

Retention, Promotion, and Tenure Review
Frequently Asked Questions
(rev. 10.2024)

Q: Am I required to assemble a **Teaching Portfolio** as part of my file?

A: Yes, if your appointment began in Fall 2012 or later. Download the A&S Teaching Portfolio Guidelines from the A&S [Retention, Promotion & Tenure](#) information page.

Faculty hired prior to 2012 may submit a Teaching Statement containing a detailed teaching philosophy, in addition to the other items required in the dossier.

Q: In the Teaching Portfolio guidelines, it says to "append at least three letters from faculty members who have observed your teaching." Aren't these **peer evaluations** of teaching also included in the dossier?

A: Yes. When submitting a Teaching Portfolio for Retention/Promotion/Tenure review, peer evaluations are to be included separately in that section of the dossier. No need to append to the Teaching Portfolio itself.

Q: For the **peer teaching evaluation** portion of the Teaching Record, it says we should include at least three peer evaluations from the past 3 years, but I have a gap between Spring 2020 and Fall 2021. Is it okay to include three reports, even though the third is from Fall 2019?

A: Yes. If the number of peer teaching evaluations provided is less than three, the Chair should provide an explanation in their recommendation to the College.

NOTE: It is possible to come to a milestone review without those 3 peer reviews due to the pandemic, various leaves, research fellowships, etc. If that is the case, the Unit Head should explain the circumstances in their recommendation letter. You may also seek and include teaching evaluations from the Center for Teaching and Learning (CTL).

Q: What is the suggested length for the **Research Statement**?

A: There is no minimum or maximum page requirement. The candidate should decide the length needed to adequately represent their research to the many and varied reviewers of their dossier. In the past, some have been very detailed; others have been more general and tailored to a wider audience. The goal of the Research Statement is to showcase the candidate's research, both past and anticipated, in a clear and concise manner, taking into consideration that College-level and Provost-level reviewers likely will be from other disciplines. Both Research and Teaching Statements should single spaced.

Q: How many **external review letters** does the University want to see for each tenure & promotion candidate?

A: The requirement is six, divided as equally as possible between those proposed by the candidate and those by the faculty. Anything less than six causes concern, and anything more than eight is excessive as it places an undue burden on the generosity of professional colleagues.

Q: As a faculty member hired as an associate professor in a tenured status, I only have three **annual reviews**. Should I supply annual reviews from my previous position, or just those from UNM?

A: The most important annual reviews to include (for professors up for Promotion to Full) are those received since the tenure decision was made. Annual reviews from a previous position are

neither required nor recommended.

Q: How do I include “**Unsolicited letters**” as PDFs in the supplementary materials?

A: Scan spontaneous thank-you cards and emails and convert to PDF, then combine into one single PDF. Upload to the Supplemental Materials section.

Q: Where would I include a letter of support/explanation that I solicit from a publisher?

A: Create a separate category under “letters” and title it appropriately. All solicited and unsolicited documents should be so identified.

Q: On the List of Supplemental Materials, do you want books and articles in a regular bibliographic format, or done like the College CV?

A: Either is acceptable. HOWEVER – *the file names of the PDF articles, etc., should be shortened significantly to include only the first few words of the title following the appropriate numbering convention.*

Q: How many years of **student course evaluation** data should we be using?

A1: For P&T review, use the last 6 semesters’ worth of Evaluation Kit (EvalKit) data. Note that 6 semesters could span more than 3 years if the candidate has taken leave.

A2: For Promotion review, include all EvalKit data from the period since last promotion. If it has been longer than five years since your last promotion, provide EvalKit data from the last five years of service only

Q: Where can I retrieve previous **EvalKit forms**?

A: EvalKit reports can be accessed by contacting the Course Feedback Support Team at help.unm.edu or (505) 277-5757. Provide your name, pertinent semesters, and courses taught.

Q: Can I use my Mid-Probationary **Supplemental Materials** for Promotion & Tenure?

A: Yes – please resubmit them.

Q: Should I **include all publications**, even those published before I started at UNM?

A: Yes. This is your time to shine!

Q: Where do I include **edited volumes**?

A: If you have edited a volume and want to include it in your supplemental materials uploads, you do not need to upload the entire thing as a PDF. The title page, table of contents and any portions that you wrote or co-wrote are sufficient. If you want the reviewers to know the scope of the work, you can include page/word length of the volume following the bibliographical reference in your CV. Regarding what category it falls under, if there is currently no category for edited volumes, we can try to see if we can get one added. If that’s not possible, I’d include it under books.

Q: Can I **change or add anything after the dossier** is submitted to the College Office?

A: Yes, you can add documents at any time until the final decision by the Provost has been made. However, the person to whom you submit the additions depends on where your file is in the

review process. If the file is still at the Department level, submit additional materials to the Department Administrator. If at the College level, submit there. If your file has already gone from the College to the Provost, the College RPT administrator will send the new materials to the appropriate personnel.

NOTE: If you are adding to your supplementary materials, you must also submit either a revised list of supplementary materials to match, or an addendum, signed by your Chair.

Q: I'm a bit unclear about the **supplemental materials** described as "Reviews of grant proposals or manuscripts." Does this refer to reviews I've conducted, or reviews others have conducted of my work?

A: Reviews of grant proposals or manuscripts refer to reviews that others have conducted of your work. If you have reviewed other proposals or manuscripts, list that under "Service".

Q: I've been the chair and/or the respondent on a number of conference panels. I'm not sure where on the vitae to include this sort of scholarly (or is it service?) work.

A: Participation on conference panels should be listed under "Professional Meetings", rather than "Service," especially since you've chaired some of these panels. Service would include committee work and outreach to the UNM or ABQ community.

Q: Looking over the **standard format CV** I can't find a heading that would be a good fit for research software I have produced. Also, I don't see a place to put patents.

A: Put both your research software and your patents under "Other Scholarly Works." Note that the new RPT application converts all supplemental materials to hyperlinks, so websites, video files and audio files can be easily viewed by your reviewers.

Q: How rigidly we must follow the **CV template**? Specifically, for the part on teaching, I am the chair of one dissertation committee and am on two others. However, the wording on the template asks for: Name of PhD recipient, Date degree was awarded, Title of dissertation. This wording doesn't seem to allow for the committees I'm currently on. Do I put them on anyway?

A: There is room for some minor modifications on the Standard CV format. Yes, you may list the committees you're currently serving on under the Doctoral Advisement heading.

Q: On the **Standard CV**, it indicates I should list my Classroom Teaching. Should this include only classes taught since I earned tenure, or should I list all the classes I've taught at UNM?

A: The College supports a complete list.

Q: Is the RPT **app secure** enough to host P&T files?

A: The Provost's Office supports the hosting of confidential files on this app because it can be accessed only via UNM NetID and password. In fact, reviewers' NetIDs will be entered into the app by the administrator, insuring only those who are eligible to view the files can log in. Administrators also control the recusals.

Q: When will I be notified of the **final decision**?

A: Per the Faculty Handbook, all notifications must be delivered by the Provost no later than June 30.