

Faculty Meeting
Tuesday, April 12, 2016

The meeting was called to order by Dean Sergio Pareja at 3:06 p.m.

Faculty: Stan Adelman, Marsha Baum, Kip Bobroff, Sherri Burr, Camille Carey, Scott England, Marquita Harnett, Steven Homer, Scott Hughes, Lucretia Jaramillo, John LaVelle, Jennifer Laws, Ernesto Longa, Nathalie Martin, Serge Martinez, Alfred Mathewson, Jennifer Moore, Aja Oisha, Aliza Organick, Mary Pareja, Sergio Pareja, Leo Romero, Dave Sidhu, Alexandra Siek, David Stout, Carol Suzuki, Sherri Thomas, John Whitlow, Peter Winograd, Christine Zuni Cruz

Staff: Krista Allen, Cyndi Johnson, Hannah Parker, Raylene Weis

Students: Anne Minard, Tess Williams

1. Announcements:

- Prof. Sherri Burr announced program changes for the Law School Not For Profit Art Gallery beginning in 2017, and a reminder for the Reception for the next art show, on Tuesday, April 19 beginning at 5:00 p.m.
- Dean Sergio Pareja announced the New Mexico Bar pass rate for the February 2016 exam, noting that the numbers were down slightly (National numbers were also down slightly). Faculty was encouraged to encourage their students to study over the upcoming summer (especially the rising 3L students). Prof. Ted Occhialino had mentioned earlier in the school year about a possible study class in the future.
- Admissions Update from the Deans – an offer has not yet been made from the recent slate of finalists for the Admissions Director search, but references are being checked and hopefully an announcement will be made soon.

2. Approval of Minutes from March 8, 2016 Meeting: A motion was made by Dean Sergio Pareja to approve the minutes and was seconded by Prof. Aliza Organick. Minutes were passed with 5 abstentions.

3. Natural Resources Committee – ACTION ITEM – Prof. Alex Ritchie discussed items from the email that was distributed to faculty members prior to this meeting, regarding the Natural Resources Certificate, and courses that were proposed to be added to the requirements for credit for Certification. This item comes as a Motion and second; after discussion and questions, a Call To Vote was made by Prof. Sherri Burr – and passed unanimously when voted on.

4. Curriculum Committee – ACTION ITEM –

4a. Externship Program Requirements - Prof. Marsha Baum presented handouts to the faculty which were updates to the red-line and final version of materials distributed to faculty for review prior to this meeting. This item comes as a Motion and second; after discussion and questions on proposed changes, the faculty voted unanimously to accept the proposed changes.

4b. Credit Hour Policy for UNM School of Law – ACTION ITEM – The proposed changes to this policy were distributed to faculty for review prior to this meeting. After Prof. David Stout opened for questions and discussion, the proposal comes to the faculty as a Motion and second, and when voted on, passed unanimously.

5. Faculty Retention, Promotion & Tenure Committee – ACTION ITEM – Prof. Scott Hughes again reminded the faculty that the “sunset” period for the discussion of Lecturer Promotion Guidelines will expire at the end of this academic year. An updated page was distributed to the faculty at this meeting that included last minute changes by the Promotion and Tenure Committee to the report that was distributed to the faculty prior to this meeting.

Prof. Hughes went over each update and change, opened the floor for discussion, concerns and questions. A Motion was made by Prof. Mary Pareja for an additional change to remove the word “positive” from the language on Page 5, “Principal Lecturer”, in both paragraphs 2 and 3 of the redline version that was distributed (“positive review, and “positive vote”), and seconded by Prof. Sherri Thomas. The faculty vote was 9 Yes and 10 No; the motion failed (the language will remain as presented).

After further discussion, a motion was made by Prof. Mary Pareja, and seconded by Prof. Scott Hughes. The motion proposed: Under the heading "Hiring", the last sentence of the first paragraph shall be replaced with the following:

"The Law School Dean shall make the final hiring decision, taking into account the recommendations of the hiring committee, the recommendation by vote of the Law School faculty eligible to vote, along with other relevant information." When voted on was passed, with 1 ‘no’ vote.

