Retention, Promotion, and
Tenure Review
Frequently Asked Questions
(rev. 11.13.17)

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. Follow the A&S **Teaching Portfolio Guidelines**, which can be downloaded from the [Information for Faculty](#) tab on the Arts & Sciences website.

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.

(*NOTE: teaching portfolios are required for all teaching award nominations.)*

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. If you are submitting a Teaching Portfolio for Retention/Promotion/Tenure review, peer evaluations will be included separately in that section of the dossier. No need to append to the Teaching Portfolio itself. (Do that when submitting Teaching Portfolio for teaching awards.)

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 of the document 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 norm is about eight, divided as equally as possible between those proposed by the candidate and those by the faculty. Anything less than six causes great concern, and anything more than ten seems excessive as it represents a heavy burden on the generosity of professional colleagues. The College of A&S advises including eight letters: four from reviewers proposed by the candidate and four from reviewers proposed by faculty.

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. I have a gap between Fall 2011 and Spring 2013. Is it okay to include three reports, even though the third is from Fall 2010?

   A: You can only provide what you have, unless you have a [TARDIS](#).

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. If the candidate has any annual reviews from his/her previous position that were written after being awarded tenure, then do include those. No need for any other reviews prior to that.

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: Go ahead and copy/paste them from your CV in whatever manner they are listed there into the List of Supplemental Materials. 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: What are "student comments on ICES forms," exactly?

   A: Student comments on ICES forms are exactly that: the handwritten comments written by students after they've filled in all the Scantron bubbles. Please scan the back pages ONLY so the comments are original. Multiple pages can be scanned as one PDF.

Q: I teach a class with 400 students. Do you want *all* the student comments scanned and included?

   A: For large classes, scan all the student comments (comment side only). Then, have the person helping you with your file take a random sample of 10% of those scans to include in the dossier. So, for a class of 400 students, you'd have about 40 student comments. These can all be scanned as one PDF containing multiple pages.

Q: Regarding the ICES/IDEA form for Summary of Student Evaluations, how many years of course evaluation data should we be using?

A1: For Promotion with Tenure review, use 6 semesters' worth of data. Note that 6 semesters could span more than 3 years if the candidate has taken leave.

A2: For Promotion review, include all ICES/IDEA data from the period since last promotion. That should be about 6 years' worth.

Q: On the Summary of Student Evaluations spreadsheet, where do I find the figure for the column "Average, discipline"?

A: In the lower right corner of the front page. Example below:

Your Average Scores			Your Converted Average When Compared to All Classes in the IDEA Database										
	Your Average (5–point scale)		Comparison Category	A. Progress on Relevant Objectives		B. Excellent Teacher		C. Excellent Course		D. Average of B & C		Summary Evaluation (Average of A & D)	
	Raw	Adj.		Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.
A. Progress on Relevant Objectives [1] Five objectives were selected as relevant (Important or Essential –see page 2)	4.6	4.3	Much Higher Highest 10% (63 or higher)										
			Higher Next 20% (56–62)	62	58	61	57	61		61	56	62	57
Overall Ratings													
B. Excellent Teacher	4.9	4.7											
C. Excellent Course	4.6	4.2	Similar Middle 40% (45–55)						54				
D. Average of B & C	4.8	4.5	Lower Next 20% (38–44)										
Summary Evaluation (Average of A & D) [1]	4.7	4.4	Much Lower Lowest 10% (37 or lower)										

[1] If you are comparing Progress on Relevant Objectives from one instructor to another, use the converted average.

[2] The process for computing Progress on Relevant Objectives for the Discipline and Institution was modified on May 1, 2006. Do not compare these

Your Converted Average When Compared to Your: [2]

	Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.
Discipline (IDEA Data)	62	57	61	56	63	55	62	56	62	57
Institution	57	57	58	57	55	53	57	55	57	56

Q: Our candidate is being considered for Full Promotion. We will be including roughly 6 years of student evaluation scores in the "Summary of Student Evaluations of Teaching". With regard to Individual Student Comments from ICES forms, is he to include the student comments from the same 6 years of classes? Or can he include the comments from the past 3 or 4 years?

A: Student comments are part of supplemental materials, so you may include as many years as you think are acceptable. They do not have to match the 6 years' worth in the summary of student evaluations.

Q: Where can I retrieve previous IDEA forms?
A: Contact Marie Tenorio, tenorio@unm.edu, 277-2029, to request pdf copies of IDEA reports.

Q: Are "comparable courses" those taught at the same level?

A: Yes. For example, if you taught ENGL 358, you may use comparative data from all 300-level courses in the English department.

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

A: Yes – just 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: Can I change or add anything after the dossier is submitted to the College Office?

A: Yes, you can add or replace any 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 in the College Office, submit there; if your file has gone to the Provost's Office, you will be instructed to submit your materials there.
   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 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 now 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; however, the recently departed Senior Vice Provost thought only those things done since the last milestone review should be listed. Because there is no single rule for this, do whatever you think is more appropriate.

Q: In the Teaching Record part of the dossier, should I include only the summary teaching evaluation scores and course materials from courses taught since I earned tenure?

A: Yes – that would be the best plan.

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 no later than June 30. Typically, the Provost's letters for Promotion and/or Tenure are sent in May and Retention (Mid-Probationary) Review and Lecturer promotion letters are sent in June.