

APPOINTMENT AND TENURE GUIDELINES
New Mexico Bureau of Geology and Mineral Resources
(NMBGMR)

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Main differences between academic and bureau policy are:

- Director of NMBGMR replaces Department chair and VP of AA
- Specific date deadlines removed, because NMBGMR does not operate on academic calendar
- Removed references to teaching, textbooks, professorship, and artistic creation
- Removed all sections pertaining to promotion – these will be dealt with in a separate document

POLICY FOR APPOINTMENT AND TENURE

New Mexico Bureau of Geology and Mineral Resources (NMBGMR)

New Mexico Institute of Mining and Technology

(Based on NMT Faculty Appointment, Promotion and Tenure document 3/2016,
further revised 11/2017)

I. Criteria for Appointment and Tenure

The candidate will be evaluated with respect to the proposed rank and duties, considering the record of the candidate's performance in the areas of (1) research and other creative work, (2) professional reputation, and (3) Institute and public service. In evaluating the candidate's qualifications within these areas, the review committee shall exercise reasonable flexibility, balancing, where the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. Considering both internal and external assessments of the candidate's ability and promise, the review committee must judge whether the candidate is engaging in a sound and productive research program. The research should be predominately in the field for which the candidate was hired, and research directions can be determined by discussion between the researcher, Director of the NMBGMR and the review committee. The review committee must take care to apply the criteria with sufficient accuracy but flexibility. Superior intellectual attainment, as evidenced both in research or other creative achievement, is an indispensable qualification for appointment or promotion to tenure positions. Insistence upon this standard is necessary for maintenance of the Institute's dedication to the discovery and transmission of knowledge.

The criteria set forth below are intended to serve as guides in evaluating the candidate, not to set boundaries to the kinds of performance that may be considered.

A. Research and Creative Work

Evidence of a productive and creative mind should be sought in the candidate's published work. Publications and other creative accomplishments should be evaluated, not merely enumerated. The evaluation of scholarly activities should be based on scholarly achievement, as evidenced by quality and quantity of papers presented at professional meetings and published in refereed journals and books, by the significance and editorial standards of the journals in which they appear. There should be evidence that the candidate is continuously engaged in creative activity of high quality and significance. Work in progress should be considered whenever

possible. When creative work is the result of joint effort and authorship, the quality and quantity of the candidate's contribution should be assessed. Account should be taken of the type and quality of creative activity normally expected in the candidate's field of scholarship or research. To ascertain those expectations, informed reviews by the candidate's peers should be considered important testimony. This should be represented implicitly by the candidate's peer-reviewed papers and proposals, and explicitly by solicited letters.

Papers and reports, circulars, patent activity, proposals for research, or professional service activities, and similar efforts to advance professional practice or professional education should be judged creative work, and considered as part of the candidate's research activity.

B. Professional Reputation and Activity

Participation in professional activities is an important aspect of a researcher's development. In evaluating the level of the candidate's professional participation and leadership, committees should consider the following: offices in professional organizations; service to a journal as a member of the editorial staff, regular contributor, or reviewer; organization of professional meetings and symposia; participation in meetings, symposia and short courses; involvement in educational or professional accreditation; widely recognized innovations, inventions, or designs; honors such as medals, prizes, and honorary appointments; or such other ways as the committee may perceive. Good professional standing is taken for granted, but indications of leadership are sought for achieving tenure.

C. Institute and Public Service.

Members of research subdivisions may prove themselves to be able administrators and may play an important role in the administration of the Institute and in the formulation of its policies. Recognition should, therefore, be given to researchers who participate effectively and imaginatively in institute government and the formulation of departmental, college, and Institute policies. Services by members of research institutions to the community, state, and nation, when the work done is at a sufficiently high level and of sufficiently high quality, should likewise be recognized as evidence for suitability for achieving tenure. Similarly, contributions to student welfare through service on student-faculty committees and as advisers to student organizations should be recognized as evidence.

PROCEDURES FOR APPOINTMENT AND TENURE

New Mexico Bureau of Geology and Mineral Resources (NMBGMR)
New Mexico Institute of Mining and Technology
(Based on the NMT Faculty Appointment, Promotion and Tenure document 3/2016,
updated 11/2017)

In order to ensure the highest professional standards, recommendations for tenure are made on the basis of a thorough and considered review, based upon the documented evidence, at each level, including the tenure review committee, Director of the NMBGMR, and University President. Final approval of all research appointments and tenure rests with the Board of Regents.

