

Promotion and Tenure Guidelines for Baccalaureate Degree Nursing Faculty

Northern New Mexico College

These guidelines are developed to serve as a guide for the professional development of Baccalaureate (or higher) Degree Nursing faculty. The Promotion and Tenure Committee will utilize these guidelines in evaluating candidates seeking promotion and/or tenure in the baccalaureate (or higher) nursing program.

Promotion

Promotion is defined as advancement to a higher rank based on merit. Promotion to a higher rank implies increased depth and breadth of teaching, service, and scholarship. The increased depth and breadth of scholarship is reflected in greater complexity of scholarship and greater scope of influence affected by scholarship.

Tenure

Tenure implies that a faculty member has successfully completed a probationary period and has become a permanent member of the college faculty. Tenure provides the protection of academic freedom. Tenure is awarded to full-time faculty who provide evidence of advancing the mission of the college. Tenure is awarded to promote continuity and stability of the college's academic programs and to offer job security as an incentive to recruit and retain highly qualified faculty.

Criteria for Granting Promotion or Tenure

Criteria for granting promotion or tenure must be congruent with the mission and goals of the college and of the baccalaureate nursing program. Persons seeking promotion must attain the qualifications and credentials for promotion to the next rank as specified in the *Promotion and Tenure Guidelines for Baccalaureate Degree Nursing Faculty* and in the *College Faculty Handbook*.

Procedures

1. The Tenure Portfolio is first submitted to the Committee of the Eligible Faculty (CEF) in the College of Nursing & Health Sciences. The Committee of Eligible Faculty consists of all tenured faculty in the College of Nursing and Health Sciences. At the meeting of the CEF, a Chairperson will be selected to lead the discussion of each candidate's qualifications and achievements in the areas of teaching, advising, scholarship, and service. Members of the CEF shall vote on the recommendation for or against tenure. All deliberations and voting of the CEF are recorded. Although a single Committee Chairperson is assigned oversight responsibility, all members of the CEF must accept personal responsibility for assuring that reviews are procedurally correct, fair, confidential, and free of bias for all faculty members. The CEF Chairperson should assure that the review body follows written procedures governing its reviews and that the proceedings are carried out in a highly professional manner.
2. The CEF Chairperson or his/her designee shall prepare a letter summarizing the strengths and weaknesses of the candidate, the results of the faculty vote, and the recommendation made by the CEF.
3. The results of the vote by the CEF for or against tenure will be forwarded to the Dean of the College of Nursing and Health Sciences for a final recommendation to the NNMC Tenure and Promotion Council.

Teaching (50-60%)

Teaching is central to the mission of the baccalaureate nursing program and to Northern New Mexico College. Candidates for promotion and tenure must demonstrate teaching effectiveness. To demonstrate teaching effectiveness, the following factors will be considered in evaluation of a candidate: (a) evidence of thorough preparation; (b) knowledge of subject matter; (c) ability to effectively communicate subject matter; and (d) ability to assess student learning.

Candidates must submit evidence of teaching effectiveness. Evidence may include recent course syllabi, development of online courses, student evaluations, peer teaching observation evaluations, letters of recommendation from colleagues, student learning outcomes and assessment data and analysis, statement of teaching philosophy, and evidence of curriculum development. Administrative and self-evaluations may be included. Additional items may be included.

Advisement (10-20%)

Advisement is an essential role of the faculty at NNMC and helps to create an environment that fosters student learning and student retention. Advising and mentoring of students can be both formal and informal. Examples of student advisement and mentoring include meeting with all assigned advisees, assisting in the selection of courses and career options, performing degree audits, contacting unregistered advisees, mentoring or tutoring students, and keeping an “open door” policy towards students.

Candidates must submit evidence of student advisement. Evidence includes number of students advised, narrative logs or other evidence of advisement such as communications from students indicating advising, documenting meetings with advisees, and tutoring or mentoring activities. Additional items may be included.

Service (10-35%)

Service is an essential part of the faculty role at NNMC. Service activities include service provided to the nursing program(s), college, nursing profession, and community. All tenure track faculty are expected to provide service to the college and the community. Examples of service include Faculty Senate committee membership; college committee membership; participation in college and/or community activities; student and/or faculty recruitment; participation in professional and/or community associations.

Candidates must submit evidence of service. Evidence may include letters from committee association chairs verifying attendance and participation, logs or other evidence of student and/or faculty recruitment activities, recognition as a clinician or volunteer at local, state, regional, national, or international levels, and official letters from professional and/or community organizations. Additional items may be included.

Scholarship (10-35%)

Scholarship in nursing includes those activities that advance the teaching, research, and practice of nursing. All faculty in the baccalaureate nursing program must be engaged in the scholarship of nursing.

Examples of scholarship include peer-reviewed publications, research, presentations at professional conferences; effective application of creative or innovative methods to teaching, evaluation, or quality improvement; accreditation reports; grant awards or reviewing grant proposals; professional consulting or current clinical practice; recognition as a scholar at local, state, regional, national, or international

levels; evidence of research utilization; professional certifications, awards or recognition in the practice arena; and clinical projects and interdisciplinary projects.

Selection of Percentage Weighting

Selection of percentage weighting for tenure and promotion is negotiated between Dean, College of Nursing and Health Sciences and the individual faculty member to most effectively address the needs of the department and the development of the faculty member.

