

# **Mentoring of Junior Faculty in the UNM Honors College**

November 24, 2014

## **Honors College Tenure and Promotion Committees**

The interdisciplinary nature of Honors College faculty appointments requires that assistant professors meet criteria for excellence in terms of nationally accepted Honors standards as well as typical disciplinary practices. To assist, mentor and evaluate the tenure progress of candidates according to both Honors and disciplinary standards, assistant professors in the Honors College will work with the Associate Dean to construct a committee of UNM tenured faculty members. These committees will work with individual candidates to insure the tenure process meets all the guidelines set forth in this Honors College document as well as the [UNM Faculty Handbook](#) (especially section 4).

## **Committee Composition**

Since Assistant Professors in the Honors College have different areas of specialization, an individual Tenure and Promotion Committee will be established for each faculty member on tenure track. The Tenure and Promotion Committee will consist of: the Associate Dean of the Honors College, who will serve in the capacity of a department Chair; no more than 2 tenured faculty members from a department outside the Honors College, who will evaluate the disciplinary scholarly interests of the faculty member; and at least 2 (and preferably 3) tenured faculty in the Honors College. For all Tenure and Promotion Committees, the number of tenured Honors College faculty will at least match, and preferably exceed, the number of discipline-based faculty serving on the committee. The number of discipline-based members of any Honors College Tenure and Promotion Committee may not exceed the number of Honors College faculty.

## **Committee Responsibilities**

During the first year of a candidate's appointment, the Honors College Associate Dean shall meet with potential Tenure and Promotion Committee members, review the guidelines outlined here and request their assistance in the process. Members of these committees will meet as a group with the candidate 1-2 times each year thereafter, and will individually mentor the assistant professor between meetings. In addition, individual committee members will write annual evaluations of the candidate's progress toward tenure and final recommendations in the Code 6 year. These will be included in the candidate's portfolio.

## **Pre-Tenure Committee Annual Review**

Members of the Tenure and Promotion Committee will evaluate the faculty member in the areas of teaching, scholarship and service. Each will forward a written review to the Associate Dean of the Honors College, who in turn, will write an overall evaluation that includes the substantive remarks of the committee. These annual reviews will be submitted by each committee member to the Associate Dean no later than April 25 of Code 1-5 years. The Associate Dean's overall evaluation will be sent to the Dean of the Honors College and a copy will be provided to the candidate.