Appointment and tenure are granted only through the process described here and in the accompanying Appointment and Tenure Policy statement. That is, by a positive and systematic evaluation process culminating in an explicit decision by the Board of Regents.

I. Initial Appointment

The initial appointment of a tenure-track researcher will be made after a competitive search. The search committee will be appointed by the Director of the NMBGMR. The committee will consist of five to seven research staff or NMT faculty members. A majority of the committee should be members of the NMBGMR. The committee will recommend the candidate to the Director of the NMBGMR. The candidate recommended for appointment must have at least three outside letters of evaluation, and may present a seminar, open and advertised, to the entire NMIMT academic community. The recommended candidate must show promise of sustained distinction in the areas of research or creative activity, outreach, and service to the profession and the Institute. All appointments are subject to approval by the President and the Board of Regents.

In some cases, a researcher who was not initially hired into a tenure-track position at the NMBGMR may transition to tenure track, if exceptional research productivity and creativity has been demonstrated after some period of employment. At this point, a tenure committee will be formed, and the evaluation process will begin. Researchers at the NMBGMR who are hired using grant or contract funds, rather than state appropriation funds, may be considered for tenure, but post-tenure employment will remain contingent upon continuing grant or contract funding.

The initial appointment at all levels is normally considered probationary. Tenure cannot be granted at NMIMT at the time of an initial appointment except through special approval of the Board of Regents.

II. Tenure

Tenure and must be granted within seven years of service. The decision will not normally be made prior to the fifth year.

A. Tenure Committee Formation

- A tenure committee will be formed within three months of the candidate's initial appointment, or at a later date, in some cases (see above). The committee will consist of at least five tenured researchers or faculty, appointed by the Director of the NMBGMR. At least one of the committee members may come from outside the NMBGMR.
- It is desirable that, unless essential to an informal appraisal and recommendation of a given candidate, the Director of the NMBGMR not be a member of the tenure committee.
- Following formation of the tenure committee, the committee will meet with the candidate to describe expectations for the candidate regarding research and service.

B. Candidate's Review File

Each year the candidate will prepare and submit an annual review file, addressing the issues discussed in the NMBGMR's Appointment and Tenure Policy, and following the format specified by the tenure committee. Proper preparation and completeness of each candidate's review file is essential for the uninterrupted progress of a formal tenure review process. The candidate is expected to provide a current and complete curriculum vitae which is organized in a clear and coherent manner, with appropriate dates of various items and logical groupings or categories related to publishing, professional reputation and service. A letter summarizing the candidate's progress towards tenure during the past year may also be requested.

C. Annual Tenure Review

Each year, the tenure committee will review the candidate's review file and, if necessary, request additional information from the candidate. The committee will meet, evaluate the candidate's progress, and report its findings in writing. The committee report will be sent to the Director of the NMBGMR and to the

candidate. The tenure committee will meet with the candidate and discuss the individual's prospects for future and permanent appointment at the NMBGMR, and promote constructive activities which that individual should consider pursuing.

Although the final tenure evaluation will normally take place after five years, permission may be granted for an additional probationary year, provided the candidate is clearly making good progress toward tenure. The additional year should not be used to prolong probation for a candidate making insufficient progress.

D. Non-reappointment

Tenure committees may conclude the candidate is making insufficient progress during any probationary year. If the tenure committee finds that the candidate is making insufficient progress, it will send a recommendation of non-reappointment to the Director of the NMBGMR.

E. Final Tenure Review

The final tenure review will typically take place at the end of the 5th year of evaluation. The candidate will submit the final review file to the tenure committee chair. This file should include the candidate's assessment of how they have addressed the three evaluation categories outlined in the "Policy for Appointment and Tenure" document, these being: 1) Research and Creative Work; 2) Professional Reputation; and 3) Activity Institute and Public Service. The tenure committee will then synthesize and evaluate the formal internal and external assessments of the candidate's ability and promise, following the criteria given in the Policy for Appointment and Tenure.

The Policy provides specific guidance on the criteria, the types of evidence which should be considered, and the methods for evaluation of performance in research and creative work; professional competence and activity; and Institute and public service. Clearly all three areas are important, but excellence in research or creativity is essential for tenure. The Policy states that "superior intellectual attainment, as evidenced in research or other creative achievement is an indispensable qualification for appointment or promotion to tenure positions".

1. Research and Creative Work Evaluation

For research and creative work, the Policy states, "There should be evidence that the candidate is continuously engaged in creative activity

of high quality and significance." Although every candidate for tenure is different, there should be a basis of comparison within the Institute of previously tenured researchers. Opinions should be sought on the standards at comparable institutions. Tenure decisions should be made that will ensure that the Institute not only maintains but also increases its standards of excellence.