Qualifications by Rank for Baccalaureate Degree Nursing Faculty
Northern New Mexico College

Expectation	Instructor	Assistant Professor	Associate Professor	Professor
Primary Function	Teaching	Teaching	Teaching	Teaching
Organizational Relationship	Responsible to Associate Director and/or Dean	Responsible to Associate Director and/or Dean	Responsible to Associate Director and/or Dean	Responsible to Associate Director and/or Dean
Qualifications (Licensure/Certification)	Unencumbered RN license in NM Certifications (as appropriate)	Unencumbered RN license in NM Certifications (as appropriate)	Unencumbered RN license in NM Certifications (as appropriate)	Unencumbered RN license in NM Certifications (as appropriate)
Qualifications (Education)	Master's in nursing required	Master's in nursing required Doctorate in nursing or related field preferred	Master's in nursing required Doctorate in nursing or related field preferred	Doctorate in nursing or related field
Qualifications (Practice)	3 years clinical experience required Teaching experience preferred	5 years clinical experience required 3 years teaching experience preferred	5 years successful teaching experience preferred or 5 years of evidence of leadership and mastery of knowledge as demonstrated by professional accomplishments within discipline of nursing	10 years successful teaching experience or tenured in rank of professor at another university
General Expectations	All faculty are expected to adhere to NNMC general faculty expectations as per the <i>NNMC Faculty Handbook</i> .	All faculty are expected to adhere to NNMC general faculty expectations as per the <i>NNMC Faculty Handbook</i> .	All faculty are expected to adhere to NNMC general faculty expectations as per the <i>NNMC Faculty Handbook</i> .	All faculty are expected to adhere to NNMC general faculty expectations as per the <i>NNMC Faculty Handbook</i> .
Teaching Expectations (50-60%)	1. Applies nursing specific and specialty knowledge in the	1. Applies nursing specific and specialty knowledge in the	1. Demonstrates excellence in application of nursing specific and specialty	1. Demonstrates mastery of nursing specific and specialty knowledge and its application in

	<p>teaching/learning process.</p> <ol style="list-style-type: none"> 2. Demonstrates competence in classroom and clinical teaching. 3. Evaluates learning outcomes. 4. Serves as role model for students. 	<p>teaching/learning process.</p> <ol style="list-style-type: none"> 2. Demonstrates competence in classroom and clinical teaching. 3. Utilizes innovative and evidence-based methods of teaching and evaluation. 4. Evaluates learning outcomes. 5. Serves as role model for students. 6. Serves as role mentor for less experienced faculty. 7. Develops and coordinates individual courses. 8. Participates in program development. 	<p>knowledge in the teaching/learning process.</p> <ol style="list-style-type: none"> 2. Demonstrates excellence in teaching. 3. Develops and utilizes innovative and evidence-based methods of teaching and evaluation. 4. Identifies and implements strategies and tools for evaluating learning outcomes. 5. Serves as mentor to students. 6. Serves as mentor to junior faculty. 7. Collaborates in program development, implementation, evaluation, and revision. 	<p>the teaching/learning process.</p> <ol style="list-style-type: none"> 2. Maintains excellence in teaching. 3. Develops and utilizes innovative and evidence-based methods of teaching and evaluation. 4. Identifies and implements strategies and tools for evaluating learning outcomes. 5. Serves as mentor to students. 6. Serves as mentor to junior faculty. 7. Demonstrates leadership in course development, implementation, evaluation, and revision. 8. Provides leadership in program development, implementation, evaluation, and revision.
Advisement (10-20%)	<ol style="list-style-type: none"> 1. Contacts each assigned advisees. 2. Assists in the selection of courses. 	<ol style="list-style-type: none"> 1. Contacts each assigned advisee. 2. Assists in the selection of courses. 	<ol style="list-style-type: none"> 1. Demonstrates mastery of the student advisement and mentoring processes. 	<ol style="list-style-type: none"> 1. Demonstrates mastery of the advisement and mentoring process.

		<ol style="list-style-type: none"> 3. Contacts unregistered advisees. 4. Implements special reviews sessions for students. 5. Serves as a mentor for students pursuing a career in nursing. 	<ol style="list-style-type: none"> 2. Serves as a resource to junior faculty. 	<ol style="list-style-type: none"> 2. Implements student advisement training sessions for new faculty.
Scholarship Expectations (10-35%)	<ol style="list-style-type: none"> 1. Utilizes evidence-based findings as foundation for teaching-learning process. 2. Maintains clinical competence and certifications as appropriate. 	<ol style="list-style-type: none"> 1. Utilizes evidence-based findings as foundation for teaching-learning process. 2. Maintains clinical competence and certifications as appropriate. 3. Participates in scholarship activities. 	<ol style="list-style-type: none"> 1. Utilizes evidence-based findings as foundation for teaching-learning process. 2. Maintains clinical competence and certifications as appropriate. 3. Demonstrates excellence in one or more scholarship activities. 	<ol style="list-style-type: none"> 1. Utilizes evidence-based findings as foundation for teaching-learning process. 2. Maintains clinical competence and certifications as appropriate. 3. Demonstrates mastery in one or more scholarship activities.
Service Expectations (10-35%)	<ol style="list-style-type: none"> 1. Participates in service to nursing department and college. 2. Provides service to the profession and community at local level. 	<ol style="list-style-type: none"> 1. Participates in service to nursing department and college. 2. Provides service to the profession and community at local or state levels. 	<ol style="list-style-type: none"> 1. Participates in service to nursing department and college. 2. Provides service to the profession and community at state or regional levels. 3. Assumes leadership roles in service activities at local or state levels. 	<ol style="list-style-type: none"> 1. Participates in service to nursing department and college. 2. Provides service to the profession and community at state, national, or international levels. 3. Assumes leadership roles in service activities at state, national, or international levels.

