

**PROCEDURES AND CRITERIA FOR PROMOTION OR TENURE OF
ALL FACULTY**

**DEPARTMENT OF ENTOMOLOGY, PLANT PATHOLOGY AND
WEED SCIENCE
New Mexico State University**

Departmental Mission

The departmental mission is to provide academic instruction, research and service among the disciplines of entomology, plant pathology and weed science, the three primary disciplines that focus on pest management in our semi-arid ecosystem. The strength of the department is the interaction of these disciplines in understanding the biology of pest organisms, their inter-relationships and how pests impact agriculture and natural resources.

Departmental Goals and Objectives

Research Philosophy:

Our department research mission is solving problems to answer basic and applied questions to the benefit of our local, state, and regional clientele and the betterment of science. The department strives to meet the current and future challenges in our respective disciplines. Discipline-based research is important to the academic success of individual faculty members, to their meeting the goals of promotion and tenure, and to the goals of the department. However, more of the department's research effort is shifting towards interdisciplinary approaches to address pest problems.

Interdisciplinary research is designed with a single goal in mind, and studies are linked across areas of expertise to answer questions that involve multiple disciplines. Accomplishments and interpretation are dependent upon and formulated by the interdisciplinary group as a whole.

Each faculty member has discipline-related expertise that can be used to approach these interdisciplinary problems. Our major departmental efforts can be described by four general themes:

- **Biology:** The development of a basic understanding of life cycles/phenology, physiology, and taxonomy of important pests and beneficial organisms as the foundation for conducting interdisciplinary and discipline-related research.
- **Population dynamics/interactions:** The use of basic information on pest and beneficial organism biology to understand the factors that affect population changes on scales from molecular to landscape.

- **Ecosystems monitoring:** The development and application of technologies to monitor pest and beneficial organism populations and ecosystems.
- **Integrated management:** The design of effective systems management strategies founded on a thorough understanding of pest and beneficial organism biology and population dynamics.

Teaching Philosophy

The Department teaches integrated biology so students can understand and manage current and emerging issues in plant and animal health and protection, using tools from molecular to landscape scales.

The teaching emphasis in our department is on problem-solving and mirrors our research mission. Our research programs feed our teaching program. Within this context, our teaching program provides the discipline-related background and tools to enable students to approach and solve problems.

In the pursuit of our mission, we rely on specialists in other departments to teach basic mathematics, physics, chemistry, biology, etc. Our EPPWS courses provide upper division instruction which builds on this basic science background and incorporates environmental issues, monitoring, and management to teach our students to apply problem-solving skills to biological issues... "finishing out" their education.

Service and Outreach Philosophy

The service goal for EPPWS is to provide activities and services within the disciplines of entomology, plant pathology and weed science that create student opportunity and enhance agricultural production, environmental stewardship, natural resource management, and quality of life for New Mexicans. We support service to our disciplines, scientific societies, the broader scientific community, and the university, college and department. Service activities range from reviewing papers and proposals to committee service, leadership roles, and direct work with our public and private clientele.

We support outreach to educate K-12 groups and the community through formal and informal activities. Outreach includes promoting NMSU, the department, our disciplines, and recruiting activities.

Extension Philosophy

EPPWS works closely with the Cooperative Extension Service. Many EPPWS faculty have a split appointment with Extension reflecting the minority or majority of their efforts. NMSU P&T Policy combines outreach with extension (9.31 – Part 3, E), but ACES (ACES P&T Policy (6.4)) and EPPWS differentiate between outreach and extension.

Mentoring Policy

Senior faculty have a responsibility to mentor junior faculty in developing their academic careers. As stated elsewhere in this document, the EPPWS P&T Committee meets annually as a “committee-of-the-whole” comprised of all promoted and tenured departmental faculty to review junior faculty progress. This annual review provides mentoring feedback on the faculty member’s performance and is used to identify specific activities to enhance the candidate’s progress toward promotion and tenure via written comments that identify areas of strength, as well as suggestions as to any areas of weakness the faculty member may exhibit. Within their first year of employment, tenure-track and non-tenure-track faculty should partner with one or more senior faculty from whom they solicit individual guidance regarding questions relating to promotion and tenure. These senior faculty should be identified in the junior faculty member’s annual document submitted to the EPPWS P&T Committee.

General Statement

Promotion of and issuances of continuous contracts to faculty members are matters of utmost importance to the Department. There are many criteria by which individual faculty members are evaluated, as most faculty have research and teaching or extension responsibilities, as well as service obligations. Promotion and/or tenure evaluations must consider the individual’s performance in relation to agreed-upon annual allocation-of-effort statements.

