

## Evaluation of Mid-probationary Review

Faculty Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Evaluator(s):  Division P&T Committee  College P&T Committee

Core Document Elements (see 5.90.5.5 of the NMSU Community College Promotion and Tenure Policy)	
Required Activities/Documentation	Comments
Routing/tracking document	
Cover sheet	
Table of Contents	
Letter of eligibility	
Letter of application addressed to the President comprising the candidate's executive summary	
Curriculum vitae	
Letters of recommendation from supervisors	
Copy(ies) of request for extension for submission or any document that explains a reduction of the probationary period	
Copy(ies) of memo(s) notifying of addition or deletion of documents (see 5.90.5.3)	
Annual performance evaluations from date of hire, including the following: <ul style="list-style-type: none"> <li>• P&amp;T Committee annual pre-tenure evaluations</li> <li>• all finalized Allocation of Effort Statements,</li> <li>• written narratives</li> </ul>	

submitted by the faculty member as a part of the annual performance evaluations, <ul style="list-style-type: none"> <li>• supervisor's evaluations,</li> <li>• student evaluations, and</li> <li>• rebuttals.</li> </ul>	
Copies of all criteria narratives (teaching and related activities, scholarship and creative activity, extension and outreach, service, and leadership) included in each annual review	
Most recent completed conflict of interest form	

**Documentation File (see 5.90.5.5.1 of the NMSU Community College Promotion and Tenure Policy)**

<b>Required Elements</b>	<b>Comments</b>
Letters of reference from colleagues, peers, former students, or external constituents; and other letters as appropriate	
Representative examples of syllabi	
Other evidence (optional)	

**Teaching and Related Activities (see 5.90.4.1 and 5.90.4.1.1 of the NMSU Community College Promotion and Tenure Policy)**

<b>Required Activities/Documentation</b>	<b>Comments/Commendations/Concerns/Recommendations (including dissenting opinions)</b>
Syllabi (at least one example for each semester taught)	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Student evaluations and classroom observations	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Assessment of Student	<b>Comments:</b> None

Learning (i.e. projects, tools, reports, improvement plans)	<b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Curricula (i.e. course development; revision/update of handouts, exams, quizzes, assignments)	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Student Development (i.e. office hours, advising, mentoring, field/clinical supervision)	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Completion of Goals	<b>Comments:</b> None. <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
<b>In the area of Instruction, this faculty member:</b>	
<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations	
<b>Rationale:</b> (required for Does Not Meet Expectations or Exceeds Expectations)	

<b>Scholarship and Creative Activities (see 5.90.4.2 and 5.90.4.2.1 of the NMSU Community College Promotion and Tenure Policy)</b>	
<b>Required Activities/Documentation</b>	<b>Comments/Commendations/Concerns/Recommendations (including dissenting opinions)</b>
Application of Professional Development	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Creative Activities	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Traditional Scholarship	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Completion of Goals	<b>Comments:</b> None. <b>Commendations:</b> None. <b>Concerns:</b> None.

	<b>Recommendations:</b> None.
<b>In the area of Scholarship and Creative Activities, this faculty member:</b>	
<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations	
<b>Rationale:</b> (required for Does Not Meet Expectations or Exceeds Expectations)	

<b>Extension and Outreach (see 5.90.4.3 and 5.90.4.3.1 of the NMSU Community College Promotion and Tenure Policy)</b>	
<b>Required Activities/Documentation</b>	<b>Comments/Commendations/Concerns/Recommendations (including dissenting opinions)</b>
Extension/Outreach Activities	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Completion of Goals	<b>Comments:</b> None. <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
<b>In the area of Extension and Outreach, this faculty member:</b>	
<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations	
<b>Rationale:</b> (required for Does Not Meet Expectations or Exceeds Expectations)	

<b>Service (see 5.90.4.4 and 5.90.4.4.1 of the NMSU Community College Promotion and Tenure Policy)</b>	
<b>Required Activities/Documentation</b>	<b>Comments/Commendations/Concerns/Recommendations (including dissenting opinions)</b>
Institutional Service	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Community Service	<b>Comments:</b> None. <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Completion of Goals	<b>Comments:</b> None. <b>Commendations:</b> None. <b>Concerns:</b> None.

	<b>Recommendations:</b> None.
<b>In the area of Service, this faculty member:</b>	
<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations	
<b>Rationale:</b> (required for Does Not Meet Expectations or Exceeds Expectations)	

<b>Leadership (see 5.90.4.5 and 5.90.4.5.1 of the NMSU Community College Promotion and Tenure Policy)</b>	
<b>Required Activities/Documentation</b>	<b>Comments/Commendations/Concerns/Recommendations (including dissenting opinions)</b>
Leadership Activities	<b>Comments:</b> None <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
Completion of Goals	<b>Comments:</b> None. <b>Commendations:</b> None. <b>Concerns:</b> None. <b>Recommendations:</b> None.
<b>In the area of Leadership, this faculty member:</b>	
<input type="checkbox"/> Does Not Meet Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations	
<b>Rationale:</b> (required for Does Not Meet Expectations or Exceeds Expectations)	

<b>Comments</b>

<b>Recommendation for Tenure</b>
With ___ votes in favor of tenure and ___ votes not in favor of tenure, the evaluators  <input type="checkbox"/> Recommend tenure.  <input type="checkbox"/> Do not recommend tenure.