After further discussion and comment, Prof. Ernesto Longa made a motion to adjust the tenure track timetable policy for lecturers to match that of the faculty, seconded by Prof. Steven Homer and opened the motion for discussion. Prof. Jennifer Laws made a motion to amend this motion to include a request that the Deans request special permission to change the tenure track to 3 years /6 years (mid-term, end-term). After further discussion, Prof. Scott Hughes called the motion, with the amendment, to vote; which did not pass (Yes-7, No-11, and Abstain-6).

Prof. Sherri Burr made a motion to table this discussion for the next faculty meeting on May 10, 2016, was seconded by Prof. John LaVelle, and when voted on, passed.

6. Hiring Needs 2016-17 – Dean Sergio Pareja updated the faculty on needs for the Law School for the coming academic year.

6a. A “look ahead” for faculty to consider regarding the Clinical programs – for discussion and vote regarding clinical programs that stem from the W.K. Kellogg Grant; potential changes, revisions or suggestions to the Business & Tax Clinic.

6b. Prof. Camille Carey requested to be moved from the Clinical program to teaching in key doctrinal areas, such as Civil Procedure.

6c. The subject of Student “portfolio of skills” was again discussed - noting that two states, California and New York, require “experiential credits” from students for the state bar exams. There is anticipation that a broad “experiential” requirement proposal may soon be added at UNM. Comments, questions and suggestions were solicited and should be forwarded to the Deans.

7. Report on E-Mail Migration – Dean Sergio Pareja announced to the faculty that a mandate had been made from President Frank’s office that all e-mail from UNM schools and colleges are to be consolidated and handled through Main Campus IT Department. Cyndi Johnson was available to answer questions and field comments from those in attendance.

8. Honors & Awards Committee – Executive Session – At 4:57 p.m., the Faculty went into Executive Session to discuss the upcoming Student Honors & Awards. Prof. Sherri Burr presented the compiled list from the Committee for review and discussion, and when voted on, passed unanimously as presented.

A motion to adjourn was made and seconded, and when voted on, passed unanimously. The meeting was adjourned at 5:03 p.m.

MEMO

To: Faculty

From: Reed Benson on behalf of the Natural Resources Committee

Re: Proposed revisions to Natural Resources & Environmental Law certificate requirements

Date: April 6, 2014

The Natural Resources Committee proposes to revise the requirements for the Natural Resources and Environmental Law Certificate, addressing the new Environmental and Natural Resources Clinic that will be offered for the first time in Spring 2017. Specifically, we propose to revise our “menu” requirement by adding the clinic as a sixth item on the menu, and requiring students to complete two of those six items to qualify for the certificate. Under the current requirements, students must complete one of the five menu items; our proposed change would require them to complete two of the six.

The proposed menu requirement would read:

- Mandatory: satisfactory completion of at least two of the following:
 - Environmental and Natural Resources Clinic.
 - An externship in the natural resources or environmental field.
 - *Natural Resources Journal* membership (six credits total).
 - A Committee-approved, non-law graduate level course on a natural resources/environmental topic.
 - Pace Environmental Moot Court competition or NALC Animal Law Moot Court competition.
 - Faculty-supervised individual research in natural resources/environmental issues (minimum 2 credits).

The existing menu requirement reads:

- Mandatory: satisfactory completion of at least one of the following:
 - An externship in the natural resources or environmental field.
 - *Natural Resources Journal* membership (six credits total).
 - A Committee-approved, non-law graduate level course on a natural resources/environmental topic.
 - Pace Environmental Moot Court competition or NALC Animal Law Moot Court competition.
 - Faculty-supervised individual research in natural resources/environmental issues (minimum 2 credits).

While the Natural Resources Committee chose not to require this clinic for the certificate, the Committee believes that students earning the certificate should ordinarily take the clinic, and this requirement will provide an incentive for them to do so.

If approved, this change would take effect for the class of 2018.

The Natural Resources Committee recognizes that all 6 credits earned by students who serve in this clinic will count towards the 21 credits required for the Natural Resources and Environmental Law Certificate. This recognition does not require faculty approval, however, as it only adds a new course to the list of law school courses that apply toward the certificate. Students who take the clinic in 2017 would not be subject to the new menu requirement, but would still be able to count those credits toward the necessary 21.

