

# Tenure Application and Review Process



May 5, 2023

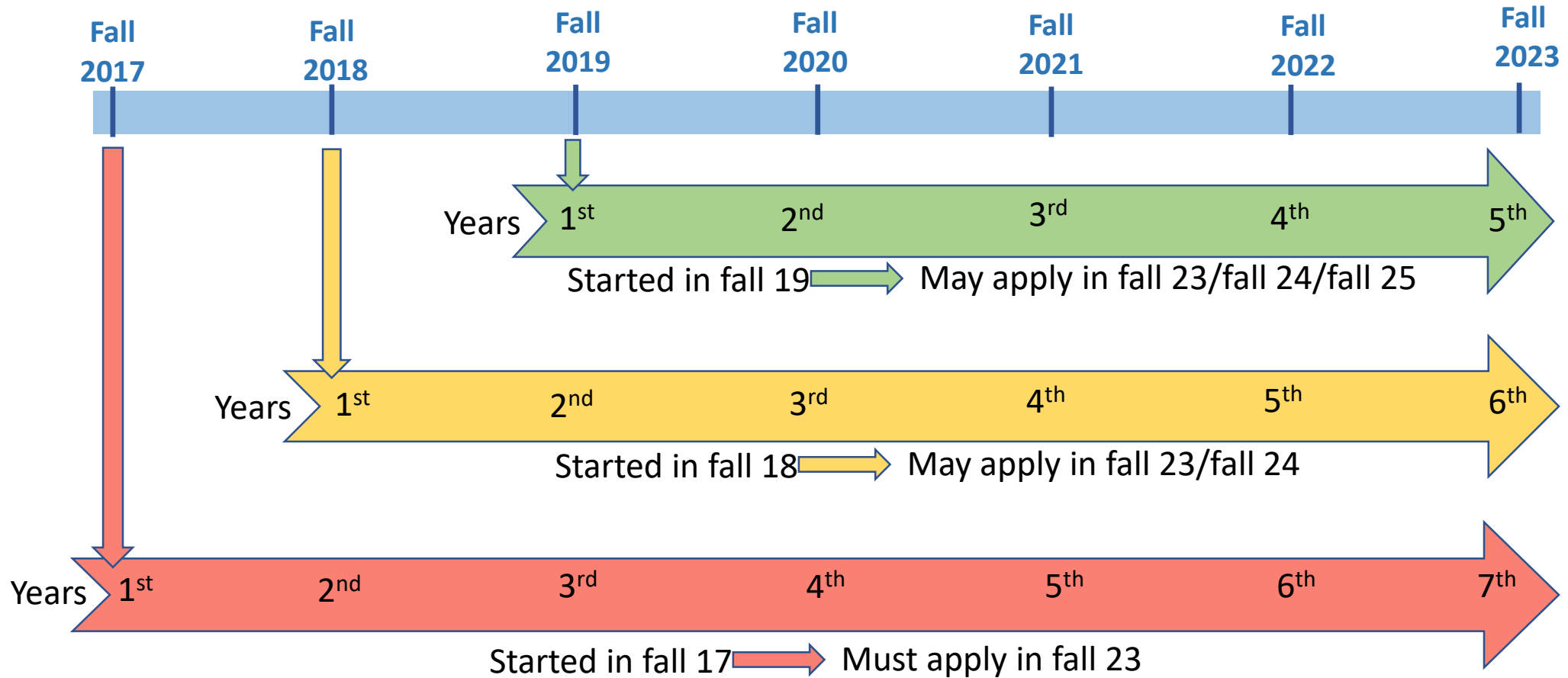
Tenure and Promotion Committee  
Northern New Mexico College

## Purpose of Tenure

Tenure ensures the academic freedom that is essential to an atmosphere of intellectual pursuit and the attainment of excellence in the college. In addition, tenure reflects and recognizes a faculty member's potential long-term value to the institution, as evidenced by professional performance. Tenure will be granted to faculty members whose character and achievements in serving the College's mission warrant the institution's reciprocal long-term commitment.

# Eligibility

Faculty members will be considered for tenure in their fifth year, but no later than their seventh year on tenure track.



