

NMSU Department of Computer Science Department Functions and Criteria Promotion and Tenure Policy

Preamble

The department's mission is coincident with that of the University. Our responsibilities are in the categories of teaching and advising, scholarship and creative activities, extension, outreach, and professional service. The department is committed to providing the highest quality teaching, support world class research, and engage in professional activities serving the needs of the University, the community and the state of New Mexico.

The purpose of this document is to delineate the department functions and the criteria and evaluation procedures for promotion and tenure.

The department follows the principles and policy regarding promotion and tenure as stated in Section 5.90 of the Faculty Manual, and specifically the criteria for promotion and tenure as set forth in Section 5.90.4. In case of unforeseen conflicts, the university and college policies regarding promotion and tenure supersede departmental policies.

A. Promotion and Tenure Evaluation Policy

The relative importance of each of 5 areas (listed below) varies according to the cumulative effect of the candidate's annual allocation of efforts statements.

1. Teaching and Advising (Section 5.90.4.1)

Together with scholarship and creative activities, the department values teaching and advising as its most important responsibility.

(a) Evaluation of Teaching

Departmental Guidelines:

(1) Responsibilities:

To teach graduate and/or undergraduate classes as determined in consultation with the department head. The number of classes to be taught will be in accordance with

the agreed-upon annual allocation of effort. Technology-based course developments and offerings are particularly encouraged.

(2) Required evidence documenting teaching effectiveness

1. Evidence from instructor

Evidence should include, but is not limited to,

- a. course information that include class notes, assignments, tests, exams, projects and solutions.
- b. documentation of the instructor's command of subject matter, continuous growth, and development in the subject field.

2. Evidence from students

- a. student evaluation statistics

(obtained by following the departmental policy in administering student evaluations at the end of each semester; the instructor must not be present while the evaluation forms are written, and must not see or handle the forms until after grades are reported)

- should demonstrate instructor's ability to organize material and convey it effectively to students.

- b. written student comments (optional)

(obtained by following the departmental policy in administering student evaluations at the end of each semester; the instructor must not be present while the evaluation forms are written, and must not see or handle the forms until after grades are reported)

- c. mid-semester student evaluations (optional)

3. Evidence/Assessment of student learning

- a. samples of students exams, homework and projects.

4. Evidence from other professionals (optional)

- a. support letters from computer science professionals.
- b. reports from peer evaluations.

Per section 5.90.4.1.1 of the policy manual, "each form of evidence should carry a weight appropriate to its importance in evaluating teaching". Categories 1, 2 and 3 will be equally weighted. Category 4, if employed, could account for up to 10%.

(3) Documentation to be included in the evaluation packet

Documentation that summarizes all four categories of evidence demonstrating teaching effectiveness should be included.

(b) Evaluation of Advising

Departmental Guidelines:

(1) Responsibility

To perform advising duties as determined in consultation with the department head. The number of undergraduate and graduate students to be advised will be in accordance with the agreed-upon annual allocation of effort.

(2) Required evidence documenting advising activities:

Evidence may include, but is not limited to,

1. research productions from students advised which include: publications, conference participations, research presentations.
2. graduation rates of students advised; average time for students advised to graduate.
3. students' progress towards their degrees progress can be measured by
 - a. grades achieved in thesis/projects
 - b. the milestones achieved in a Ph.D. program such as passing the qualifying exam, comprehensive exam, thesis proposal and oral defense.
4. other evidence of impact on professional and academic development of graduate and undergraduate students (e.g., advise of undergraduate theses, success in securing fellowships and scholarships)

The evidence demonstrating advising is meant to document the effort of the faculty member and is not meant to measure the students' achievement.

2. Scholarship and Creative Activity (Section 5.90.4.2)

The department aims to produce internationally recognized research and creative activity of high intellectual merits and scholarship. The department recognizes that scholarship and creative activity can find many venues and values them all. The department values the scholarship of discovery together with the scholarship of teaching, scholarship of engagement and that of integration.

(a) Evaluation of the Scholarship of Discovery

Guidelines on the evaluation are listed below:

1. Activities Recognized

- a. theoretical results in a wide spectrum of areas of computer science and its related applications;
- b. design, development, verification, application of software and hardware systems.
- c. proposal writing for external research funding.