Externships

General

Law Practice, ADR, and Judicial externships do not fulfill the clinical requirement. ~~However, a student is allowed to enroll in an externship, which is approved by the Associate Dean for Academic Affairs. A student must complete the first-year required curriculum to be eligible to enroll in an externship.~~ To represent clients in court, In compliance with ABA Standard 305 (e) (6) a student must have successfully completed sufficient prerequisites or contemporaneously receive sufficient training to assure the quality of the student education experience in the fieldwork. A student is allowed to enroll in an initial externship with the written approval of the externship professor. The externship professor will be available to consult throughout the program. The student's externship supervisor should meet with the student at the beginning of and throughout the semester in order to provide appropriate supervision.

New Mexico Rule 1-094 requires that a student must have completed 30 hours of course work prior to the externship and be supervised by a New Mexico licensed attorney. in order to "advise persons and to negotiate and to appear before the courts and administrative agencies of this state, in civil and criminal matters." A student who does not satisfy the requirements of New Mexico Rule 1-094 may not engage in the activities covered by the rule, but may still receive academic credit for other relevant law-related work that does not involve the direct representation of a client.

Exception

A student may not take an externship during his/her semester of the mandatory clinical course.

Additional Externship Credits

Students who have ~~already~~ completed one externship will may be allowed to take ~~up to three~~ additional ~~hours of~~ credit hours for an approved ~~second~~ externship ~~if provided~~ they comply with the following:

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1. Submit a written proposal for the externship to the Associate Dean for Academic Affairs and are granted ~~an exception to the current policy.~~ written approval. The proposal should (a) identify the externship; (b) explain the reasons for the additional externship and demonstrate its educational benefit; (c) describe the expected ~~academics~~ substantial written work product.

2. Produce, as a result of the externship, ~~an academic~~ substantial written work product which will satisfy the Associate Dean for Academic Affairs.

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No student shall repeat ~~a law extern or judicial extern course~~ an externship for credit under the same supervising attorney, ~~law firm, agency, or judge.~~

~~A student may not take a second externship during his/her semester of clinical practice or in doing substantially~~ the same ~~semesterwork~~ as the first ~~previous~~ externship. ~~The Student Practice~~

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~~Rules apply to all externships in New Mexico. The Associate Dean of Academic Affairs will be available to consult throughout the program. The student's, as each externship supervisor should meet with the student at the beginning of the semester and is responsible for collecting the externship paper at the end of the semester.~~ provide a different learning experience.

A student may not take more than one externship in a semester.

Externship Compensation

A student may not receive compensation for an externship ~~program~~ for which they receive academic credit. however, a student may receive reimbursement of reasonable out-of-pocket expenses related to the fieldwork, as permitted by relevant ABA Standards and their interpretations.

Externships

General

Law Practice, ADR, and Judicial externships do not fulfill the clinical requirement. In compliance with [ABA Standard 305 \(e\) \(6\)](#) a student must have successfully completed sufficient prerequisites or contemporaneously receive sufficient training to assure the quality of the student education experience in the fieldwork. A student is allowed to enroll in an initial externship with the written approval of the externship professor. The externship professor will be available to consult throughout the program. The student's externship supervisor should meet with the student at the beginning of and throughout the semester in order to provide appropriate supervision.

New Mexico Rule 1-094 requires that a student must have completed 30 hours of course work prior to the externship and be supervised by a New Mexico licensed attorney in order to "advise persons and to negotiate and to appear before the courts and administrative agencies of this state, in civil and criminal matters." A student who does not satisfy the requirements of New Mexico Rule 1-094 may not engage in the activities covered by the rule, but may still receive academic credit for other relevant law-related work that does not involve the direct representation of a client.

A student may not take an externship during his/her semester of the mandatory clinical course.