The Department follows the criteria for promotion and tenure stated in Section 9.30 of the Administrative Rules and Procedures of NMSU (ARP) (visit <http://arp.nmsu.edu/> for a link to the most recent version) as well as the College of Agricultural, Consumer and Environmental Sciences Criteria for Promotion and Tenure (ACES CPT) (visit <http://aces.nmsu.edu/employee/pt/index.html> and click ‘P&T policy for ACES faculty’). The Department criteria supplement information provided in both of the above documents, and provide **additional** policies and procedural information that applies to faculty within EPPWS. The policies and procedures regarding promotion and tenure that are set forth in the NMSU ARP supersede College and Department policies. Each faculty member is responsible for following the policies and procedures in the University, College, and Department documents.

It is imperative that faculty have both the opportunity and the desire to grow and develop as professionals. Within the College of Agricultural, Consumer and Environmental Sciences, candidates for promotion and/or tenure are evaluated by the principal unit (department in the case of EPPWS) promotion and tenure committee, the department head, the ACES promotion and tenure committee, and the dean. At all levels of this evaluation process, judgments are made based on an individual’s responsibilities and performance. These judgments must recognize that each faculty member has a unique responsibility within the university. The candidate must be aware that advancement to the next academic rank requires excellence in their specific technical area, evidence of developing stature in the

university, state and nation and a professional maturity expected of those in particular professional ranks.

Non-tenure-track faculty (NTTF), research faculty and college-rank faculty, are synonymous terms for ACES faculty members who hold non-tenure-track positions in research, extension, teaching or other assignments, including administration (ACES CPT Appendix 1). In general, persons appointed to NTTF positions should have qualifications commensurate with the corresponding rank of tenure-track faculty (TTF) and as such there are no differences in the promotion process between NTTF and TTF (ARP 9.32 Part 9).

Candidates for promotion and/or tenure are responsible for providing the materials that allow the various evaluators to make a fair appraisal of the individual's performance, professional maturity and likelihood of continued contribution to the department, college and university. These materials are presented in a portfolio that adheres to the requirements described in ARP 9.35 Part 6 (Portfolio Preparation by Candidate) and ACES CPT Section 8. The curriculum vitae portion of the portfolio should adhere to the Curriculum Vitae Format described in ACES CPT Appendix 6. Candidates are strongly encouraged to review, as examples, portfolios of recently-promoted faculty within the department. If desired, the department head or chair of the EPPWS P&T committee will assist candidates in obtaining example portfolios.

The department head will meet annually with all faculty members regarding progress toward promotion and/or tenure, agreed upon goals and objectives, and annual performance evaluation. An annual allocation-of-effort statement (ACES CPT Appendix 2) will be prepared and mutually agreed upon by the department head and each faculty member at the spring performance review.

The Departmental Promotion or Tenure Committee

The Department of Entomology, Plant Pathology and Weed Science Promotion and Tenure (P&T) Committee will consist of all faculty members above the rank of Assistant Professor (TTF or NTTF) within the department. Consideration of candidates applying for promotion to Professor (TTF or NTTF) will be conducted only by EPPWS P&T Committee members who currently hold those ranks. At no time will a candidate be considered by fewer than three eligible committee members. If the number of EPPWS P&T Committee members is insufficient, additional fully-promoted members will be sought from departments with similar research/teaching structure within the College (e.g. Plant & Environmental Science; Fish, Wildlife & Conservation Ecology; Animal & Range Science). The committee chair must be fully-promoted and will be elected to a three year term by the members.

The dean, department head, or comparable administrators may meet with the committee to discuss procedural matters. The committee will oversee the election of one fully-promoted member to serve on the ACES Promotion and Tenure

Committee in accordance with the provisions of the ACES CPT Section 7.3. All faculty members, including Assistant Professors (TTF and NTTF), within the EPPWS Department are eligible to vote in this election.

The EPPWS P&T Committee meets each spring to review and provide feedback to candidates on their progress toward tenure and/or promotion. The committee meets again in the fall to consider completed portfolios of candidates applying for tenure and/or promotion. Typically, all EPPWS P&T Committee and Department Head actions pertaining to portfolios must be completed in time to submit one (1) hard copy and one (1) electronic copy of the portfolio to the Dean of ACES by 15 December. This date may be revised by the Dean of ACES if posted on the College website prior to the end of spring semester. In addition, a suggested approximate timeline is provided by the Provost each fall. Candidates applying for tenure or promotion in the fall should have the CV portion of their portfolio and their executive summary (ARP 9.35 Part 10 and ACES CPT Section 8 for further explanation) completed by August 1 to accompany requests for external letters of review. The entire portfolio, including external letters of review, must be completed by October 1.

