

Proposal being consider by NNMC Faculty Senate regarding process for tenure & promotion (Amendment to Faculty Handbook); Provided by Dr. David Torres, President FS 2014-15

Date: 2-15-15

A faculty member has the following rights with regard to his/her own personnel file:

- a. To review the file's content upon request.
- b. To receive a copy of any document contained therein as well as a copy of any item(s) added to the file.
- c. To request that inappropriate documents are removed from the file (see below).
- d. To include in the file a written response to any file entries.

Negative reports other than formal faculty evaluations in a faculty member's personnel file may be removed through the contractual grievance procedure. The responsibility to monitor one's personnel file rests with the faculty member.

The materials required to be included in the employee's personnel file in the Human Resources Office are:

- a. Documents relevant to employment such as resume, transcripts and other evidence of qualification. The original materials submitted at the time of application for employment must be retained as per state records and disposition schedule.
- b. All performance evaluations.
- c. Letters of recommendation, commendation, or other congratulatory material.
- d. Letters of reprimand or other letters of negative content provided the employee has been furnished a copy of the correspondence. Any rebuttal or other written comment by the employee also must be included.
- e. Any requests for special leave such as maternity leave, sabbatical leave, leave without pay, etc., and the official action relevant to the request.
- f. A record showing signature and date of every person who examines any material in the faculty member's files.
- g. The employee is responsible for keeping relevant documents current.

II. E. Policies on Tenure, Meaning of Tenure, Promotion, and Seniority

Regulations concerning tenure serve to insure faculty **and institutional** stability, secure justice for its individual members, insure the welfare of students, **protect academic freedom** and promote the interests of the public. **Faculty members achieve tenure at the College by consistently fulfilling faculty duties and actively participating in the development and shared governance of the College.**

The College subscribes to the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors. (<http://www.aaup.org/aaup>)

1. General Guidelines

- a. Tenure Track: Appointment to the tenure track is made at the time of the initial appointment to the rank of Assistant Professor. All faculty positions at this level at the time of their appointment shall be considered tenure track. Faculty on the tenure track must be classified as full-time, which is denoted by service on a 100% workload basis for a fiscal or an academic year contract. **The tenure process shall follow the policies established by the College's Tenure and Promotion Committee of the Faculty Senate, and the collective bargaining agreement.**
- b. Annual Review of Faculty: All tenured and non-tenured faculty will have an annual review by the chairperson of their department conducted in the spring of the academic year. This review will include teaching effectiveness, student advisement, scholarly activity, and service to the college and community. This review is intended to facilitate non-tenured faculty toward tenure and tenured faculty toward promotion.
- c. Classification of Rank: Academic rank refers to tenure or non-tenure-track faculty whereas administrative titles carry no rights of tenure. However, an administrator drawn from a tenured faculty rank shall retain their tenure.
- d. Evaluation of Candidates for Promotion and Tenure: For promotion and tenure, candidates will be evaluated by the committee for evidence of excellence in their performance of assigned duties that include **teaching, advising, institutional and community service, and mastery of discipline and scholarship.**
- e. Purpose of Tenure: Tenure insures the academic freedom that is essential to an atmosphere of intellectual pursuit and the attainment of excellence in the college. In addition, tenure also reflects and recognizes a candidate's potential long-term value to the institution, as evidenced by professional performance. **Tenure sets the college apart from other institutions as tenured faculty are not mere employees but are the community of educators who create institutional stability and an ongoing commitment to excellence.** Tenure, therefore, will be granted to faculty members whose character and achievements in serving the College's mission warrant the institution's reciprocal long-term commitment.
- f. Meaning of tenure: Upon being awarded tenure, the faculty member attains the status of presumed continued employment as a

member of the faculty, except for reasons of just cause or where conditions exist beyond the College's control.

