasons for course reductions must be approved by the chair and include:

- Service assignments beyond the norm defined in the workload policy (see section A.3)
- Funded course buyouts, internal (UNM) or external (extramural)
- Load reduction in compensation for a teaching overload (section A.1.4) in an alternate semester

Other reasons for course releases:

- Sabbatical for tenured faculty. All tenured faculty members are released from classroom teaching and departmental service during sabbatical leave. While on sabbatical, they will continue to advise and mentor their students.
- Untenured assistant professors. Untenured assistant professors receive a one-course release in their first year. During their probationary period, they also receive a one-semester release from classroom teaching (but not from other teaching and service obligations) to further their research.
- Permanent reductions of one or more courses may be specified by the provost in the hiring contract. Other reductions may be provided by the dean or provost for temporary special administrative assignments.

1.3 Mitigating factors. It is recognized that in rare cases, a teaching load of two courses per semester may be planned for a faculty member, but that this load may in fact not materialize because of a shortfall in student enrollment. In such cases, the faculty member will teach an additional course, either as a 2H course the same term, a course during the next summer term, or a third course in a subsequent semester. The chair will assign the course in consultation with the faculty member and the convener of the relevant subfield. This should be the only circumstance in which the teaching load of a full-time faculty member will be less than two courses per semester, except with the advance approval of the dean's office. The department must explain load reductions of this kind and present plans to minimize their repetition.

1.4 Teaching overload. A teaching load of more than two courses per semester constitutes a teaching overload. Overloads may be assigned to specific faculty by the chair to compensate for shortages due to faculty leaves, unexpected faculty resignations or retirements, or grant-funded buyouts. Faculty who teach overload courses will be compensated either financially, per college policies, or with a course release the following semester.

Overload compensation will be paid from unit funds and will not be provided by the College directly or through the TPT allocations, unless approved by the Dean. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

2. Research

Research comprises 40 percent of the workload of faculty members.

The term research is understood to mean systematic, original investigation directed toward the generation, development, and validation of new knowledge or the solution of contemporary problems.

The faculty member's research should contribute to the discipline and serve as an indication of professional competence. The criteria for judging research must reflect the generally accepted standards prevailing in the anthropology discipline. To qualify as research, the results of the endeavor must be disseminated and subject to critical peer evaluation in a manner appropriate to the anthropology discipline.

Evidence of research workload is exemplified by:

- A record of peer-reviewed scholarship judged to be significant by departmental peers and by recognized experts in the field external to UNM.
- Regular national/international presentations.
- A record of applying for and receiving funding appropriate for the candidate's research program.
- Evidence of a growing national reputation, e.g., citations, awards, invited talks.

3. Service

Service comprises 20 percent of the workload of faculty members.

There are two broad categories of faculty service: professional and public.

1. Professional service consists of those activities performed within the academic community that are directly related to the faculty member's discipline or profession. Within the university, it includes a) service necessary for the regular operation of departments and colleges and the university as a whole, including, for example, facilitating the day-to-day operations of academic life, and b) mentoring students and colleagues.
2. Public service consists of activities that arise from a faculty member's role in the university. These activities normally involve the sharing and application of faculty expertise to issues and needs of the civic community in which the university is located, or in communities where research is conducted. Service to the university, to the faculty member's profession and to the local, national, and international communities beyond the university is reviewed in this category. Evidence of performance in this area includes committee work at the university, college and department levels, and participation in

professional organizations of the discipline and in the community in the faculty member's professional capacity.

For assistant professors, service workload shall include:

- Service on at least 1 committee at department or college level
- Manuscript or grant review

For associate professors, service workload shall consist of:

- Service on at least 2 committees at department or college level
- Involvement in professional or community organizations beyond membership
- Manuscript or grant review

For full professor, service workload shall consist of:

- Continuing service in all areas previously mentioned
- Leadership in one or more departmental, college, professional and/or community organizations

4. Annual Review of Workload Expectations

Each year, in the spring semester, before May 1, the department chair will undertake a review of each bargaining unit member's workload expectations in accordance with the parameters set out in this policy.

An accounting of total workload will sum to 100 percent, 40 percent for teaching, 40 percent for research, and 20 percent for service. Each bargaining unit member will, by agreement with the chair and in accordance with this policy, allocate their workload, based on rank norms and applicable modifying factors, to sum to 100 percent.

The department recognizes faculty members' workload allocation may vary from year to year. It is during the **Annual Review of Workload Expectations** that each faculty member can express a desire to alter the distribution of workload across these three categories for the coming calendar year. In such cases, the chair must agree to the reallocation of workload effort, and the 100 percent workload will be adjusted accordingly. As examples, teaching may be reduced for one or two semesters with a corresponding increase in scholarly workload; however this cannot persist beyond two consecutive semesters. Similarly, a faculty member may wish to substitute more teaching for less scholarship; in this case, any teaching above the norm established in section A.1.2 of this workload policy will not be considered a teaching overload.

In the spirit of transparency and accountability, the workload expectations accounting for each bargaining unit member will be made available to any bargaining unit member in the department each year upon request.

5. Special Administrative Components (SAC)

The Special Administrative Component (SAC) policy of the College of Arts and Sciences is incorporated into this workload policy. All SACs paid to faculty by the unit will be consistent with the College SAC policy for Category B appointments. Category B SACs are paid out of unit funds and will not be provided by the College. If the unit cannot offer pecuniary compensation, the faculty member may be compensated in-kind by adjusting workload as specified in the treatment of mitigating factors.

6. Modifications

Any modification to this workload policy must be approved by a majority of the tenured and tenure-track faculty in the department and by the dean and provost.

7. New faculty

This workload policy will be provided to prospective new faculty members along with their letter of offer.

Section B. Tenure-stream faculty with partial appointments in the Anthropology Department

Unless otherwise specified contractually at the time of hire, in all three areas, teaching, research and service, the workload of a faculty member with a partial appointment will be proportional to the fractional appointment in the department.

Section C. Non-tenure-track research faculty in the Anthropology Department

Teaching, research and service workload expectations for non-tenure-track research assistant professors, research associate professors, and research professors are negotiated on an individual basis and specified in the letter of offer at the time of appointment.