2. Types of publications or products recognized (in priority order)

- a. (inter)nationally recognized treatises or monographs on a topic in or closely related to computer science;
- b. (no priority order) invited or refereed papers or articles in journals or edited volumes of (inter)national repute, on topics in or closely related to computer science;
- c. invited or refereed talks at (inter)national conferences in or closely related to computer science, with associated papers published in officially recognized conferences; remark: a paper in a highly competitive conference can be counted as the equivalent of publishing a paper in a reputable journal;
- d. software releases (see Note below), contract reports, memoranda, or technical reports (departmental, within other NMSU units, or within other academic or research institutions);
- e. unrefereed papers and articles in such publications as the ACM SIG notices;
- f. technical reports, unpublished papers, and unfunded grant proposals distributed by departments and individuals.

Note: An accepted but not yet in print paper (that is, a paper with a formal notification of acceptance, and with no further revision required) is considered as equivalent to published paper in the evaluation towards promotion and tenure.

3. Recognition of achievement (weak priority order)

- a. honorary awards (e.g. Turing Award);
- b. external grant awards that are competitive and based on intellectual merits (e.g. NSF grants); (same priority as c)

- c. invitations to present papers at conferences of (inter)national repute in or closely related to computer science; (same priority as b)
- d. evidence of adoption of software tools (see Note 1 below) developed as a result of research, such as server download logs and distributions, electronic and hard copy letters of request or support for research software, usage of software in academic programs for research and/or teaching;
- e. external grant awards that are not competitive;
- f. internal grant awards (e.g. NMSU mini grants).

(b) Evaluation of the Scholarship of Teaching

Guidelines on the evaluation are listed below:

1. Types of activity that advance the scholarship of teaching (no priority order)
 - a. develop new and innovative curriculum/methodology; technology-based curriculum developments are particularly encouraged;
 - b. authoring of textbooks and monographs in topics related to the teaching of computer science.
2. Types of publications or products recognized (in priority order)
 - a. (inter)nationally recognized treatises or monographs on the teaching of computer science;
 - b. (no priority order) invited or refereed papers or articles in journals or edited volumes of (inter)national repute, on the teaching of computer science;
 - c. invited or refereed talks at (inter)national conferences on the teaching of computer science, with associated papers published in officially recognized conferences;
 - d. software releases (see Note 1 below) related to the teaching of computer science.
3. Recognition of scholarly activity
 - a. honorary awards;
 - b. external grant awards (e.g. NSF grants);
 - c. invitations to present papers at conferences of (inter)national repute on computer science education;
 - d. citations of papers in professional publications; (same priority as e)

e. evidence of adoption of teaching materials developed (that include, but not limited to, curriculum, textbook, software, and educational web site) by other computer science departments or institutes ;(same priority as d)

f. internal grant awards (e.g. NMSU mini grants).

(c) Evaluation of the Scholarship of Engagement

Guidelines on the evaluation are listed below:

1. Activities recognized

a. scholarly activities that offer and employ knowledge and skills in computer science to matters of consequence to the university and the community.

2. Recognition of activity

a. awards, support letters or other documentations received from the university or the community in recognition of the significance of the scholarly activities recognized;

b. software releases (see Note 1 below), contract reports, memoranda, or technical reports (departmental, within other NMSU units, or within other academic or research institutions) in relation to the scholarly activities recognized.

(d) Evaluation of the Scholarship of Integration

Guidelines on the evaluation are listed below:

1. Activities recognized

a. scholarly activities by which knowledge and skills in computer science are assessed, interpreted, and applied in new and creative ways, as often demonstrated in interdisciplinary research, to produce new, richer, and more comprehensive, insights, understanding, and outcomes.

2. Recognition of activity

a. awards, support letters or other documentations in recognition of the significance of the scholarly activities recognized;

b. software releases (see Note 1 below), contract reports, memoranda, or technical reports (departmental, within other NMSU units, or within other academic or research institutions) in relation to the scholarly activities recognized.

