

## **College of Business Administration**

### **Criteria for Tenure and Promotion**

All faculty seeking promotion and tenure in academic departments must hold a terminal degree in their area of expertise. A bachelor's level is appropriate for Career and Technical Education (CTE) programs. Master's and PhD levels are appropriate for Office Administration and Business Administration programs.

Faculty seeking tenure will submit a binder to the Dean of the College of Business Administration (COBA) during the last Friday of August.

The binder must include a candidate profile with the following documents:

- Letter of application to COBA
- Summary of tenure packet
- Curriculum Vitae
- Letters of recommendation (internal and external references. COBA members are not allowed to provide letters at the time of portfolio review by the COBA. However, COBA members can provide letters after the COBA has evaluated the applicant and the portfolio is submitted to the Tenure Council).

In addition to the candidate profile, the binder should include the following four sections: 1) Teaching Effectiveness, 2) Advising, 3) University, Public and Community Service; and 4) Scholarship, Mastery of Discipline, Professional Development.

#### **a. Teaching Effectiveness**

The teaching of students is central to the mission of NNMC. Given the mission of the College, candidates must demonstrate excellence in teaching, including assessment of student learning. To demonstrate excellence in teaching, faculty must include all of the following documents in the Teaching Effectiveness Section:

- Recent course syllabi
- Evidence of annual assessment and evaluation of student outcomes
- Evidence of ACBSP accreditation active participation
- Evidence of curriculum development
- Student evaluations
- Teaching observation by departmental colleagues
- Letters of recommendation (internal and external references. COBA members are not allowed to provide letters at the time of portfolio review by the COBA. However, COBA members can provide letters after the COBA has evaluated the applicant and the portfolio is submitted to the Tenure Council)
- Statement of teaching philosophy
- Evidence such as research papers of innovative teaching strategies and incorporation of new technologies and learning approaches

- Grants awarded internally and externally in support of student activities

Good teaching, defined as meaning much more than classroom activities, may be documented in a variety of ways. The following list is illustrative rather than exhaustive.

- Implementation of innovative teaching techniques
- Demonstrate participation in online teaching
- Peer reviews based on clarity of course goals, organization, use of technology and knowledge of field
- Honors and awards for teaching
- Participation in educational activities of professional associations
- Attending or leading meetings related to your professional expertise
- Giving lectures or presentations to student groups, colleagues, or the university community.
- Letters of recommendation from other professional sources
- Participation in service learning activities or learning communities

b. Student Advising

Faculty must also be committed to the well being of students. Effective advising helps create an environment that fosters student learning and student retention. The formal and informal advising and mentoring of students is an indispensable component of the broader education at the university.

To demonstrate excellence in Student Advising, faculty must include in this section the following documents:

- Number of students advised
- Advisement Logs or Narrative

Faculty advising may take many forms; faculty may include documents to demonstrate their efforts pertaining to the following list, which is illustrative rather than exhaustive:

- Mentoring or tutoring students
- Assisting students in selection of courses and career options
- Special review sessions for students
- Keeping an “open door” policy towards students
- Advising all majors of your department
- Advising evening students
- Serving as faculty advisor for the Delta Mu Delta Honor Society in Business

c. College, Public and Community Service

Faculty service is essential to the College’s success in serving the institution and the community. It is the responsibility of individual faculty to perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the College. Faculty members are

expected to provide service to the College, its students, programs and professional disciplines, as collegial and constructive members of the College and the broader community. Examples include service in faculty governance, union governance, university committees, professional organizations, and community non-profit agencies. The following lists are illustrative rather than exhaustive. The bold items are mandatory for the College of Business Administration.

#### College Service

- **Committee work at the department and College level**
- **Representing the College at public events**
- **Involvement in student recruitment efforts**
- **Letters from Committee Chairs verifying attendance and participation on committees**
- **Participation in institutional governance including Faculty Senate and institutional committees**
- **Participation in preparation of accreditation documents (write reports for accreditation, assist with gathering data from adjuncts each semester, providing data for classes taught and providing data to complete reports).**
- College service at the state or regional level
- Advisor to student organizations
- Serving on the articulation board

#### Community and Public Service

- Serving on boards or advisory councils at the local, state, national and international level
- Giving lectures or presentation to local groups in the community
- Working with community leaders to develop solutions to community problems
- Working with the local community as a volunteer
- Involvement in activities that increase the desire of non-university students to attend university
- Involvement in student recruitment efforts
- Serving as an advisor of local high-school students
- Serving as panelist and reviewer of local and statewide initiatives such as NM Supercomputing Challenge

#### **d. Scholarship, Mastery of Discipline, Professional Development**

Faculty with assignments in research will be evaluated by the standards appropriate to the field. All faculty should be positively engaged in their disciplines and should be recognized for their expertise. The following are examples of professional development and scholarship. The list is illustrative but not exhaustive.

- Evidence of sustained and continuous achievement in academic productivity or equivalent professional attainments as a faculty member at Northern, in some or all of the following areas:
  - Presentation at conferences, professional agencies or institutions
  - Edited books
  - Peer-reviewed journal articles
  - Participation as a reviewer in conferences, and journals
  - Grant proposals submitted as PI or Co-PI
  - Serving in professional organizations that contribute to the national and international intellectual communities, such ACBSP or PMI.
  
- Creative work presented
- Grants awarded internally and externally
- Regional or national honors
- Professional consulting
- Research
- Serving as an officer of a state, regional or national association
- Serving on professional task force
- Participating in curriculum development in your discipline at the state or regional level
- Efforts to improve teaching technology
- Ongoing growth in subject matter
- Demonstrating command of their subject matter
- Effective teaching
- Contributions in curricular development
- Demonstrated quality improvement in teaching strategies incorporating new technologies (where applicable) and new approaches to learning

The contents of the binder will be reviewed by the (Director- if we have one) and Dean. The same rubric used by the tenure committee will be used to evaluate the contents of the binder. All the evaluation scores will be averaged and a faculty will be recommended for tenure with the Tenure Council if the candidate achieves a minimum average score of 8/10. The evaluation result will be submitted to the applicant by the first Monday of October.