Additional Externship Credits

Students who have completed one externship will may be allowed to take additional credit hours for an approved externship provided they comply with the following:

1. Submit a written proposal for the externship to the Associate Dean for Academic Affairs and are granted written approval. The proposal should (a) identify the externship; (b) explain the reasons for the additional externship and demonstrate its educational benefit; (c) describe the expected substantial written work product.
2. Produce, as a result of the externship, a substantial written work product which will satisfy the Associate Dean for Academic Affairs.

No student shall repeat an externship for credit under the same supervising attorney or doing substantially the same work as a previous externship, as each externship should provide a different learning experience.

A student may not take more than one externship in a semester.

Externship Compensation

A student may not receive compensation for an externship for which they receive academic credit, however, a student may receive reimbursement of reasonable out-of-pocket expenses related to the fieldwork, as permitted by relevant ABA Standards and their interpretations.

The New Mexico University School of Law Credit Hour Policy

UNM SOL requires a minimum of 86 credits to earn the Juris Doctor degree.

The typical regular semester is fourteen weeks in length with a final examination period of eight to ten days. Class periods are generally either fifty minutes periods (three times a week) or seventy-five minutes periods (two times a week) with some exceptions for classes that meet once a week, on weekends or other non-standard time periods. To ensure uniformity of instruction, each credit hour of all scheduled classes (regular semester or summer term) needs to have a minimum of 700 minutes of classroom or direct faculty instruction accrued between the first day of instruction for the fall or spring semester (or summer term) and the last day of instruction for the same term. (i.e., 1 credit class will have 700 minutes; 2 credit class will have 1400 minutes and 3 credit class will have 2100 minutes). Review sessions conducted after the last day of instruction are not included in the accrued minutes.

There is also the expectation of two hours of out-of-class student work per credit per week for fourteen weeks, or the equivalent amount of work

Students members of law journals are eligible to receive one hour of academic credit per semester for performing at least 60 hours of academically-related work, including completion of a note or comment, reading and evaluating journal submissions, or editing articles. Students on the board of editors who are performing editorial functions for the law journals are eligible to receive up to two credits per semester for performing at least 120 hours of academically related work.

Depending on the competition, students who participate in Mock Trial, Moot Court and ADR competitions are eligible to receive up to two hours academic credit per semester with an expectation of at least 60 hours of academically-related work per credit, including brief writing, appellate advocacy, trial advocacy, etc. The competition faculty supervisor will determine if a student has met the requirement and, if so, will award a grade of "CR" for their enrollment for the semester.

- **Report of the Promotion, Retention, and Tenure Committee**
 - **for the policy on**
 - **Legal Writing Faculty Appointment and Contracts**
 - **April 2016**

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- **Background**

- The Law School Faculty previously approved the concept of long-term contracts for Legal Writing Faculty. On November 26, 2013, the University Faculty Senate approved Faculty handbook amendment C190: Lecturer Annual and Promotion Reviews. The below policy brings the Law School in compliance with University of New Mexico requirements. This policy provides a process to accomplish those requirements. The following details the hiring, contract, evaluative criteria, timelines, and process for promotion for the Legal Writing Faculty.

- **Hiring**

- Legal Writing Faculty members shall be hired at the rank of Lecturer III as defined by UNM. The hiring committee shall include, if available, at least one member of the full-time legal writing faculty who has obtained the status of senior or principal lecturer. Hiring criteria will take into account the demands of the lecturer position and the qualities of a successful legal writing teacher as outlined in the evaluative criteria below. The Law School Dean shall make the final hiring decision, taking into account the recommendations of the hiring committee along with other relevant information.

- Newly-hired Lecturers with appropriate experience at an equivalent institution may be appointed as Senior or Principal Lecturers. A current Lecturer who has had appropriate experience at an equivalent institution may request the Dean to add such appropriate experience to the Lecturer's work at the law school and if the total of all such equivalent work (which such total shall be determined at the discretion of the Dean) reaches the sufficient total for promotion to Senior or Principal Lecturer, said Lecturer may proceed with the appropriate promotion process detailed in this Lecturer Promotion Policy.