Note: Software releases may carry a significant weight in the evaluation for promotion and tenure. Its significance depends on the extent to which the software is received in the scientific community.

3. Extension and Outreach (Section 5.90.4.3)

The department is committed to extension and outreach activities that support the economic, social, educational and community development in New Mexico.

(a) Evaluation of Extension and Outreach

(1) Responsibility

Engage in extension and outreach work as determined in consultation with the department head. The time spent in these outreach efforts will be in accordance with the agreed upon annual allocation of effort.

(2) Recognized extension and outreach activities include:

1. developing programs based on locally identified needs, concerns, and/or issues;
2. funding of grants, and the writing of related proposals, on activities in extension and outreach.

(3) Required evidence documenting extension and outreach scholarship

Documentation should provide evidence that the work is

1. creative and intellectual;
2. validated by peers;
3. communicated to stakeholders;
4. have an impact on stakeholders and the region.

4. Service (Section 5.90.4.4)

The department strives to provide high quality service in professional activities, and in serving the needs of the community, University and the College.

(a) Evaluation of service

(1) Responsibility

The type and amount of service that a faculty member performs should be determined in consultation with the department head, following agreed-upon annual allocation of effort.

(2) Recognized service activities:

1. Professional service (weak priority order)

- a. serving on editorial boards of scholarly journals;
- b. serving as officials in a leadership role for professional and scientific societies or organizations;
- c. chairing of conferences and workshops;
- d. serving as program chair of conferences and workshops;
- e. serving as officials for professional and scientific societies or organizations;
- f. serving as program committee member of conferences and workshops;
- g. refereeing/reviewing activities for journals, conferences, and funding agencies;
- h. useful observations which can be published in widely distributed publications without necessarily being publishable in refereed journals;
- i. reviewing activities for textbooks;
- j. efforts to educate the public, educational institutions, various industries, and various levels of government as to the technological aspects and social implications of computing.

2. Service to the Community, University, College, and Department (no priority order)

- a. chairing of departmental committees (or significant service within), such as facilities, curriculum, tenure and promotion, graduate program, teaching evaluation, and the department head's advisory committee. Conducting such activities as Teaching Assistant assignment, graduate student application selection process, Outcomes Assessment Interviews;
- b. Other department related services (no priority order)
 1. mentoring of non-tenured tenure track faculty;
 2. recruiting faculty and students;
 3. performing services which advance the profession, and departmental teaching and research efforts;
 4. actively participating in non committee departmental policy making efforts, in faculty meetings and otherwise;
 5. actively participating in department committee work.
- c. University and College related services (in priority order)
 1. membership in College and University committees and Faculty Senate, particularly in leadership roles such as chairing such committees;
 2. initiating and developing, and acting as liaison for, service and general education courses;
 3. actively participating in University policy making efforts.

(3) Evaluation

All relevant activities in which a faculty member participates receive appropriate consideration for promotion and tenure decisions. Service contributions are evaluated based on how they are applied and how they draw upon the professional expertise of the faculty member.

5. Leadership

Leadership can be demonstrated in each of the faculty's activities in Teaching and Advising, Scholarship and Creative Activity, Extension and Outreach, and Service. Examples of leadership include, but by no means limited to, establishing a new nationally recognized or acclaimed teaching paradigm, starting nationally acclaimed educational training programs, developing a new area of research, serving in lead roles in national professional organization (ACM, CRA) etc. Senior faculty members are expected to demonstrate leadership. Leadership is a key element when a faculty member is considered for promotion to full professor.

B. Annual Performance Evaluation Procedures

1. Each faculty member will meet with the Department Head annually to determine the goals and objectives, and an agreed-upon annual allocation of effort on teaching, scholarship and creative activities, extension and outreach activities, and service activities. The allocation of effort will be used in the annual performance evaluation, and in the evaluation for promotion and tenure decision.
2. Each faculty member is evaluated by the Department Head annually. The evaluation is based on the annual performance report completed by the faculty according to the format provided the college. The faculty will receive annually a written appraisal of performance by the department head. In addition, the department head is required to certify in writing to Dean that a meeting with each faculty member has occurred.
3. Each non-tenured tenure track faculty member is required to provide materials annually to the department head and the promotion and tenure committee documenting the faculty member's accomplishments in teaching, scholarship and creative activities, extension and outreach activities, and service activities.