- g. Date of Eligibility for Tenure: Tenure is granted for achievement in academic and professional pursuits, not for years of service. Faculty members will be considered for tenure in their fifth year, but no later than their seventh year on tenure track. If tenure is not granted, the faculty member will have a one-year probationary period to reapply. If tenure is not granted at that time, the appointment at Northern New Mexico College will not be continued. Under extenuating circumstances, such as illness, a faculty member can request of the Provost and the chair of the Tenure Committee that the tenure timetable be extended. Time spent in the capacity as an adjunct faculty cannot be counted as time toward tenure. Any adjunct faculty positions or time spent in that capacity can never be counted as time on the tenure clock.
- h. Faculty Previously Tenured at Other Institutions: Faculty members hired into a tenure-track position, who have already earned tenure from a former institution, may be appointed with tenure at NNMC upon recommendation from the department. Alternatively, tenure may follow a probationary period of at least one year.

Faculty who were hired into a tenure-track position at a previous college or university may be credited with the years of experience at that institution.

Applications may be submitted to the Tenure Committee by the second week in January and must include the following documents:

- Letter of application for tenure at NNMC
- Official documentation confirming tenure status at previous institution
- Summary of accomplishments at NNMC in the four areas of evaluation (teaching, advising, service, and scholarship)
- Current CV
- Letter of recommendation from one's chair, dean, or supervisor
- Letters of recommendation from two tenured NNMC faculty (within one's department, if possible)
- Letters of recommendation from students, external references, faculty or staff (optional)

The Tenure Committee will forward its evaluation of the tenure transfer application to the Provost by the third week in February and will report to the faculty applying for tenure transfer the results of the evaluation. If the Tenure Committee does not recommend

tenure transfer, the committee will include in its report an explanation for this decision.

Once the recommendation for tenure transfer has been submitted to the Provost, the tenure transfer application will follow the tenure timeline and procedures as outlined in Part II , E., 8 “Timeline for Advancement to Tenure” letters g through i.

~~Faculty hired from other universities or colleges, who have already earned tenure from their former institution, may be appointed with tenure at NNMC, or tenure may follow a probationary period as as determined by departments or colleges, to accomplish criteria under Criteria for Promotion and Tenure. Faculty who have taught on a tenure track at a previous university may be credited the years of teaching at another institution.~~

2. Academic Division Criteria for Tenure and Promotion

All faculty seeking promotion and tenure in academic departments must hold a terminal degree in their area of expertise. A master’s level or bachelor’s degree may be considered appropriate for some departments, to be determined by individual departments or colleges.

For faculty members seeking promotion and tenure in these departments, credentials will be based on the department’s criteria.

Faculty seeking tenure will submit a binder to the Tenure and Promotion Council during the last week in October. The binder must include a candidate profile with the following documents:

- Letter of application to Tenure and Promotion Council
- Summary of Tenure Packet
- Current Curriculum Vitae
- Letters of recommendation (These letters should be from Department Chair, Supervisor, or Dean; Committee Chairs; and Colleagues. Letters from students or from external references may also be included).

In addition to the candidate profile, the binder should include the following four sections:

- i) Teaching effectiveness,
 - ii) Advising,
 - iii) College, public and community service; and
 - iv) Scholarship, mastery of discipline, professional development, and research.
- i) Teaching effectiveness

The teaching of students is central to the mission of NNMC. Given the mission of the College, candidates must demonstrate excellence in teaching, including assessment of student learning.

To demonstrate excellence in teaching, faculty must include the following documents in the Teaching Effectiveness Section:

- Recent course syllabi
- Student evaluations
- Teaching observation by departmental colleagues
- Letters of recommendation from colleagues
- Student learning outcomes and assessment data and analysis
- Statement of teaching philosophy
- Evidence of curriculum development

Good teaching, defined as much more than classroom activities, may be documented in a variety of ways. The following list is illustrative rather than exhaustive.

- Peer reviews based on clarity of course goals, organization, use of technology and knowledge of field
- Documents attesting to improvement in teaching
- Documentation of honors and awards given for teaching
- Implementation of innovative teaching techniques
- Participation in educational activities of professional associations
- Attendance or leadership of meetings related to your professional expertise
- Lecturing or making presentations to student groups, colleagues, or the college community
- Letters of recommendation from other professional sources
- Participation in service learning activities

ii) Student Advising

Faculty must be committed to the academic well-being of students. Effective advising helps create an environment that fosters student learning and student retention. The formal and informal advising and mentoring of students is an indispensable component of the broader education at the College.

