

Office of the Provost

Northern New Mexico College



Tenure Dossier Evaluation Instrument (Used by the Provost Office)

Faculty Name: _____

Dossier Review: Tenure Review

Semester / Year: _____

Date of Review: _____

Reviewer name: _____

College/Department: _____

Criteria	
Observation	
Do the Academic Department & Tenure Council and Promotion Council agree with their recommendation? If not, explain the main differences.	
Section 1 – Candidate Letter, Professional Curriculum Vita and Reviews	Comments
Is there a candidate letter requesting tenure and providing samples of the accomplishments in the order of teaching, scholarship, and service?	
Is the Vita current and complete?	
Does the educational background support the teaching assignment?	
Are there annual review documents, including the supervisor's comments for each year of employment at NNMC?	
As indicated by the faculty member's annual evaluations, is there evidence of competency?	
Are there copies of the recommendation from the academic	

department?	
Is there a candidate narrative detailing steps taken to address recommendations for improvement cited in annual evaluations reviews?	

Section 2– Teaching	Comments
Is there a philosophy of teaching and learning that clarifies attitudes and beliefs?	
Is there a coherent and detailed reflection on issues related to good teaching and ethical and professional leadership in the philosophy of teaching and learning?	
Is there a summary and analysis of teaching evaluations for teaching improvement purposes?	
Is there evidence of competency as indicated by the faculty member’s yearly course evaluations?	
Is there a course syllabi sample?	
Are there awards, citations, and special recognitions in teaching?	
Are there other teaching and learning outcome measures, such as student learning outcome data and analysis?	
Is there evidence of effective teaching demonstrated in syllabi responsiveness (i.e., development and revision)?	
Is there evidence of using creative teaching methods?	
Is there evidence of using technology to enhance learning?	
Is there evidence of effective test construction and feedback?	
Is there documentation of continued growth as a teacher?	
Is there evidence of instructional support for students outside of class?	
Other accomplishments related to teaching not included above	
Section 3– Advisement	Comments
Number of students advised	
Is there evidence of student advisement, such as narrative logs, emails, or other documentation methods?	
Is there evidence of a positive, open-door, and willing attitude towards advisement?	
Is there evidence that the faculty member is available to students for advisement and other areas related to classroom	

performance?	
Is there evidence of a dedication to the involvement in an environment dedicated to the whole student?	
Is there evidence that the faculty member has served as advisors for student organizations on campus?	
Other accomplishments related to advisement not included above	
Section 3 - Scholarship	Comments
Is there documentation of presentations or trainings for professional organizations?	
Is there evidence of grants or contracts that support scholarly activity?	
Is there evidence of honors and awards for significant scholarly activity?	
Is there evidence of participation as an editor and/or referee in support of scholarly publications and/or grant panels?	
Is there evidence of faculty engaging in professional development activities?	
Is there evidence of ongoing research?	
Is there evidence of scholarly publications?	
Is there evidence of major curriculum changes and/or pedagogical strategies that the faculty has implemented?	
Other scholarly activities not included above	
Section 4 – College Service	Comments
Is there evidence of membership in professional organizations related to teaching area?	
Is there evidence that the faculty is part of a team by cooperating and being willing to participate in activities outside the classroom?	
Is there evidence of working with all programs within the department/division?	
Is there evidence of participation in accreditation-related initiatives or other activities?	
Is there evidence of participation in activities sponsored by the academic department?	
Is there a willingness to serve on committees and task forces or coordinate other activities within the college?	
Is there evidence of active participation on Faculty Senate	

Committees?	
Is there evidence of active participation in other college activities when asked?	
Is there evidence of active participation in institutional committees?	
Is there evidence of community service related to the academic division?	
Is there evidence that the faculty member worked with the K-12 system when asked?	
Is there evidence that the faculty member was involved in student recruitment activities?	
Other types of service activities not included above	
Personnel Issues	Comments
Are there disciplinary actions in the faculty member file? If yes, has the faculty member demonstrated improvement?	
Are there Title IX investigations opened for the faculty member?	
Is there evidence of a lack of collegiality or respect for staff or faculty?	

Note: Weights will be determined according to the criteria used by the Faculty Member's College/Department

Overall comments

Provost's recommendation:

- Recommend tenure
- Do not recommend tenure

Provost

Date