The promotion and tenure committee will meet annually to evaluate the performance of the non-tenured tenure track faculty's progress towards promotion and tenure, and make recommendation to the department head regarding renewal of temporary contract. A summary of recommendations of the promotion and tenure committee to the department head will be given to the concerned faculty member by the department head.

4. The faculty member may submit written statements in response to the department head's annual performance evaluations, and/or the departmental promotion and tenure committee's report, if the faculty disagrees with the assessment of the reports.

C. Promotion and Tenure Procedures

The department follows the University Policies for Promotion and Tenure as stated in Section 5.90 of the NMSU Policy Manual. Specifically the timeline for promotion and tenure is given in Subsection 5.90.5.9 of the Policy Manual.

In addition, the department has the following policies:

1. Credit for Prior Service (Section 5.90.3.6.1)

Prior probationary service at another institution may count towards the six-year probationary period at NMSU, but usually only up to a maximum of three years. Any work done at another institution during those credit years will be considered. Together with the service done at NMSU, the candidate faculty is expected to perform similarly (in terms of cumulative performance) to what a regular promotion-and-tenure-worthy faculty without service credit would have achieved during the probationary period. The details of such credit for prior service, the resulting length of the probationary period, the timing of any third-year review, and the period for the tenure application process, shall all be stated unambiguously in the appointment letter.

2. Extension of the Probationary Period (Section 5.90.3.6.2)

When requested in writing within one year of the qualifying event by the faculty member, leaves of absence can lead to postponement of the tenure decision date. The faculty members are referred to Section 5.90.3.6.2 for the specific regulations and details regarding the process for extending the probation period.

3. Mid-Probationary Review (Sections 5.90.3.7 and 5.90.5.4.6)

A non-tenure tenure track faculty may request a mid-probationary comprehensive performance review, which normally occurs at the end of the second year of service. The mid-probationary review is deemed unnecessary if a faculty receives two or more years of credit towards tenure. The review will provide feedback to the tenured faculty regarding the non-tenured member's strengths and weaknesses. The portfolio (which includes external review letters) must be submitted by mid January to the department head, and is reviewed by the department head, and the departmental and college promotion and tenure committees according to the departmental promotion and tenure policy. The college committee will provide to the department head and the candidate a written formative evaluation of progress.

4. External review letters

At least three external letters are required to be included in the portfolios for tenure and/or promotion. The department head, in consultation with the departmental promotion and tenure committee, will select the external reviewers. The external reviewers should be experts of international reputation in the scholarship activities that the candidate specializes in. Close collaborators of the candidate faculty member within the last two years will not be selected as external reviewers. Preference is given to experts who have not had close collaboration with the candidate. The department head, with the assistance of the chair of the departmental promotion and tenure committee, will be in charge of soliciting external letters. The review request should include a deadline for the review letter to be returned. If a review letter arrives after the deadline, it will not be accepted. Also not accepted are unsolicited letters. Otherwise, all solicited letters received by the deadline will be included in the portfolio. The reviewers will be provided with the candidate's curriculum vita, research statement, and evidence (to be selected by the candidate) of the scholarly work and creative activities performed. In addition, the reviewers will also be provided access to the department's promotion and tenure policy statement, college promotion and tenure policies, and university promotion and tenure policies. The reviewers, in the process of writing the reviews, may request additional information from the candidate through the department head. The request for additional information must be made in writing and transmitted to the candidate.

5. Annual allocation of efforts statements

In the consideration for promotion and tenure, the cumulative effect of the candidate's annual allocation of efforts statements is used in determining the relative importance of each of the categories of teaching and advising, scholarship and creative activity, extension and outreach, service, and leadership.

6. Preparing/Reviewing portfolios

Sample portfolios for promotion and/or tenure application will be made available for the candidate's reference upon request.

