

Appendix C-1: Promotion and/or Tenure Portfolio Preparation

9.35 [Effective AY 18/19] Faculty Promotion and Tenure Reviews: Procedural Guidelines and Timeline, Part 6: Portfolio Preparation by Candidate

In accordance with department and college guidelines, the candidate is responsible for submitting a promotion and tenure Portfolio. (See [ARP 9.30](#), Part 2, Definition R.) When appropriate and agreed to by the candidate and all reviewing committees and officials, the Portfolio maybe submitted as an electronic pdf formatted file(s), provided a method for secure transmission of confidential documentation has been established.

- A. **Core Document:** The college guidelines shall specify the inclusion of the following Core Document elements in this order. The combination of items 4-6 shall not exceed 50 pages:
 1. A routing form developed by the college with spaces for the required signatures.
 2. A cover sheet indicating the candidate's name, current rank, department and college.
 3. Any written documentation generated throughout the promotion and tenure process, including the numerical vote counts of the promotion and tenure committee(s).
 4. A table of contents.
 5. Candidate's executive summary.
 6. A curriculum vitae.
 7. Annual performance evaluations for the period under review, including the Allocation of Effort statements, the goals and objectives forms, written statements submitted by the faculty member as a part of the annual performance evaluations, the supervisor's written comments, and any response made by the candidate to the supervisor's written comments. Numerical rankings, ratings, or vote counts should be removed. (See Also [ARP 9.31 – \[Effective AY 18/19\] Annual Performance Evaluation – Regular Faculty](#))
 8. Principal Units' mission statements.
- B. **Documentation File:** Supplementary materials provided by the candidate related to the areas of faculty activity. This material is not routed beyond the College Promotion and Tenure Committee, but is available for review. If this is an application for tenure, the candidate is to include evidence of contributions since starting at NMSU, plus evidence from other institutions if credit for prior service is applicable. If this is an application for promotion, then the candidate is to include evidence of contributions since the last promotion or tenure review.

A sample Promotion and/or Tenure Portfolio will be available in each Division