To demonstrate excellence in student advising, faculty must provide the following documents:

- Number of students advised
- Advisement logs or narratives

Faculty may include documents to demonstrate their efforts as pertaining to the following list, which is illustrative rather than exhaustive:

- Mentoring or tutoring students
- Assisting students in selection of courses and career options
- Implementing special review sessions for students
- Keeping an “open door” policy toward students
- Advising all majors of your department
- Advising evening students

iii) College, Public, and Community Service

Faculty service is essential to the College’s success in serving the institution and the community. It is the responsibility of individual faculty member to perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the College. Faculty members are expected to provide service to the College, its students, programs, and professional disciplines, as collegial and constructive members of the College and the broader community. Examples include service in faculty governance, union governance, college committees, professional organizations, and community non-profit agencies. The following lists are illustrative rather than exhaustive:

College Service

College service means committee work at the department and college level. Faculty must present letters from committee chairs verifying attendance and participation on committees.

- Participation in institutional governance including Faculty Senate, and institutional committees
- College service at the state or regional level
- Advising of student organizations
- Representation the college at public events
- Participation in student recruitment efforts

Community and Public Service

- Serving on boards or advisory councils at the local, state, national and international level
- Lecturing or presentations to local groups in the community
- Work done with community leaders to develop solutions to community problems
- Work done with the local community as a volunteer
- Participation in activities that increase the desire of non-college students to attend college
- Participating in student recruitment efforts

iv) Scholarship, Mastery of Discipline, Professional Development, and Research

Faculty with assignments in research will be evaluated by the standards appropriate to the field. All faculty should be positively engaged in their disciplines and should be recognized for their expertise. The following are examples of professional development and scholarship. The list is illustrative but not exhaustive.

- Presentations at conferences, professional agencies or institutions
- Edited books
- Peer-reviewed journal articles
- Reviewed articles or other publications
- Participation in symposiums
- Creative work presented
- Grants awarded
- Regional or national honors
- Professional consulting
- Research
- Publications
- Service as an officer of a state, regional or national association
- Service on editorial boards
- Service on a professional task force
- Participation in curriculum development in your discipline at the state or regional level
- Writing grant proposals
- Grant proposals reviewed
- Contributions to improve teaching technology
- Demonstrated growth in subject matter
- Demonstrable command of subject matter
- Effective teaching
- Contributions to curricular development
- Demonstrable quality improvement in teaching strategies incorporating new technologies (where applicable) and new approaches to learning

3. Career-Technical Education Division Criteria for Tenure and Promotion

For faculty members seeking promotion and tenure in these departments, credentials will be based on the department's criteria.

i) Teaching Effectiveness

The teaching of students is central to the mission of NNMC. Given the mission of the College, candidates must demonstrate excellence in teaching, including assessment of student learning. Good teaching, defined as more than classroom activities, may be documented in a variety of ways. The following list is illustrative rather than exhaustive:

- Recent course syllabi
- Student evaluation
- Documentation of Industry Certificate
- Peer reviews based on clarity of course goals, organization, use of technology and knowledge of field
- Reports of teaching observation by departmental colleagues
- Student learning outcomes and assessment
- Teaching philosophy and importance of teaching
- Curriculum development
- Demonstrated improvement in teaching
- Honors and awards for teaching
- Implementation of innovative teaching techniques
- Participation in educational activities of professional associations
- Attending or leading meetings related to professional expertise
- Lecturing or making presentations to student groups, colleagues, or the college community
- Letters of recommendation from colleagues
- Participation in service learning activities

ii) Student Advising

Faculty must also be committed to the academic well-being of students. Effective advising helps create an environment that fosters student learning and student retention. The formal and informal advising and mentoring of students is an indispensable component of the broader education at the College.

Faculty advising may take many forms, and the following list is illustrative rather than exhaustive:

- Mentoring students
- Assisting students in selection of courses and career options
- Offering special review sessions for students
- Keeping an “open door” policy towards students
- Advising all majors of your department
- Advising evening students

iii) College, Public and Community Service

Faculty service is essential to the College’s success in serving the institution and the community. It is the responsibility of individual faculty to perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the College. Faculty members are expected to provide service to the college, its students, programs, and professional disciplines as collegial and constructive members of the College and the broader community. The following examples are illustrative but not exhaustive.