# Required Dossier Components

- Candidate profile section  Not rated directly, but aids in evaluation

- Letter of application to Tenure and Promotion Council
- Summary of Tenure Packet
- All annual evaluations for the years in the tenure-track line
- Letter from Human Resources confirming eligibility
- Current Curriculum Vitae
- Letters of recommendation (Department Chairperson, Committee Chairs and Colleagues)

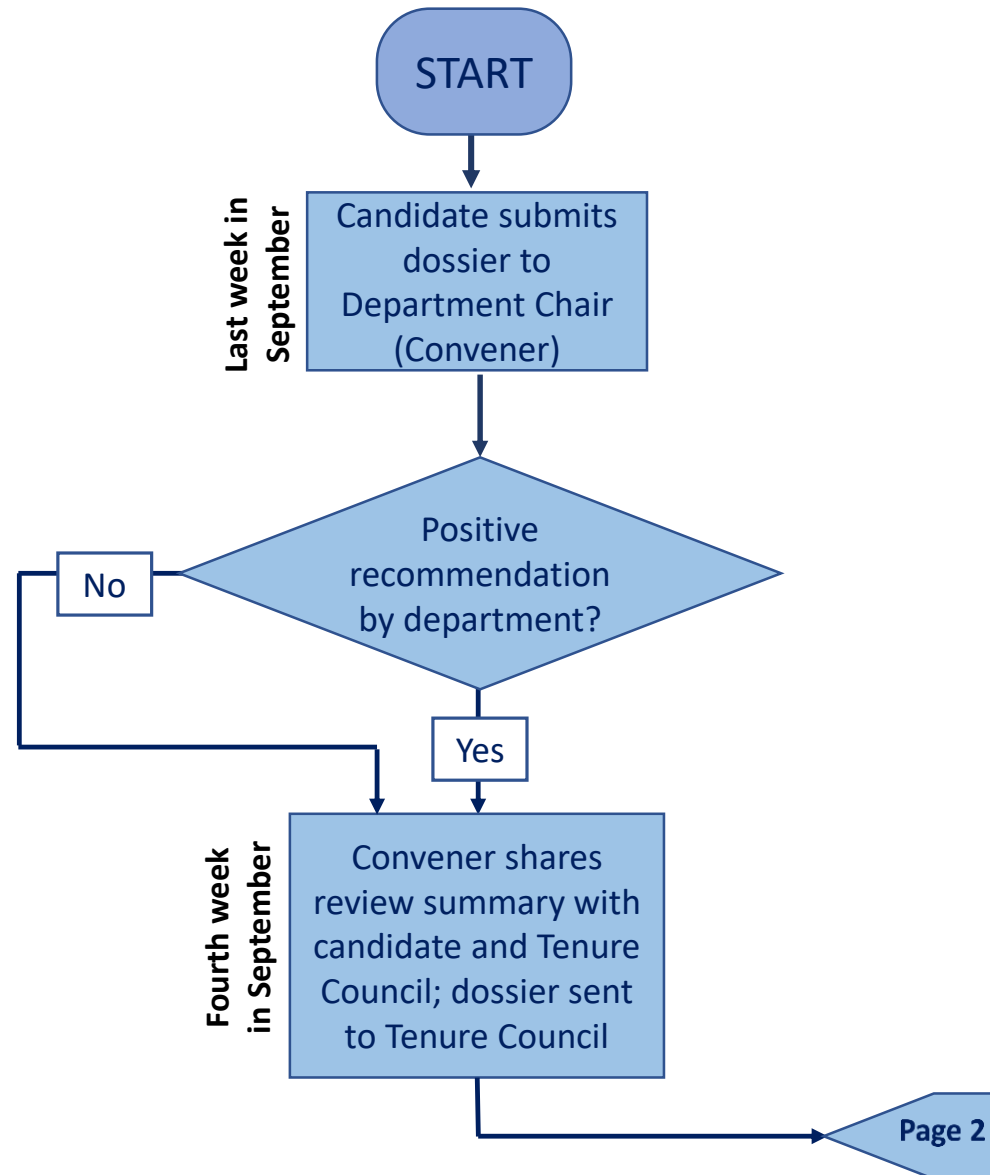
- Teaching Effectiveness
- Advising
- College, public and community service
- Scholarship, mastery of discipline, professional development, and research