The following is a general timeline and procedural information regarding application for promotion or tenure for candidates with a majority appointment in the department. For candidates with less than 51% appointment in EPPWS, the timeline set by the major department supersedes that set by EPPWS:

May 15:

- Candidates applying for tenure or promotion will provide a draft portfolio with the assistance of the department head, mentor, and EPPWS P&T committee.
- Assistant Professors (TTF and NTTF) submit to the chair of the EPPWS P&T Committee a Curriculum Vitae prepared in accordance with Section ARP 9.35 Part 10 and ACES CPT Appendix 6. As recommended by ACES, this annual review supersedes the need for mid-probationary review, although the mid-probationary review may still be requested by a faculty member (APR 9.35 Part 3). The annual review provides feedback on the faculty member's performance and is used to identify specific activities to enhance the candidate's progress toward promotion and/or tenure.
- Associate Professors (TTF and NTTF) are encouraged to submit to the chair of the EPPWS P&T Committee a similarly-prepared Curriculum Vitae (ARP 9.35 Part 10 and ACES CPT Appendix 6) at least every three years following promotion. The subset of the EPPWS P&T Committee consisting of all fully-promoted faculty will provide similar feedback to those in the Associate rank regarding performance and identify specific activities to enhance the candidate's progress toward full promotion. A draft packet **MUST** be submitted for spring review in the year a candidate applies for promotion to Professor.

- The chair of the EPPWS P&T Committee will circulate submitted documents to the appropriate committee members for evaluation.

Late May to early June:

- The EPPWS P&T Committee will meet and review CVs and prepare a written review of each candidate, which will be provided to the department head by June 15. The review will provide written comment on the progress of the faculty member, as well as suggestions on any areas of weakness the faculty member may exhibit.
- The documentation will be reviewed by the department head, who then provides the faculty member an independent, written annual evaluation of their progress towards tenure and/or promotion. The department head provides the candidate with written copies of the EPPWS P&T Committee recommendation and the department head's recommendation, in accordance with ARP 9.35 Part 5B.

June and July:

- Internal and external reviewers must be contacted by the department head in early August to request letters evaluating the candidate's application for tenure and/or promotion. The candidate should provide contact information for no less than 2 internal and 6 external (up to a total of 15) potential reviewers who are familiar with and qualified to evaluate the candidate's accomplishments in the various areas under consideration (teaching and advising; scholarship and creative activity; outreach; service) to the department head by August 1. The list should include peers or administrators from NMSU (avoid any conflicts of interest such as EPPWS faculty who are all considered members of the EPPWS P&T committee), and peers or administrators at other external institutions or agencies. **Peer reviewers must hold the rank sought by the candidate or higher.**
- The department head will select reviewers from the list provided by the candidate and will solicit 2 to 4 additional reviewers independently. The candidate will be provided with the names of potential additional reviewers, and afforded the opportunity to identify any potential conflicts of interest. Potential reviewers will be asked if they are willing to provide a letter and will be provided copies of the candidate's Curriculum Vitae from their portfolio, candidate executive summary, and the EPPWS evaluation criteria for promotion. Instructions to reviewers should include the following:
 - a. A request for a brief statement regarding the individual's qualifications for serving as a reviewer.
 - b. A request that the reviewer indicate the relationship between the candidate and the reviewer, including any potential conflicts of interest.

- c. Notification that in the event of an appeal, the candidate and third parties will have an opportunity to read a redacted version of the letter of assessment.
- d. Notification that third parties, in the event of an EEOC or other investigation into a tenure or promotion decision, may review letters.
- e. Letters of assessment will be addressed to the department head, who will insert all letters received in the appropriate section of the candidate's core document.

