

Appendix G-1: NMSU-A Allocation of Effort Common Expectations by Rank

Introduction

This document seeks to explain the common expectations for effort based on faculty rank. **The following descriptions are based on the NMSU ARP, 9.33, “The Professorial Ranks.”** The purpose of this document is to recommend to faculty a set of common expectations, as described in NMSU policy, on which they can base their allocation of effort which is negotiated with the **division head/supervisor for each academic year. The following is not a set of “requirements.”** This document outlines recommended expectations of each faculty rank in order to prepare faculty to make progress toward promotion and tenure. Fulfillment of the recommended expectations contained in this document does not guarantee promotion and or tenure.

Instructor

“An instructor’s job description primarily relates to teaching or its equivalent and usually does **not include scholarship and creative activity.”** (ARP, 9.33)

The Instructor is to focus all of their effort on teaching. The Instructor is expected to demonstrate expertise within their discipline through practical, applied, and/or related experience. (ARP, 9.33) Thus, the Instructor is *not* expected to allocate effort to service or to scholarship and creative activity. However, after the first year, it is recommended that Instructors begin to allocate some effort to scholarship/professional development, as well as service if they plan to apply for promotion to Assistant Professor. In all cases, however, the bulk of effort of an Instructor should be devoted to teaching.

Assistant Professor

“An assistant professor is expected to have a thorough command of the subject matter of some segment of the discipline, in addition to a comprehension of the whole.” (ARP, 9.33) The Assistant Professor, in addition to teaching, allocates effort to scholarship, in order to increase **their command of their subject matter. Attending conferences to increase knowledge in one’s** discipline and in teaching is recommended. At this rank, the Assistant Professor is not expected to present at conferences. During the time a faculty member holds the rank of Assistant Professor, if they plan to apply for promotion to Associate Professor, it is recommended that the faculty member allocate some effort to service, institutional and community, in order to establish a record of service.

Associate Professor

“An associate professor must demonstrate competence, continuous progress, and a command over a large part of the academic field.” (ARP, 9.33)

“It is expected that evidence showing high quality of teaching and advising, scholarship and creative activity and/or extension and outreach or service has been provided and is current.” (ARP, 9.33)

The Associate Professor demonstrates all of the expectations of the previous ranks. In addition, the Associate Professor has made contributions to the institution and the community through their service in both. During the time a faculty member holds the rank of Associate Professor, if they plan to apply for promotion to full professor, it is recommended that they allocate effort

to leadership in teaching, scholarship/creative activity, and service, in order to establish a record of leadership.

Professor

“A professor, sometimes referred to as a “full professor,” has established disciplinary, intellectual, and institutional leadership.” (ARP, 9.33)

“The professor demonstrates command of the disciplinary field as evidenced by teaching and advising, scholarship and creative activity, extension and outreach, and service.” (ARP, 9.33)

The Professor demonstrates all of the expectations of the previous ranks. In addition, the Professor has demonstrated leadership in each area of evaluation: teaching, scholarship/creative activity, and service (institutional and community). It is the demonstration of leadership that distinguishes the professor from the other ranks.