- **Initial Contract**

- The initial contract for a Lecturer is for one year. During that first year, the Legal Writing Director will provide instruction and guidance and will review class teaching and grading. The Legal Writing Director will regularly consult with the Dean about the performance of the new hire. The Dean will make decisions about contract renewal in accordance with University guidelines for Lecturers and consider the ability of the Lecturer to meet the demands of the legal writing lecturer position. If the Dean decides not to offer the Lecturer a new contract for a second year, the non-renewal decision shall be communicated to the Lecturer no later than March 31 of his or her first academic year.

- **Subsequent Contracts**

- Following the Lecturer's first year, if the Dean's decision is to rehire the Lecturer, renewal contracts will be for one year and will be issued and renewed in accordance with University policies for continuing lectureships. The Dean will conduct an annual review of the Lecturer using the evaluative criteria listed below, and will consult with the Legal Writing Director as the Dean deems appropriate. If the Dean decides not to grant the Lecturer a new contract for an additional year or years, this non-renewal decision shall be communicated in writing to the Lecturer no later than December 15 of the final year of the existing contract.
- Lecturers who have completed a total of at least three academic years of service at the School of Law and/or an equivalent institution are eligible for two-year contracts. No formal evaluative process, other than the standard annual review conducted by the Dean, will be required or conducted in the year prior to the Lecturer becoming eligible for a two-year contract under this provision. The decision to award a two-year contract to a Lecturer is at the discretion of the Dean. Two- and three-year term appointments are renewable at the discretion of the Dean.
- **Evaluative Criteria & Standards for One-Year Contracts.**
- Before granting additional one-year contracts, and after three years of service, two-year contracts, the Dean will consider the Lecturer's continued effectiveness in the following:
 - Classroom teaching including both preparation and delivery of class material;
 - Problem design, including appropriateness and effectiveness in achieving teaching goals;
 - Grading and assessment of student work, including the timely return of assignments;
 - Quality, method, and amount of feedback provide to students;
 - Student guidance and conferences;
 - Participation, cooperation, and collaboration in the Legal Writing Program and its development;
 - Knowledge and understanding of practice-related legal writing;
 - Display of professionalism and collegiality; and
 - Service to the Law School, to the University, to the legal community, to professional organizations, or any other equivalent service activity.
- In addition to the above, the Dean may also consider the guidance offered by the ABA Sourcebook on Legal Writing and its suggestions for effective legal writing instruction.
- While the focus of evaluations will be on teaching, the Dean will also encourage the Lecturer's growth in other areas, including scholarship, service, and participation in legal writing organizations and conferences, as well as development of advanced legal writing courses.

- **Senior Lecturer**

- Lecturers with at least five years of instruction at the law school and/or an equivalent institution at 0.5 FTE or greater who have demonstrated professional excellence and shown a conscientious interest in improving their professional skills, may apply for an appointment at, or promotion to, the rank of Senior Lecturer. This promotion will be based on a determination that the individual has made and will continue to make sound contributions in their professional areas after (1) a review and recommendation of a subcommittee of the Law School Faculty Retention, Promotion & Tenure Committee (including tenured faculty and a qualified lecturer, if available); (2) a positive vote of the Law School tenured, tenure tract, and qualified lecturer faculty; (3) a positive decision by the Dean; and (4) a positive decision by the Provost of the University. If the promotion is not granted, the Lecturer will continue in his or her current position unless terminated by the Dean.

~~Years of service at other law schools may be used to substitute for all or a portion of the five years of instruction at the Law School needed to apply for promotion, all at the discretion of the Dean.~~

- The appointment should be made only after careful investigation of the Lecturer's professional and leadership accomplishments and promise based on the criteria stated below.
- Senior Lecturers shall receive two-year contracts- and contracts awarded under this provision are renewable at the discretion of the Dean. The Dean will continue to conduct annual reviews with the Lecturer (using the below criteria) during the term of the contract. If the Dean decides not to offer the Lecturer a new contract, this non-renewal determination shall be communicated to the Lecturer no later than December 15 of the last year of his or her existing contract.
- **Evaluative Criteria & Standards for Promotion to Senior Lecturer**
- In making promotion recommendations and decisions, the Faculty Retention, Promotion & Tenure Committee, the Law School Faculty, and the Dean will consider whether lecturers have sustained consistently high standards in their professional contributions, consistently demonstrated their wider service to the Law School community and its mission, and shown a conscientious interest in improving their professional skills. The recommendations and decisions shall be based on the following criteria:
 - Five years of instruction at the Law School and/or an equivalent institution at 0.5 FTE or greater;
 - Classroom teaching, including both preparation and delivery of class material;
 - Problem design, including appropriateness and effectiveness in achieving teaching goals;