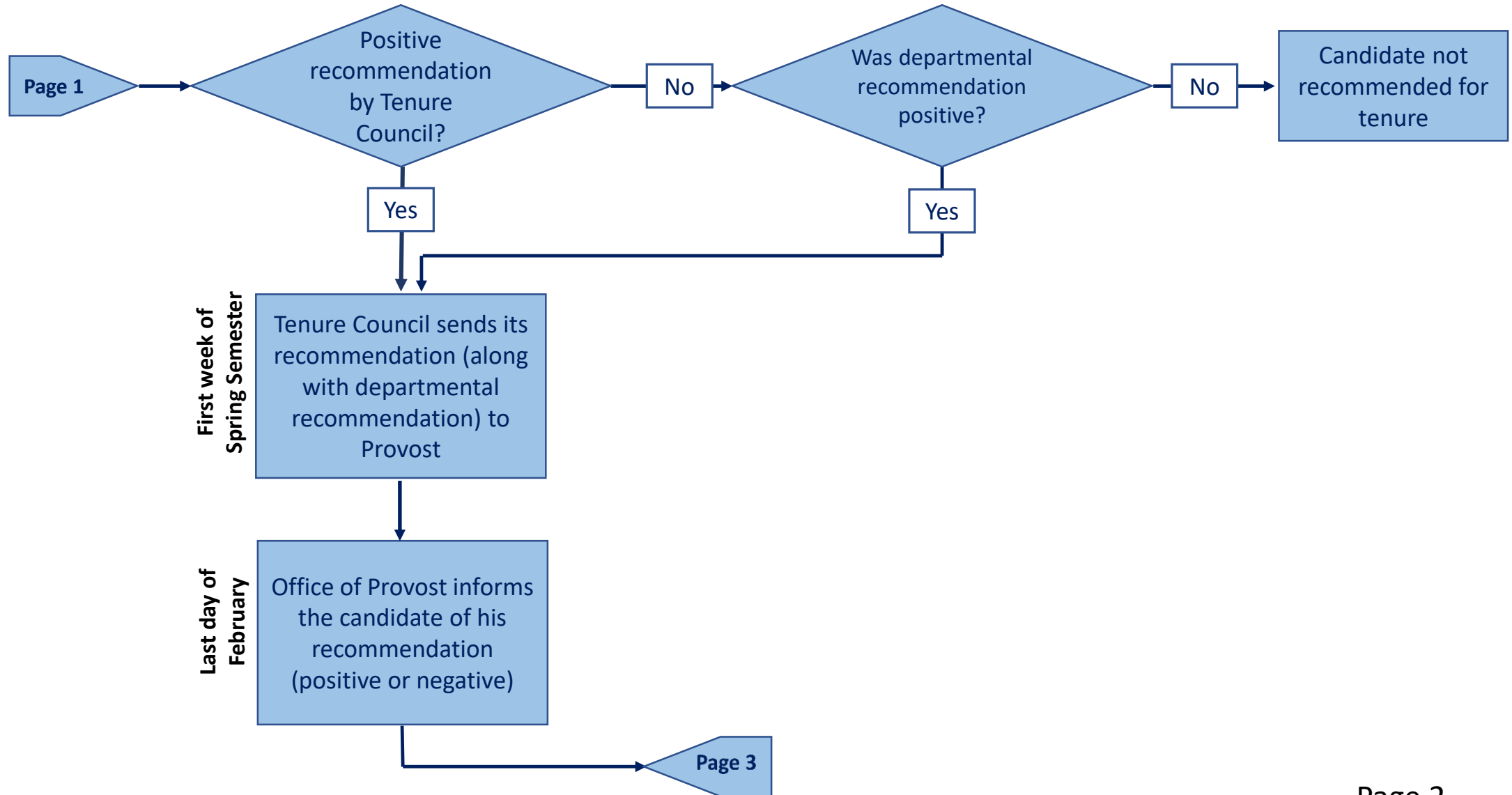
Areas of evaluation  
(evidence-based)