While a candidate cannot change or delete materials from the portfolio after the portfolio is submitted to the committee for review, the candidate may provide a supplement to the portfolio to the department head. The candidate will be given the opportunity to review all items included in the portfolio assembled prior to the formal review meeting of the departmental promotion and tenure committee for deliberations and voting.

The candidate's portfolio will be kept in the department office, and can be accessed for review by making a request to the departmental secretary.

The P&T committee, in the process of evaluating the candidate for promotion and/or tenure recommendation, may request additional information from the candidate through the department head. The request for additional information must be made in writing and transmitted to the candidate.

7. Discussion of procedure matters

The Dean and the department head may meet with the departmental promotion and tenure committee to discuss the procedure matters.

8. Committee composition for tenure recommendation

All tenured faculty of the computer science department, together with the external members (as appointed by the Dean) of the departmental Promotion and Tenure committee, are members of the departmental tenure committee. The committee must comprise of no fewer than three eligible members. If there is not enough number of eligible members, additional members will be appointed by the Dean.

9. Promotion to the rank of Associate Professor

Promotion to the rank of Associate Professor requires that the faculty has contributed high quality and significant scholarly creative activities, and demonstrated effectiveness in teaching and advising. The promotion also requires the faculty to provide satisfactory service in activities in the governance of the department and the university, and that are professionally-related. When extension and outreach activities are included in the annual allocation of efforts, it is required that the faculty has performed the activities satisfactorily.

All tenured full professors and tenured associate professors of the computer science department, together with the external members (as appointed by the Dean) of the departmental Promotion and Tenure committee, are members of the departmental tenure committee. The committee must comprise of no fewer than three eligible members.

10. Promotion to the rank of Professor

From Chapter 5 of the Faculty Policy Handbook, the qualities of a professor are described as follows:

"A professor through teaching, creative activity, and service should have demonstrated substantial command of the professor's whole field, sound scholarship, and a mature view of the professor's discipline. Promotion to professor should not be considered to be forthcoming merely because of years of service to the university.... a person being considered for a professorship is expected to have maintained all of the qualities and conditions required for tenure and the associate professor rank. In addition, a professor should exhibit stature in the professor's discipline, leadership and substantial strength in all areas - teaching, creative activity and professional service."

All tenured full professors of the computer science department, together with the external members (as appointed by the Dean) of the departmental Promotion and Tenure committee, are members of the departmental tenure committee. The committee must comprise of no fewer than three eligible members. A faculty member may submit a promotion application to professor in any given year.

11. Committee's promotion and/or tenure evaluation

The committee develops written evaluations of faculty candidate's portfolios. The evaluation should include the numeric vote count, reflect the majority view, and justify the recommendation according to the departmental and university policy. Dissenting and minority view should also be reflected either in the same written evaluation, or as a separate report.

12. Voting Process

The deliberations and voting of the committee meeting regarding promotion and/or tenure recommendations should be conducted in a closed session. Committee member's individual recommendation should be obtained via secret written ballot. Absentia and proxy ballots are not permitted. All vote counts must be recorded.

13. Feedback to candidate

The department head will provide the candidate a copy of the promotion and tenure committee's written evaluations (that include the numerical vote count) and a copy of the department head's letter.

The candidate may include a letter of rebuttal in the application portfolio, which will be passed to the dean and college promotion and tenure committee.

The candidate may withdraw from further consideration of promotion and/or tenure in accordance with Section 5.90.5.6.

14. Confidentiality

The promotion and tenure procedures and records are confidential.

15. Reviewing/Updating the policy

The departmental promotion and tenure policy is to be reviewed, and may be updated, at least once every three years. The revised policy needs to be approved by the Dean.

16. Applicable policy

If the departmental promotion and tenure policy changes during a faculty member's pre-tenure or pre-promotion period, the faculty may elect to be evaluated under the policy before or after the changes.

17. Appeals process

The candidate should refer to Sections 4.05.40 and 4.05.50 of the university Policy Manual for the appeals process.

18. Post-tenure review

The department will perform post-tenure review in accordance with the University Policy Manual Section 5.87. In addition, a tenured associate professor will be reviewed every five years by the departmental promotion and tenure committee as part of the mentoring process that provides guidance to the faculty towards promotion to a full professor.