• Promotion and Tenure: Carl Enomoto
  Modifications to P&T guidelines
  Promotion of nontenure track faculty

(2) The College P&T Committee recommends the following revisions to the
College P&T Guidelines. (revisions should appear in italics and in blue color).

(1) Teaching is the fundamental function of the university and its faculty. In order to be granted
tenure or promotion, a faculty member must be a competent teacher.

For the purposes of granting promotion or tenure, teaching is broadly defined. Teaching includes
more than classroom activities. Advising students, serving on graduate student committees,
supervising theses or dissertations, team teaching, developing new courses, developing distance
education courses, implementation of new technology in the classroom, and presenting guest
lectures in other classes are other examples of teaching activities. Heavy teaching loads and
variety of teaching assignments should be given consideration in the promotion and tenure
process.

(2) All candidates for promotion and/or tenure are expected to have performed substantial
service activities. The service category includes contributions both inside and outside the
university. The activities beyond university responsibilities can be broadly construed reflecting
diversity of faculty talents and interests, but should be of a professional nature, whether for the
public or the individuals's academic discipline. Strictly private participation in fraternal
organizations, clubs, churches or other such organizations are not included within the meaning of
service. Examples of eligible service activities include but are not limited to: serving on
university, college, and department committees, advising student organizations, membership and
leadership roles in professional organizations, community service, grants and grant proposals,
bringing in outside funds to the department, college, and university, and working with local,
state, national, or international agencies or institutions.

(3) Research is broadly defined. Research activities include, but are not limited to: articles
published in peer-reviewed academic journals, books, book chapters, research monographs or
technical reports which result from funded projects, national and regional proceedings papers,
published essays on topics related to a candidate's professional activities, and publications in
non-reviewed journals. Research may also include publications describing new
conceptual/theoretical developments, original research findings, new connections across
disciplines, application of knowledge to solve social problems, or techniques for passing on
knowledge to others.
(4) The College P&T committee does not recommend that an explicit number of publications or quality of publications be set in the College P&T guidelines for promotion to full professor.

(5) The College P&T committee recommends that faculty members who take administrative positions, such as department head or associate dean for a minimum of five years, be evaluated for promotion by their department P&T committee, their department head if applicable, and the College P&T committee. The College P&T committee, with input from the faculty/administrator’s supervisor, peers, and subordinates, will evaluate the individual’s research, service, leadership, organizational skills, and job performance, as specified in the individual’s job description. The recommendation of the College P&T committee will be forwarded to the College Dean.

 ✓ The approved modifications to the Promotion and Tenure guidelines are as follows:

(2) Promotion Policy for College Teaching Faculty (Non-tenure track faculty) in the College of Business.

Qualifications: (Page 71; Section XIII.D-- from 1996-97 Faculty Handbook).

[Qualifications for appointment of non-tenure faculty are to be determined in such a manner as to be flexible enough to meet the particular needs of each unit utilizing such faculty, but minimum qualifications shall be a master's degree or equivalent experience in the field or related field for the junior ranks of instructor and assistant professor, and an earned doctorate or equivalent experience in the field or related field for the senior ranks of associate professor and professor].

COLLEGE OF BUSINESS POLICIES AND PROCEDURES:

1. College faculty members may be considered for promotion and should provide heads of departments with materials that document their case for promotion.

2. The department head will ask a departmental committee to review the file and make a formal recommendation.

3. The head of the department will submit the names of those recommended for promotion, along with the supporting materials, to the college promotion and tenure committee.

4. The college promotion and tenure committee will review the file and make a formal recommendation to the dean.

5. The dean will add a recommendation, pro or con, and forward the materials to the chief academic officer.
MINIMUM CRITERIA FOR PROMOTION

Promotion to College Assistant Professor

1. Five years of continuous service as a college instructor, or equivalent service, or attainment of an appropriate terminal degree.

2. Continued evaluations which reflect not only superior teaching but also professional growth activities.

Promotion to College Senior Ranks

1. Five years of continuous service at the rank immediately below the senior rank sought.

2. Holding an appropriate terminal degree or having equivalent experience.

3. Continued evaluations which reflect (a) superior teaching, (b) involvement in professional growth activities, and (c) leadership.

*The proposed revisions to the Promotion and Tenure Policy for College Teaching Faculty (Non-tenure track faculty) in the College of Business was approved by faculty.
- **Distance education compensation policy**

**DISTANCE EDUCATION COMPENSATION**

The policy of the College of Business is to compensate faculty for travel time and for time spent in preparing and delivering a course at a location outside of Las Cruces. This compensation is in addition to the standard mileage and per diem reimbursements made for official travel.

If the course is taught out of load, the faculty member will be compensated in the amount of one-eighth of his/her nine-month salary.

If the course is taught in-load, the faculty member will be compensated according to the following formula.

\[
\text{Travel Compensation} = (\text{nine-month salary}) \times (0.005) \times (\text{total mileage} / 1000)
\]

where: total mileage = standard round-trip mileage\(^1\) \times number of trips\(^2\)

Example 1: The roundtrip mileage to Los Alamos (LANL) is 644. If the faculty member makes 4 trips during the academic term, the total mileage traveled is 2,576. The Travel Compensation would be $901.60 for a faculty member with a salary of $70,000.

Example 2: The roundtrip mileage to Roswell (NMMI) is 368. If the faculty member makes 6 trips during the academic term, the total mileage is 2,208. The Travel Compensation would be $772.80 for a faculty member with a salary of $70,000.

This policy applies each time the course is taught. It will be reviewed after one year.

\[\text{Approved}\]

\(^1\) As indicated in the NMSU Business Policy Manual

\(^2\) The required number of trips will be determined in consultation with the faculty member, the department head and the dean and will be based on such factors as the needs of the students in the course and the nature of the course material.
DISCUSSION AND VOTE -

- Faculty Council: Carl Enomoto  
  Policy on university sponsored absences by students

(1) College Policy on make-up work and exams for students with university excused absences: (Proposal)

Students shall be required to submit written notification of their absence to their instructors at least one week in advance. An official letter from the student's advisor shall be submitted to the instructor at least two days in advance.

Students will be required to make up any and all assignments missed and the make-up assignments should be comparable in task and scope to the missed assignments. In the event that a student will miss an exam, a comparable make-up exam shall be given at a time decided upon by the instructor. This make-up exam shall be in addition to all other exams given in that course.

✓ This proposal did not receive enough votes to pass.

Proposal was referred back to Fac C.
• Graduate Committee: Chris Erickson
   Recommendation concerning FIN 502

✓ Faculty voted to remove FIN 502 from the MBA core curriculum and to require a 500 + level business elective.