- Committee work at the department and college level
- Participation in institutional governance including faculty association, institutional committees
- College service at the state or regional level
- Advisor to student organizations
- Representation of the college at public events
- Student recruitment

Community and Public Service

- Service on boards or advisory councils at the local, state and national level
- Lecturing or making presentations to local groups in the community
- Work done with community leaders to develop solutions to community problems
- Work done with the local community as a volunteer
- Involvement in activities that increase the desire of non-college students to attend college
- Student recruitment

iv) Mastery of Discipline, Professional Development and Creative Activity

All faculty should be positively engaged in their disciplines and should be recognized for their expertise. The following examples are illustrative, but not exhaustive.

- Presentations at conferences, professional agencies or institutions
- Participation in symposiums
- Creative work presentations, including juried shows
- Grants awarded
- Regional or national honors
- Professional consulting
- Publications
- Service as an officer of a state, regional or national association
- Service on professional task force
- Participation in curriculum development in discipline at the state or regional level
- Efforts to improve teaching technology
- Demonstrable command of subject matter
- Ongoing growth in subject matter
- Contributions to curricular development
- Demonstrable quality improvement in teaching strategies incorporating new technologies (where applicable) and new approaches to learning

4. Tenure and Promotion Council

a. Academic Division

During the fall of the academic year, a five member Tenure and Promotion Council will be elected from the Tenured Faculty of the Academic Division of the College. All tenured faculty are eligible to serve on the Council with no more than one representative from a department. The Council member will serve a three-year term. Faculty eligible for election are tenured faculty only, but both tenured and non-tenured faculty will be eligible to vote.

b. Career-Technical Education Division

During the fall of the academic year a five member Tenure and Promotion council will be elected from the Career-Technical Education Division of the College. All tenured faculty are eligible for the committee with no more than one representative from any program. The committee members will serve a three-year term. Faculty eligible for election are tenured faculty only, but both tenured and non-tenured faculty will be eligible to vote. In the event that there are not at least five tenured faculty in the Career-Technical Education Division, the Tenure and Promotion Council from the academic division of the college will include at least one member from the Career-Technical Educational Division, and that Council will evaluate both academic and career-technical faculty applying for tenure.

5. Timeline for Advancement to Tenure

- a. By the second week in September, the Tenure and Promotion Council will send letters to deans and chairpersons asking who is applying for tenure from their department during the current academic year.
- b. By the fourth week in September, the Tenure and Promotion Council will send letters and forms to faculty applying for tenure that detail the requirements.
- c. By the last week in October, applications for tenure are due to the Tenure and Promotions Council. Any faculty member requesting an extension of tenure timeline must submit a written request to the Dean, Provost, and chair of the Tenure and Promotion Council before the tenure binder's deadline.
- d. By the first week of the spring semester, the Council sends its recommendations to Dean and Provost.
- e. By the first week of the spring semester, the Council informs the faculty of their recommendation.

- f. By the first week of the spring semester, the Council informs in writing the faculty members who have not been recommended for tenure of the reasons for this decision.
- g. By the last week in February, the Provost in consultation with the Dean sends his recommendations to the President. The Provost will submit a report, informing in writing each candidate, the respective chair, dean, and/or supervisor, and the Tenure and Promotion Council whether or not a recommendation will be forwarded to the president. If the Provost does not forward the recommendation to the President, the Provost will include in his report a summary of the reasons.
- h. The President presents the recommendations to the Board of Regents in April. If the President's recommendation is contrary to the Provost's recommendation, the President will summarize the reasons for his or her decision in writing and forward this to the candidate, chair, dean and/or supervisor, provost, and Tenure and Promotion Council.
- i. Board of Regents makes its decision by April 30.

