Annual & Milestone Reviews

November 5, 2021
Distinguish between:
- Policy
- Process
- Practice
- Expectations

What questions should you be asking?

What resources are available?

Note: "Research" is meant to broadly encompass scholarship, creative works, etc.
UNM Policy

College/School

Department

Division, Subfield, Group

The senior faculty member in the office next to you

Urban Legends

Urban Legends
Faculty Handbook Policy

- C190: Lecturer Annual and Promotion Reviews
- B4: Annual and Promotion Reviews for Tenure-Track/Tenured Faculty
- Provost’s Promotion & Tenure Guidelines

School/College Policy and Process –
- A&S P&T
- SOE P&T
- Some School/College Policies on the OAP site are out of date – get local information

- Dossiers are uploaded into RPT software; access is controlled
- Everything has an appeal path
- If there are problems: Academic Freedom & Tenure Committee or UA-UNM Grievance and Arbitration, Article 17
Track your activities

- Research, teaching, service
  - COVID-19 impacts
- Figure out simple way to list or document
  - Spreadsheet
  - Word doc
  - Specific folder for attachments, emails, teaching evaluations, etc
  - Back up to an external drive or the cloud or both
- Most important thing is that it be **simple** so you will do it
  - Can always organize by topic or importance later
HOW PROFESSORS SPEND THEIR TIME

How they actually spend their time:
- Teaching: 59%
- Research: 18%
- Service: 23%

Source: Higher Education Research Institute Survey (1999)

How departments expect them to spend their time:
- Teaching: 20%
- Research: 175%
- "Service": 20%

How Professors would like to spend their time:
- Don't tell me what to do
Annual Reviews

- Required by Faculty Handbook Policy (B 4.9.5 and 4.10)
- Calendar Year rather than Academic Year – due sometime in Spring
- Report your research, teaching, service progress and accomplishments plus goals (self-evaluation?). COVID-19 impacts can be included.
- Ask:
  - Does your department have a format or form for collecting annual review info?
  - What information is requested? When?
  - Does the School/College have a required cv format? A&S does!
  - How is the annual review information evaluated?
    - Committee and/or Department Chair
Annual Reviews

You should receive: a memo or letter for your annual review
Your Chair should discuss your progress and plans with you

- If there are factual errors, you should ask your Chair to correct them
- If you disagree with an annual review, you can attach a rebuttal
- Summaries of annual reviews are included in milestone review evaluations (by your department or program)
Workload Expectations

- Article 13 of the CBA with UA UNM requires all departments to develop (or codify) a workload policy with research, teaching, and service expectations by rank.
- New MOU requires implementation in Fall 2022.
- Implementation includes a meeting for each member of the department with the Chair/Director to discuss workload expectations.
  - This is an opportunity to discuss how many new course preps you will/should have.
- Likely to be combined with annual review meeting, but process in development.
- Everyone has questions!

- The development of the workload policy should increase department-wide transparency on teaching and service loads.
Milestone Evaluations

Timeline for Mid-Pro and P&T is in your letter of offer

- Assistant Professors who started before January 2021 receive an (optional) additional year
  - Opt-out policy
  - No decision required until May 15th of year scheduled to be reviewed in Fall (for P&T) or August 30th (mid-pro). The form is [here](#).
  - An FAQ doc is [here](#).

- Parental leave can change this
- Extraordinary circumstances can change it (B3.2.1)
- Evaluation process takes an academic year

Lecturer Promotion application not on a specific “clock”

- Credit for any prior teaching experience should be in letter of offer

ADVANCE workshop: Preparing Your Promotion and/or Tenure Dossier
Promotion and Tenure

- Provide a thorough and objective review of the substance and merits of each faculty member’s case individually.
- Independent review at multiple levels.
- Recommendations at each level reflect the professional judgment of those involved. Based on the total record, not just votes at previous level.
- Preparing tenure-track faculty:
  - We want you to be successful
  - Mentoring, resources, workshops
  - Mid-pro review
  - Reviews are based on research, teaching, and service accomplishments and not impacted by budget constraints
Lecturer Promotion Path (C190, Article 14)