Tenure Committee encourages submission of electronic dossier in PDF format

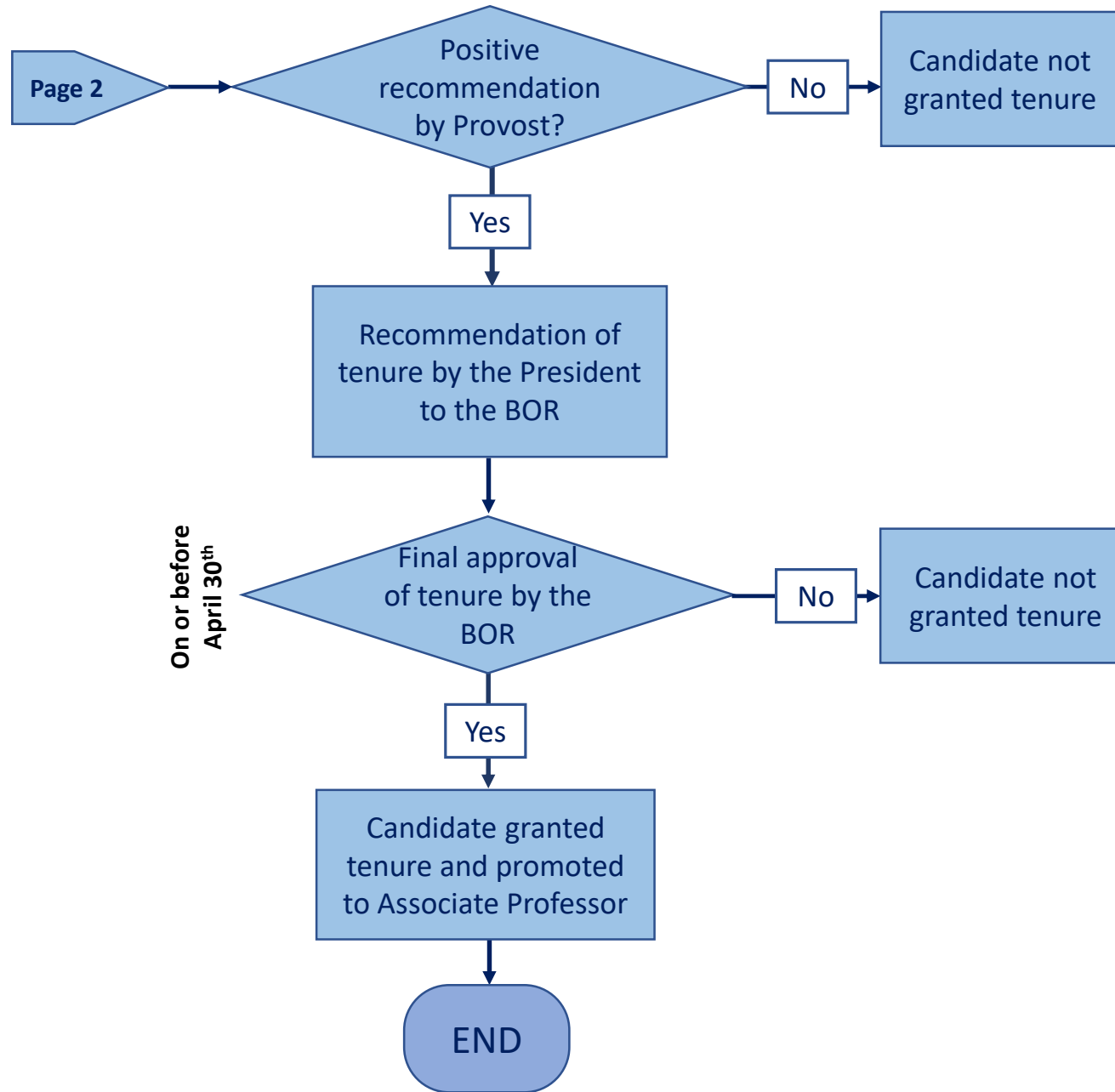
# Tenure Application: Review Process and Timeline



# Tenure Application: Review Process and Timeline, cont.



# Tenure Application: Review Process and Timeline, cont.



# Tenure transfer process and timeline

- Tenure-track faculty members previously tenured at other institution may apply for tenure **after a probationary period of at least one year.**
- Applications to be submitted to the Tenure Committee **by the second week in January** and must include the following documents
  - Letter of application
  - Official documentation confirming tenure status at previous institution
  - Summary of accomplishments at NNMC in four areas of evaluation (teaching, advising, service, and scholarship)
  - Current CV
  - Letter of recommendation from Chair
  - Letters of recommendation from two tenured NNMC faculty (within one's department, if possible)
  - Letters of recommendation from students, external references, faculty or staff (optional)
- Tenure Committee will forward its evaluation to the Provost **by the third week in February.**



## Denial of Tenure

If tenure is not awarded, the faculty member **may** be offered a one-year terminal contract.

## Important notes/resources:

For complete information refer to the Collective Bargaining Agreement (full-time faculty), article 20:

[https://nnmc.edu/wp-content/uploads/2022/02/CBA\\_Full\\_Time\\_Faculty\\_21\\_22.pdf](https://nnmc.edu/wp-content/uploads/2022/02/CBA_Full_Time_Faculty_21_22.pdf)

For department specific criteria for tenure and promotion, refer to:

<https://nnmc.edu/home/academics/office-of-the-provost/nnmc-tenure/>

For tenure dossier evaluation instrument (used by the Provost's office), refer to:

[https://nnmc.edu/wp-content/uploads/2022/04/Tenure\\_Promotion\\_Rubric\\_ProvostOffice\\_4\\_20\\_22.pdf](https://nnmc.edu/wp-content/uploads/2022/04/Tenure_Promotion_Rubric_ProvostOffice_4_20_22.pdf)

**Thank You!**