6. Actions of the Board of Regents

Tenure is awarded only by positive action of the Board of Regents upon recommendation of the President. Such action shall ~~shall~~ **must** be taken no later than the **seventh provisional** year, on or before April 30th. **Following the Board of Regent's action, the Provost provides official notification to the candidates and their supervisors, chair, dean, and to the chair of the Tenure and Promotion Council.**

7. Denial of Tenure

If tenure is not awarded, the faculty member will be offered a one-year provisional contract, during which time he/she may re-apply for tenure using the standard procedure and guidelines. If tenure is not granted after the second application, the faculty appointment will be terminated.

8. Appeals' Process for Denial of Tenure

- a. Denial by the Tenure and Promotions Council: A faculty member denied tenure by the Tenure and Promotions Council may appeal to the Senate Committee on Academic Freedom, Promotion and Tenure. The following steps shall be followed:
 - The applicant appeals to the Senate Committee on Academic Freedom, Promotion and Tenure by the second week in February.

- The Senate Committee on Academic Freedom, Promotion and Tenure reviews the application and makes their recommendation to the Provost.
 - If the Senate Committee on Academic Freedom, Promotion and Tenure recommends the applicant for tenure, the recommendation is sent to the Provost.
 - If the Senate Committee on Academic Freedom and Tenure does not recommend the faculty member for tenure, the applicant is informed in writing the reason(s) for the denial.
 - The applicant has one year to address the denial and reapply for tenure.
 - If tenure is denied again by the Tenure and Promotions Council and Senate Committee on Academic Freedom, Promotion and Tenure, **the faculty appointment will be terminated.**
- b. Denial by the President or Board of Regents following a positive recommendation by Tenure and Promotions Council

If in the course of tenure application, the Tenure and Promotions Council makes a positive recommendation to the Provost and the faculty member is denied tenure by the President or the Board of Regents, the applicant may grieve this decision.

9. Privileges of Tenured Faculty

- a. The appointment of a tenured faculty member shall run until the member's retirement or death, subject to the following limitations: Any dismissal or non-renewal of the contract of a tenured member of the **faculty shall follow the procedure outlined in the Faculty Collective Bargaining Agreement**
- b. If the program or department in which a tenured faculty member teaches is curtailed, he/she may be appointed to another full-time position for which he/she qualified, if such a position is vacant.
- c. Sabbatical leave may be granted to tenured faculty members after six years of full-time continuous employment at NNMC. The procedures are described in section III.B.11.
- d. Tenured faculty members appointed to administrative positions will retain tenure status as faculty. They may return to a faculty position for which they are qualified if such a position is vacant.

10. Post-tenure Annual Review

- a. **Purpose of Post-tenure Review**

The intent and purpose of post-tenure review is to promote continued professional development, to provide the necessary means for enhancing future achievement, and to recognize excellent performance among tenured faculty. A post-tenure review policy is required for the institution to comply with policy as set forth by New Mexico state statute. The post-tenure review at Northern New Mexico College is conducted every five years after tenure was awarded.

b. Terms

"NNMC" denotes Northern New Mexico College. The "College" or "Department" refers to the unit in which a review takes place, which may be either a department or program. "Supervisor" refers to the administrative head of the unit. The supervisor has the responsibility for conducting the Post Tenure Review. The "Dean" is the administrator responsible for the College in which the unit is housed. The Provost and Vice President for Academic Affairs is the "VPAA".

c. Policy

Post-tenure review is a cooperative effort in planning, goal setting, reporting, enhancing, and championing the role of faculty at the institution. It is undertaken with recognition and preservation of principles of academic freedom and to maintain stability within the Culture of the Academy. It is conducted at the department level for the purposes of 1) recognizing faculty performance; 2) enhancing each individual's future achievement; 3) communicating to the faculty member specific areas in need of improvement (if any) related to performance in scholarship, teaching, advising, and service as set forth by the approved NNMC Faculty Handbook.

d. Procedures:

i) Post-Tenure Review

Post-tenure review constitutes evaluation of the faculty member's fulfillment of goals and progress toward both short and long-range goals in teaching, advising, scholarly activity, and service. These shall be formally reviewed according to departmental standards and procedures, and, when necessary, modified during subsequent post-tenure reviews. In addition, the review should identify resources available for faculty to continue to fulfill departmental standards. The supervisor's report of the results of the post-tenure review shall be forwarded to the faculty member, the Dean, and the VPAA.

ii) Performance Ratings

At the conclusion of each post-tenure review, the supervisor shall assess the faculty member's performance using the college's faculty evaluation form with the following ratings:

- Outstanding
- Satisfactory
- Needs Improvement
- Unsatisfactory

Faculty undergoing post tenure review must be reviewed by tenured faculty.