October 1:

- Candidates must submit the completed portfolio and an electronic copy of the core document to the department head who, following insertion of solicited review letters, will forward the portfolio to the chair of the EPPWS P&T Committee. The chair will circulate the core document to the committee for review. The documentation file (second physical binder or a PDF document associated with the applicant's portfolio) will remain in the department head's office, and should remain in the EPPWS office during all subsequent phases of the review.
- The documentation file contains supporting documentation such as copies of publications, student evaluations, letters of appreciation, unsolicited letters of support from students, faculty, or clientele, copies of news releases, trade journal articles or other non-peer-reviewed scholarly work, other documentation of teaching, outreach, service and any other scholarly activity deemed important.
- 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 ARP 9.35 Part 6B.
- Only members of the EPPWS P&T, other principal unit P&T (in the case of split appointments) or ACES Promotion and/or Tenure Committees or administrators charged with evaluating the candidate will be allowed to review any portion of the portfolio.

October 15 to November 15:

- The chair will schedule a meeting of the EPPWS P&T Committee to consider the applications for tenure or promotion within the department according to the following procedure:
 - Prior to discussion of the portfolio, each member of the EPPWS P&T Committee is responsible for reviewing the University Conflict of Interest Policy as stated in ARP 9.32 Part 5. A conflict of interest is defined as any case in which an objective outsider would reasonably suspect a conflict of interest that would result in an inability to be objective and fair in the assessment of a candidate's record. Prior to deliberations, the committee chair will

review with the committee the matter of conflict of interest. Any member of the committee who has a conflict of interest with respect to a candidate will request recusal for that particular candidate by submitting a written memo to the chair of the committee with a copy to the dean or department head, as appropriate. A two-thirds majority of committee members may vote to recuse a committee member who has an actual or apparent conflict of interest but does not request recusal. The chair of the committee will submit a memo indicating the recusal to the dean or department head, as appropriate.

- The Committee then discusses the portfolio submitted by the candidate. Any committee member who has questions or reservations concerning the fitness of the candidate for advancement must express those concerns and explicitly cite those reasons during the meeting.
- The EPPWS P&T Committee will reach one of two decisions:
 - Recommendation for tenure and/or promotion
 - Recommendation that tenure and/or promotion be denied.
- Deliberations and voting will be conducted in closed session with only those committee members present or participating through teleconference or videoconference permitted to vote. Voting will be conducted by secret ballot. Only tenured members are eligible to vote on tenure decisions. All votes must be recorded. A simple majority vote of the EPPWS P&T Committee shall determine the recommendation by the committee.
- The recommendation will be forwarded in writing to the candidate by the department head and shall include:
 - The number of abstentions and votes recommending for or against tenure or promotion
 - Commendations and concerns relative to evaluation criteria in teaching and advising, research, outreach, service, and leadership.
 - Dissenting opinions containing specific commendations, concerns, and recommendations addressing the criteria in each of the aforementioned areas required for promotion and tenure.
 - The recommendation letter shall be signed by all committee members present at the meeting.

Criteria for Evaluating Candidates for Promotion or Tenure

While it is difficult to list all the attributes that a candidate for promotion and tenure might use as evidence of their worthiness for advancement, it is expected that all faculty possess a high level of sustained scholarship, are effective at teaching, present a demonstrated willingness and ability to cooperate effectively with other departmental members, and possess a record of service. The Department recognizes that the proportion of effort devoted to discipline-based

research versus interdisciplinary research will vary among individuals depending on current knowledge within their discipline, clientele needs, interests of the faculty member, and stage of career development. It is expected that each candidate explain how they have chosen to develop their research and teaching programs, and how their program fits into the larger research and instructional goals of the Department. Faculty members will be evaluated proportionally to their unique allocation-of-effort contributed to the department. In all activities identified below (Teaching and Advising; Scholarship and Creative Activity; Outreach; Service, and Leadership), the department values cooperation and integrity through responsible and honest interactions of faculty with staff, students, colleagues, and constituents in an atmosphere of mutual respect.

1. Teaching (Instruction) and Advising

Effective teaching is difficult to measure precisely. Components of good teaching commonly include the teacher's knowledge of the field, skill in arousing interest, and ability to relate the field of knowledge to human problems. Also, skill is needed in awakening students to the realization of the social, political, economic and ethical implications of their study. Courses should be organized and up to date. Evidence for effectiveness of teaching at the undergraduate and graduate levels will be based on:

- student evaluations, and peer and/or the department head's evaluations
- letters from former students
- innovations employed such as new teaching techniques, new curricula, new courses developed, and contributions to more effective teaching
- teaching improvement activities

Undergraduate student mentoring and advising can be an important role for faculty. Evidence of successful mentoring and advising include:

- Providing academic support: such as helping students plan schedules and making sure that they complete graduation requirements.
- Providing research experience: such as supporting students that show an interest in doing independent research.
- Evidence of other forms of student mentoring and support

Evidence of graduate student mentoring and advising:

- All faculty are expected to help train graduate students. On-campus faculty are expected to serve as graduate committee chairs and committee members, while off-campus faculty may find it more difficult to chair committees.
- Encouragement and support of graduate student involvement in professional activities at the local, regional, and national levels.
- Academic support and mentoring to encourage students to complete degree requirements in a timely manner.