2. External Review

Letters from all tenured members of the NMBGMR will be invited.

Letters from other individual tenured faculty or research staff on campus can be solicited. The tenure committee will also obtain written letters from no less than three distinguished outside reviewers who work in the same field as the candidate. The candidate can be asked to suggest possible outside reviewers. In addition to the reviewers suggested by the candidate, the committee chair shall seek the names of other distinguished individuals who should be familiar with the candidate's work. In no case, will more than one of the three outside reviewers be a present or former close associate, supervisor, or mentor of the candidate.

The tenure committee chair is responsible for informing outside reviewers of the criteria and procedures for evaluating candidates for tenure and promotion at New Mexico Tech, including the expectations for research or creativity, and service. Tenure committee chairs should send the candidate's review file and a copy of the New Mexico Tech Policies and Procedures on tenure and promotion to outside reviewers of candidates for tenure.

3. Committee Recommendation

The committee will send its recommendation with supporting documentation, along with any minority opinions, to the Director of the NMBGMR. It is essential that the recommendation report of the tenure committee, for every review but especially in the decision year, make an informed and complete argument for the committee's recommendation. Evidence should be cited, including specifics from the letters of the outside reviewers, details about the candidate's research and publishing achievements, and discussion of the candidate's professional service. In the final analysis, the committee's report must provide convincing supporting evidence for their recommendation. The Director of the NMBGMR shall review the recommendation, and forward the package

with his/her own considered recommendation to the University President. The President does the same, forwarding his/her recommendation to the Board of Regents.

APPENDIX

New Mexico Bureau of Geology and Mineral Resources (NMBGMR)
New Mexico Institute of Mining and Technology
(Based on the NMT Faculty Appointment, Promotion and Tenure document 3/2016,
updated 11/2017)

Length of probationary period

- Initial appointment is normally considered probationary.
- Tenure must be granted within seven years of service, if candidate is to be continued. Normally the tenure decision will not be made prior to the fifth year.

Procedures for selection of tenure committee

- Formed within three months of initial appointment.
- Consists of a minimum of five persons. These may include up to five tenured NMBGMR researchers, but may also include one tenured researcher or faculty member from outside the NMBGMR.

Procedures for annual tenure review

- One year after the initial tenure meeting, the candidate's annual review file is submitted, following the format specified by the tenure committee.
- The tenure committee will review the candidate's review file, met, evaluate candidate's progress, and report its finding to the Director of the NMBGMR, and the candidate. The committee will provide guidance to the candidate, to be implemented over the next year.

Procedures for non-reappointment

- Any preliminary or final recommendation of non-reappointment must be sent to the Director of the NMBGMR.

Final tenure review

- In year 5 of the evaluation process, the candidate's final review file is submitted to the tenure committee.
- Final tenure review includes formal internal and external assessments of candidate's ability and promise.
- Letters from any tenured members of the NMBGMR will be considered.
- Letters from other individual tenured research staff or faculty on campus can be solicited.
- Committee must obtain written letters from no less than three distinguished

outside reviewers who work in the same field as the candidate.

- Candidate can suggest outside reviewers, but committee chair shall seek the names of other distinguished individuals who should be familiar with the candidate's work.
- No more than one of three outside reviewers can be a close associate, supervisor, or mentor of the candidate.

Final tenure recommendation

- The committee sends recommendation, along with any minority opinions, to the Director of the NMBGMR, who makes a recommendation to the University President, who then makes his or her recommendation to the Board of Regents.

Typical (5-year) Tenure Track at the New Mexico Bureau of Geology and Mineral Resources

Action	Year
Initial Appointment	x
Tenure committee recommended formed by Director of NMBGMR	x
1st Review	x+1
Candidate supplies Committee Chair with review package	
Committee reports to Director of NMBGMR	
Committee Chair advises candidate on committee review*	
2nd Review (same as above)	x+2
3rd Review (same as above)	x+3
4th Review (same as above)	x+4
5th and Final Review	
Tenure committee Chair initiates final review process	x+4
Candidate supplies Committee Chair with final review package, along with a list of suggested outside reviewers	x+4
Committee submits final report Director of NMBGMR	x+4
Director of NMBGMR submits recommendation to President	x+5
President submits recommendation to Board of Regents	x+5
Board of Regents final (approval) decision	x+5
New tenured appointment begins	x+5
* It is suggested that the entire tenure committee meet with the candidate in person	