- Outstanding and Satisfactory Ratings. Supervisors and Deans may determine appropriate means to recognize satisfactory, and to reward, excellent performances.

- Needs Improvement and Unsatisfactory Ratings in Any Area of the Faculty Evaluation. A Needs Improvement or Unsatisfactory rating at any point in post-tenure annual review shall be used by the supervisor to indicate a deficiency or deficiencies in the faculty member's performance. An unsatisfactory rating shall trigger remediation procedures. The supervisor shall report:

- a. The deficiency or deficiencies
- b. The necessary actions for the faculty member to undertake
- c. A list of available resources to assist in the remediation
- d. A reasonable timeframe for completing the actions

- Unsatisfactory Rating in the Area of Teaching. If a faculty member receives an unsatisfactory rating in the area of teaching, the following procedure will be followed according to Chapter 21, Article 1, Section 21-7.1-Post Tenure Review Process of the New Mexico Code E:

“In the event a faculty member receives an unfavorable evaluation in the area of the faculty member's teaching, the post-tenure review process shall include: A two-year probation and reevaluation period; and loss of tenure if, during the subsequent probation and reevaluation period, the faculty member fails to demonstrate improvement in the area of teaching.”

iii) Report

The supervisor shall forward the initial report indicating unsatisfactory performance to the faculty member, the Dean, and the VPAA. A subsequent report shall be sent to the same

parties at the end of the designated timeframe confirming whether or not the deficiency has been corrected.

iv) Responsibilities

Supervisors shall use all available departmental, school, and institutional resources to assist the tenured faculty member in remedying the deficiency or deficiencies. Supervisors should be flexible in assessing progress if the tenured faculty member demonstrates good faith efforts. The faculty member is responsible for remedying the deficiency or deficiencies. Failure to remediate may result in institutional action as detailed in the Faculty Collective Bargaining Agreement and the approved NNMC Faculty Handbook. This action may include loss of tenure, dismissal from the institution, or a mutually agreed upon reassignment to other duties.

v) Appeals

The tenured faculty member and the supervisor shall informally attempt to resolve any disagreements regarding the performance rating. If a mutual resolution is not reached with the supervisor, the faculty member may appeal, in writing, to the Tenure Committee of the Faculty Senate who, in concert with the evaluating supervisor, the Department Chair's, appropriate Dean, and Provost, make a determination.

~~The tenured faculty member and the supervisor shall informally attempt to resolve any disagreements regarding the performance rating. Upon failing to reach an agreement with the supervisor, the faculty member may appeal, in writing, to the Tenure Committee of the Faculty Senate who, in concert with the evaluating supervisor, the Department Chair's supervisor, appropriate Dean, and Provost, make a determination.~~

11. Criteria for Appointment to Emeritus Status

Proposals for emeritus designation must be initiated by a faculty member or other appropriate group, such as the Honors Committee of the Faculty Senate, and submitted for evaluation and recommendation by the Provost. If recommended by the Provost, the President shall review and forward the recommendation to the Board of Regents. The Board of Regents shall make the decision on the granting of emeritus status to the nominee. The decision of the Board of Regents shall be final and not subject to further review.

