

Psychology Department Functions and Criteria

The function of the Psychology Department in teaching, research and service is:

Teaching: All department faculty are responsible for teaching a full load except for time assigned for research and service (including contractual courseload reductions and course buyouts). The teaching loads of the department members are assigned so that necessary courses are given each semester. The needs of lower and upper division undergraduate students and of graduate students will be met. The quality and quantity of student advising is taken into account when evaluating the faculty.

The percentage of time assigned to each faculty member for teaching shall be agreed upon by the faculty member, department head, and dean.

Research: Because the Psychology Department offers the Ph.D. degree, we have a heavy commitment to research. Research activities, along with teaching, constitute the primary emphases in the overall program of the department. Each faculty member should be engaged in research activities which will result in both high quality publications and the highest quality education at the doctoral level for graduate students.

Grant support for research activities is an important part of our efforts to maintain the quality of graduate education.

Service: The service role of the department plays a less significant role in the department's responsibilities than teaching or research. The service role of the individual faculty members fluctuates depending on the importance of the service to the discipline, the University, or the Psychology Department.

Psychology Department Procedures and Criteria for Faculty Evaluations, Promotion, and Tenure

Criteria

A. Teaching - 45% to 75% of responsibility

Classroom activities (e.g., lecturing, in-class mentoring)

The quantity of activity can be judged by courseload. The faculty member will determine how quality will be evaluated, but it will be necessary for to submit some form of evidence. Possible forms of evidence include student evaluations, peer group evaluations, department head evaluations, and evaluations by teaching experts from inside or outside the department.

Student committee work, advising, and individualized courses

Creation of materials essential to the teaching process (e.g., textbooks, software)

B. Research - 15% to 45% of responsibility

Writing

Journals and Proceedings (listed by general value)

Major review or theoretical articles in high prestige refereed journals
Refereed journal articles
Refereed proceedings papers
Unrefereed journal articles and proceedings papers

Books (listed by general value)

Research books
Popular books on psychology or related topics
Book chapters

Addresses (listed by general value)

Invited addresses to international or national organizations
Papers to national organizations
Invited addresses to regional organizations
Papers to regional organizations
Invited addresses to local or university organizations
Papers to local or university organizations

Funded Research Support (listed by general value)

Major research grant or contract
Small research grant or contract
Proposal for externally funded research
NMSU minigrant

C. Service - 10% of responsibility (no priority intended)

Departmental

Committees, assignments, and other contributions

University

University offices, committees, and assignments

College committees and assignments

Professional

National offices, editorships, committees, and reviewing

Regional offices, editorships, committees, and reviewing

Local offices, editorships, committees, and reviewing

Procedures

All non-tenured and tenured faculty are evaluated by the department head once a year. Senior faculty evaluate candidates for promotion and tenure.

A. Standard percentage assignment to teaching, research, and service

Teaching = 45%

Research = 45%

Service = 10%

1. In their first year, new faculty normally receive a one course reduction.
2. Other faculty members teach from 6 - 12 hours and their evaluations for teaching vary accordingly.
3. The standard percentages listed above may not apply to each individual faculty member, depending on their agreement with the department head and dean.

B. Teaching

1. Teaching evaluations may consist of student, peer, or department head evaluations or evaluations from master teachers from other departments within NMSU or from other universities. These types of evaluations may be used for annual evaluations, as well as for promotion and tenure.
2. Each faculty member is responsible for submitting whatever teaching evaluation materials he or she wishes to have considered.

C. Research

1. The department evaluates the research of each faculty member on an annual basis. For promotion, all faculty ranking higher than the candidate evaluate the candidate's research. For tenure, all tenured faculty evaluate the candidate's research.

D. Service

1. Service is evaluated annually by the department head. For promotion, faculty with higher rank than the candidate's evaluate the candidate's service. For tenure, all tenured faculty evaluate the candidate's service.

E. Promotion and Tenure Procedures

1. Procedures for decision-making by departmental committees

- a. For promotion

1. For promotion to full professor, the current full professors meet to evaluate the candidate. Outside letters of recommendation are solicited. After discussing the candidate's qualifications, the full professors vote anonymously.
 2. For promotion to associate professor, the associate and full professors evaluate the candidate. Outside letters of recommendation are solicited. The committee members vote anonymously.
 3. Typically, we evaluate assistant professors for promotion at the same time that they go up for tenure. However, in those cases in which promotion is separate from the tenure decision, the associate and full professors evaluate the candidate. Outside letters of recommendation are solicited. The committee members vote anonymously.
 4. For instructors and college level faculty, higher ranking faculty evaluate the candidate. Outside letters of recommendation are solicited. The committee members vote anonymously.

- b. For tenure, the tenured faculty meet to evaluate the candidate. They solicit outside letters of recommendation. After careful deliberation, they vote anonymously.