2. Scholarship and Creative Activity

Scholarship within the Department of Entomology, Plant Pathology and Weed Science is viewed as the sum of the candidate's scholarly research, teaching, and extension activities described below, plus scholarly activities that are part of the Outreach and Service designations presented later in this document. The faculty member's activities will be judged in relation to their division of effort as defined in their agreed-upon annual allocation-of-effort statement.

a. Research Scholarship

Candidates should present evidence of creative activities that demonstrate professional merit, interest, and peer recognition. Faculty members with research efforts in the department are expected to develop proposals to secure outside grant funding to support their research effort. The department endeavors to provide minimal funding to help keep a research program active on a continuing basis; however, no faculty member will realize their potential to the department, college or university unless outside funds are secured to support their area of activity. The degree of success in these efforts will be weighed against such factors as sources and availability of funds.

The evidence of successful research activity can take a variety of forms, the most obvious of which is publication in quality, refereed journals applicable to the particular discipline. In a Land Grant University like NMSU, publications in experiment station bulletins and research reports are also valued, as are invited contributions to published books, book chapters, and similar scholarly publications. Invited papers presented at professional meetings or other venues are evidence of external recognition of scholarly achievements, whereas contributed papers typically demonstrate initial presentation of new discoveries within the candidate's discipline. Awards for research accomplishments, invitations to serve on grant review panels or task forces, and work accomplished by graduate students are also indications of successful research activity. Faculty are expected to describe the importance of the various aspects of their research scholarship relative to the mission of the department. For example, a descriptive narrative for a research area should reflect how preliminary research led to subsequent grants or other funding sources, and that research results were presented to the appropriate audiences, and ultimately resulted in a publication. Faculty should explain their roles in each publication and the impact of the publication.

- b. Teaching Scholarship** – Successful development and testing of new teaching approaches and products are valued where such activities coincide with faculty interests. Peer acceptance of scholarly products must be properly documented, such as through publication of journal articles or invited papers presented at professional meetings.

- c. **Extension Scholarship** – Any extension efforts will be evaluated according to ACES guidelines for extension scholarship (ACES CPT Section 6.4.1).

3. Outreach

The cultivation of relationships with NMSU’s stakeholders resulting from the faculty member’s professional expertise and conveyed through presentations at grower meetings, at field days, to K through 12 audiences, and the like is valued by the department. Certain activities may overlap with those described in the **Service** heading below. Candidates have the flexibility to choose the section within their document where they believe particular activities fit best. However, each activity should only be described in one section. In addition, certain **Outreach** and **Service** activities may also represent **Scholarly Activities**. Candidates are encouraged to designate such activities separately within Sections 3. and 4., explain the scholarly nature of these activities, and how the activities relate to the mission of the department.

4. Service

Faculty are expected to provide evidence of their contributions to professional service, as stated in the University, College and Department guidelines for promotion or tenure. Faculty members may demonstrate service in numerous ways. The weight given to service activities during evaluation may vary considerably based on the candidate and the significance of the activity. The evaluation should focus on the importance of the activity relative to the professional expertise of the candidate, the quality of the activities, and the expectations placed on the candidate at the time of hiring and during subsequent annual reviews. Successful candidates for tenure will, at the minimum, have demonstrated service to the department and in one other area listed below. Successful candidates for promotion to professor will have continued to demonstrate service to the department as well as three of the five additional areas below.

- **Professional Organizations:** Active participation in professional societies is an essential part of scholarship and service. Membership in applicable professional societies and attendance at meetings is expected. Activities such as serving as a reviewer, editor or officer in professional organizations are evidence that a faculty member is recognized and respected by peers.
- **Non-paid consulting:** Non-paid consulting with producers, various state agencies, and other departments within the College or University are examples of professional service. Depending on a faculty member’s professional expertise, such service needs may be greater if no counterpart exists in the Cooperative Extension Service or elsewhere on campus. Where practical, research and teaching faculty are encouraged to contribute their service when such needs exist.

