

Evaluation of Application for Promotion to (rank)

Faculty Name: _____

Current Rank: _____ Date of last promotion: _____

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 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	
Copy(ies) of memo(s) notifying of addition or deletion of documents (see 5.90.5.3)	
Annual performance evaluations for the period under review, including the following: <ul style="list-style-type: none"> • P&T Committee annual pre-tenure evaluations • all finalized Allocation of Effort Statements, • written narratives submitted by the faculty member as a part of the 	

annual performance evaluations, • supervisor's evaluations, • student evaluations, and • rebuttals.	
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)

Required Elements	Comments
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)

Required Activities/Documentation	Comments/Commendations/Concerns/Recommendations (including dissenting opinions)
Syllabi (at least one example for each semester taught)	Comments: None Commendations: None. Concerns: None. Recommendations: None.
Student evaluations and classroom observations	Comments: None Commendations: None. Concerns: None. Recommendations: None.
Assessment of Student Learning (i.e. projects, tools, reports,	Comments: None Commendations: None. Concerns: None.

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

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

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Rationale: (required for Does Not Meet Expectations or Exceeds Expectations)

Extension and Outreach (see 5.90.4.3 and 5.90.4.3.1 of the NMSU Community College Promotion and Tenure Policy)

Required Activities/Documentation	Comments/Commendations/Concerns/Recommendations (including dissenting opinions)
Extension/Outreach Activities	Comments: None Commendations: None. Concerns: None. Recommendations: None.
Completion of Goals	Comments: None. Commendations: None. Concerns: None. Recommendations: None.

In the area of Extension and Outreach, this faculty member:

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Rationale: (required for Does Not Meet Expectations or Exceeds Expectations)

Service (see 5.90.4.4 and 5.90.4.4.1 of the NMSU Community College Promotion and Tenure Policy)

Required Activities/Documentation	Comments/Commendations/Concerns/Recommendations (including dissenting opinions)
Institutional Service	Comments: None Commendations: None. Concerns: None. Recommendations: None.
Community Service	Comments: None. Commendations: None. Concerns: None. Recommendations: None.
Completion of Goals	Comments: None. Commendations: None. Concerns: None. Recommendations: None.

In the area of Service, this faculty member:

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Rationale: (required for Does Not Meet Expectations or Exceeds Expectations)

Leadership (see 5.90.4.5 and 5.90.4.5.1 of the NMSU Community College Promotion and Tenure Policy)

Required Activities/Documentation	Comments/Commendations/Concerns/Recommendations (including dissenting opinions)
Leadership Activities	Comments: None Commendations: None. Concerns: None. Recommendations: None.
Completion of Goals	Comments: None. Commendations: None. Concerns: None. Recommendations: None.

In the area of Leadership, this faculty member:

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Rationale: (required for Does Not Meet Expectations or Exceeds Expectations)

Comments

Recommendation for Promotion

With ___ votes in favor of promotion and ___ votes not in favor of promotion, the evaluators

- Recommend promotion.
- Do not recommend promotion.

Evaluator *Date*

Evaluator *Date*

Evaluator *Date*

Evaluator *Date*

Evaluator *Date*

I acknowledge by my signature below that I have received a copy of this evaluation and have been informed of my right to submit a rebuttal according to 5.90.5.2 of the NMSU Community College Promotion and Tenure Policy.

Faculty Member *Date*