Nominees for Emeritus Faculty must meet the following criteria:

- Be eligible to retire under the NM Educational Retirement Act and have submitted an intent to retire to the ERB

- Be tenured at NNMC and have **five** consecutive years of full-time, tenured faculty service at NNMC prior to retirement
- Have shown excellence in teaching or administration
- Have contributed service to the college, the community, or the professional discipline

12. Criteria for Promotions in Faculty Rank within the Academic Division and Developmental Studies

a. Criteria for Promotion from Assistant Professor to Associate Professor

Faculty seeking promotion to the rank of Associate Professor shall hold an earned doctorate or other appropriate terminal degree granted by an accredited institution of higher learning. A master's level or bachelor's degree may be considered appropriate for some departments and will be determined by individual departments or colleges. The Tenure and Promotion Council will consider evidence of the following:

- Demonstrated effectiveness in teaching, **assessment**, advising, and other assigned duties
- Appropriate institutional, public, and professional service
- Positive engagement in individual discipline

b. Criteria for Promotion to Professor

Faculty seeking promotion to the rank of Professor shall hold an earned doctorate or other appropriate terminal degree, granted by an accredited institution of higher learning. A master's degree may be considered appropriate by some departments and will be determined by individual departments or colleges. The Tenure and Promotion Council will consider evidence of the following:

- Distinction in teaching, advising, or other assigned duties, as evidenced in continuing development and sustained effectiveness in these areas
- Exemplary institutional, public and/or professional service
- Distinction in individual discipline as evidenced in significant contributions to the field or profession

13. Criteria for Promotions in Faculty Rank within the Career-Technical, Education Division

a. Criteria for Promotion from Assistant Technical Professor to Associate Technical Professor

Faculty seeking promotion to Associate Technical Professor shall hold a bachelor's degree in their teaching discipline. An associate's degree may be considered appropriate for some departments and will be determined by individual departments or colleges. The Tenure and Promotion Council of the Career-Technical Education Division will consider evidence of the following:

- Demonstrated effectiveness in teaching, **assessment**, advising and other assigned duties
- Appropriate institutional, public and professional service
- Positive engagement in individual discipline

b. Criteria for Promotion from Associate Technical Professor to Technical Professor

Faculty seeking promotion to Technical Professor shall hold a master's degree in their teaching discipline. A bachelor's degree may be considered appropriate for some departments and will be determined by individual departments or colleges. The Tenure and Promotion Council of the Career-Technical Education Division will consider evidence of the following:

- Distinction in teaching, advising, or other assigned duties, as evidenced in continuing development and sustained effectiveness in these areas
- Exemplary institutional, public, and/or professional service
- Distinction in individual discipline as evident in significant contributions to the field or profession

14. Seniority

Seniority shall be defined as total length of continuous full-time employment with the College. Seniority credit shall commence with the instructor's most recent date of full-time employment. Time spent on paid leave shall be counted for seniority purposes. Time spent on unpaid leave shall not constitute a break in continuous service. In the event instructors have the same original date of hire, the date of the instructor's letter of appointment shall govern.

The College will maintain a seniority list of all instructors in the bargaining unit ranked in order of seniority and date of hire of each instructor within each contractual academic discipline. Upon request, the College will provide the Faculty Senate President with a copy of the instructor seniority list.

15. Privileges of Emeritus Faculty

The privileges and responsibilities of emeritus faculty are subject to the collective bargaining agreement and to any legal and/or New Mexico Higher Education Department and/or college restrictions. In addition, emeritus faculty receive:

- a. Assigned office space for research or scholarship, if available
- b. A listing with the faculty in the college catalogues, website, and other appropriate publications
- c. Attendance at campus events open to college employees
- d. Receipt of special campus publications, announcements, and event invitations as determined by the President
- e. Invitations to participate in public ceremonies, commencement, processions, and convocations
- f. Participation in appropriate campus seminars, colloquia, lectures, ad hoc committees, and other scholarly pursuits
- g. Use of college recreation/social facilities in accordance with college policy.
- h. Library and email privileges

II. F. Contracts for Permanent, Provisional, and Adjunct Faculty

The following section governs the re-employment, notification thereof, and contracting of faculty personnel:

1. Notices of Renewal/Non-Renewal - (Permanent & Provisional)

The Board of Regents shall consider reemployment of all permanent and provisional faculty on or before April 15, of each year. Written notice of Board action to renew or not renew shall be provided to the faculty member no later than May 15th of each year. Failure to provide notice within the specified time shall have the effect of re-employing the faculty member for the succeeding year.

2. Notice of Re-employment or Employment - (Adjunct faculty)