- Department: Each faculty member is expected to participate in departmental committees, faculty meetings, departmental planning, and other activities as needed. Collegial participation is essential to better achieve the common goals of the department.
- College and University: Faculty participation in college and university affairs is desirable and reflects favorably on the individual and the Department. It is important, however, that faculty members and administrators ensure that participation in College and University activities does not reach a level that adversely affects an individual's research and teaching activities – particularly in the case of untenured, tenure-track faculty.
- Community: Faculty member service to the community should be related to that person's professional knowledge and skills at NMSU, and should contribute to the stature of the Department and the University.

5. Leadership

Demonstrated leadership is essential for promotion to the rank of professor. The expectations of leadership are provided in ARP 9.31 Part 3B and ACES CPT Section 6.1. Evidence includes documentation of leadership activities by the candidate plus outside recognition of these contributions. Leadership is characterized by: 1) contribution of the mission of ACES, NMSU, and to the faculty member's profession; 2) participation in the distribution of responsibility among the members of a group; 3) empowering and mentoring group members; and 4) aiding the group's decision-making process.

Miscellaneous Procedures Pertaining to Promotion or Tenure.

- **Determination of candidate's Pre-Tenure Period (or sometimes called probationary period):** The tenure clock for all TTF in ACES starts on 1 July of the calendar year in which the faculty member was hired, UNLESS the first day of employment occurs on or after the first Monday in September of that year. The tenure clock for faculty hired between September and the end of the calendar year begins 1 July of the following calendar year.
- A TTF candidate may extend the pre-tenure period in accordance with the provisions in ARP 9.35 Part 2B.
- A TTF candidate may request early tenure review in accordance with provisions in ARP 9.35 Part 2C. If an early tenure review is not successful, the candidate's contract will not be renewed consistent with the provisions of ARP 9.40.
- A candidate may review all items included in the portfolio prior to its review by the EPPWS P&T Committee except for solicited review letters.
- A candidate for promotion or tenure may change, add, or delete materials they prepared from their portfolio at any time after its submission to the EPPWS P&T Committee but prior to transmittal of the core document from the Department to the College. Any changes must be accompanied by a letter of transmittal to the department head and chair of the EPPWS P&T Committee. Once the core

- document has been submitted to the College, any requested change, addition or deletion must be submitted to the department head along with a letter of transmittal. The department head will present this information to the ACES P&T Committee as allowed by ACES policies and procedures.
- After each step in the evaluation process, and prior to the next evaluation, the candidate will receive written notification of the recommendation rendered. Notifications from the EPPWS P&T Committee and the ACES Promotion and/or Tenure Committee will consist of copies of each committee's letter to the department head or dean, including the numerical vote count. Notifications of recommendations by the department head or dean will consist of a copy of the letter prepared by that administrator for inclusion in the core document.
 - During the review process, prior to the final signature of the executive VP and Provost a candidate may withdraw from further consideration for promotion or tenure in accordance with provisions in ARP 9.35 Part 7.
 - Any unsolicited letters received that pertain to a candidate's application for promotion or tenure will be marked as such and included in the secondary documentation file (found in the DH's office).
 - Evaluators may request additional information at any time prior to issuance of their recommendation by submitting a written request to the department head and the chair of the EPPWS P&T Committee, who will transmit the request to the candidate.
 - The Department adheres to the policy regarding post-tenure review set forth in ARP 9.36, by providing a written annual review of the performance of each tenure-track faculty member.
 - Candidates for promotion or tenure are encouraged to familiarize themselves with the university procedures for appeals, specific details of which can be found in ARP 9.35 Part 9 and ACES CPT Section 8.
 - The EPPWS *Procedures and Criteria for Promotion or Tenure of All Faculty* will be reviewed and updated at least every three years. The next review will be completed no later than **15 October 2021**. The review will be initiated by the chair of the EPPWS P&T Committee and conducted by the departmental faculty as a whole. If any policy changes regarding promotion or tenure should occur at the Department, College, or University level during a faculty member's pre-tenure or pre-promotion period, that faculty member may choose the policy under which they wish to be evaluated, unless otherwise mandated. The department head will notify all faculty of any changes to the Department, College or University promotion or tenure policies. Subject to University and College policies, within three months of notification or in adherence to the timeline established by the policy change, each faculty member who is not yet fully promoted will inform the department head and the chair of the EPPWS P&T Committee in writing of their choice of policies to be used for future evaluation for promotion or tenure, if such a choice is required.