Senior Lecturer

- Lecturers with at least five years of continuous service to the University at 0.5 FTE or greater who have demonstrated professional excellence and shown a conscientious interest in improving their professional skills.
- Represents a judgment on the part of the department, School or College, and University that the individual has made and will continue to make sound contributions in their professional areas
- Actual application process similar to mid-pro or P&T (no external reviews)

A&S Lecturer Review and Promotion
Mid-probationary review, retention, P-3, T-3, Code 3

- Occurs during 3rd year (talk to Chair during Spring of Year 2; ask questions)
  - Unless Letter of Offer has different timing
  - The opt-out tenure extension allows for this to occur as scheduled or be delayed 1 year
- Research, teaching, and service statements required
  - Teaching portfolio in A&S
- Peer evaluation of teaching and student evaluations required (Spring 2020, Fall 2020, and Spring 2021 student evaluations not included unless you choose to do so)
- No external reviews
- Follows same path as P&T (review by Dept, College/School, Provost)

You should receive a letter from the Dept Chair that serves as a roadmap to P&T

**Meet with department chair to discuss roadmap to P&T.**

ADVANCE workshop: Mid-Pro: Now What?
Promotion & Tenure

- Normally occurs during Year 6 (or whatever Letter of Offer says)
  - Opt-out Tenure Extension extends this by 1 year (as can parental leave or other circumstances)
  - Talk with Chair about department process the year before
  - Plan to work on documents over the summer or even earlier

- Research, Teaching, Service statements or portfolios

- Peer and student evaluations of teaching
  - Talk with your Department Chair about peer observations; don’t wait until the semester you are submitting a mid-pro or P&T dossier
  - Should have peer observations both before and after mid-pro review
  - Student evaluations of teaching required to be included (except for pandemic semesters)
  - Peer observations and student evaluations should contribute to evolution of your teaching and course content
Promotion & Tenure

- **External reviewers**
  - ½ from you, ½ from department (most from other R1 institutions)
    - Rationale for reviewer choices provided by Department Chair
  - May develop a different research statement (longer, more detailed, due before dossier)
  - 6 letters – template reminds reviewers of pandemic impact and explicitly says not to pay attention to time since degree or time in rank

- Develop a presence in your area of research and scholarship (this will help identify potential reviewers)
  - Attend conferences (virtually for now) and give presentations, participate in panels, etc
  - Ask constructive or interesting questions after other presentations or during panels and poster sessions
  - Be conscious about where you publish and present your work
  - Consider organizing a conference session or panel, running for an office, etc within your professional organization (pick one if you have several)
  - Be a conscientious and thoughtful reviewer of proposals and manuscripts
Preparing for P&T:

- Get School or College and Department documents on P&T
- Department cultures vary dramatically in terms of transparency, expression of expectations, and support provided
  - Ask questions now!
  - And then ask questions later
- You need help and resources from a lot of different people and offices
- No one mentor can do it all!
  - You can have as many informal mentors as you want – look outside the department and UNM
  - Ask us if you need help identifying mentors (ADVANCE, CTE, FRDO, AP Faculty...)
  - ADVANCE provides help with developing dossier statements
General timeline

- Department Review: Late summer-early Fall
- College/School Review: Mid-Fall-early Spring
- Dean recommendation & dossier: Provost’s Office: Mid-Spring
- Provost’s Advisory Committee recommendation to SVP: Mid to Late Spring
- SVP recommendation to Provost: Late Spring
- Provost decision: June 30
A partial list of resources

- **ADVANCE at UNM**: workshops, videos, confidential meetings, mentoring groups
- **Faculty Research Development Office**: individual support for all aspects of identifying and applying for external funding, workshops
- **WeR1 Faculty Success** initiatives (collaboration of OVPR, Academic Affairs and ADVANCE)
- **Center for Teaching Excellence**: confidential meetings, classroom feedback, workshops
- **Academic Affairs**: AP for Faculty (apfaculty@unm.edu), [Office for Academic Personnel](mailto:apfaculty@unm.edu)
Remember:
You belong at UNM!
This is a multi-year journey.
You have support.

Also, keep track of what you do!