- Grading and assessment of student work, including the timely return of assignments;
 - Quality, method, and amount of feedback provided to students;
 - Student guidance and conferences;
 - Participation, cooperation, and collaboration in the Legal Writing Program and its development;
 - Knowledge and understanding of practice-related legal writing and its successful execution;
 - Display of professionalism and collegiality; and
 - Service to the Law School, to the University, to the legal community, to professional organizations, or any other equivalent service activity.
- In addition to the above, the Dean may also consider the guidance offered by the ABA Sourcebook on Legal Writing and its suggestions for effective legal writing instruction.
- **Principal Lecturers**
 - Lecturers with at least eleven years of instruction at the Law School and/or an equivalent institution at 0.5 FTE or greater may apply for the promotion to Principal Lecturer. It is expected that Principal Lecturers will continue to develop and mature with regard to their professional activities and leadership within the University.
 - This promotion will be based on a determination that the individual has made and will continue to make valuable contributions in his or her professional areas after (1) a review and recommendation of a subcommittee of the Law School Faculty Retention, Promotion & Tenure Committee (including tenured faculty and a qualified lecturer, if available); (2) a positive vote of the Law School tenured, tenure track, and qualified lecturer faculty; (3) a **positive** decision by the Dean; and (4) a **positive** decision by the Provost of the University. If the promotion is not granted, the Lecturer will continue in his or her current position unless terminated by the Dean.
 - The appointment should be made only after careful investigation of the Lecturer's professional and leadership accomplishments and promise based on the criteria stated below.
 - ~~Principal~~**Principle** Lecturers shall receive three-year contracts and contracts awarded under this provision are renewable at the discretion of the Dean. The Dean shall conduct annual reviews with the Lecturer (using the below criteria) during the term of the contract. If the Dean decides not to offer the Lecturer a new contract, this non-renewal decision shall be communicated to the Lecturer no later than December 15 of the last year of his or her existing contract.
 - Principal Lecturers can be designated Principal Lecturer I, II, or III.

- **Evaluative Criteria & Standards for Promotion to Principal Lecturer**

- In making promotion decisions the Law Faculty Retention, Promotion & Tenure Committee, the Law School Faculty, and the Dean will consider the lecturer's continued effectiveness in the following:
 - Eleven years of instruction at the eye I just have just a moment to address out the door for equipment what would come as rules also include mediation of Germans you you want to and with that I been going through all the rules and [law school and/or an equivalent institution](#) at 0.5 FTE or greater;
 - Classroom teaching, including both preparation and delivery of class material;
 - Problem design, including appropriateness and effectiveness in achieving teaching goals;
 - Grading and assessment of student work, including the timely return of assignments;
 - Quality, method, and amount of feedback provided to students;
 - Student guidance and conferences;
 - Participation, cooperation, and collaboration in the Legal Writing Program and its development;
 - Knowledge and understanding of practice-related legal writing and its successful execution;
 - Display of professionalism and collegiality; and
 - Service to the Law School, to the University, to the legal community, to professional organizations, or any other equivalent service activity.
- In addition to the above, the Dean may also consider the guidance offered by the ABA Sourcebook on Legal Writing and its suggestions for effective legal writing instruction.

- **Evaluative Materials for Promotion to Senior or Principal Lecturer**

- The Lecturer shall submit to the subcommittee of the Faculty Retention, Promotion & Tenure Committee the following documents:
 - Curriculum vitae;
 - Teaching materials, including:
 - Teaching statement or portfolio;
 - Summary of student evaluations;
 - Peer teaching evaluations, including general peer teaching evaluations not related to a specific course; and
 - Course materials:
 - Course syllabus;
 - