

Quick Guide to Annual Performance Evaluations

All documents are available at the NMSU-A website. Go to Faculty and Staff Resources and then to Promotion and Tenure.

The following documents are useful for Annual Performance Evaluations:

- Allocation of Effort Instructions
- Sample Allocation of Effort Form
- Appendix B-1: Annual Performance Evaluation Portfolio
 - General one-page overview of required elements.
- Appendix B-3: Annual Performance Evaluation Instrument
 - This is what the Promotion and Tenure Committee uses for evaluation of Annual Performance Reviews for tenure track faculty. It is helpful for faculty to use this as a checklist.
- Procedures Manual (NMSU-A)
 - This is a shorter version of the most important elements of the longer NMSU Community College Promotion and Tenure Policy Document.
 - See pages 1-4 for annual performance support.
- NMSU Community College Promotion and Tenure Policy
 - This is the official policy document for community colleges.
 - See pages 18-27 (section 5.90.4 and sub-categories) for description and evaluation criteria on each major section required for evaluation (teaching, scholarship, service, leadership).
 - See pages 27-28 (section 5.90.5.1.2) for annual performance evaluation elements.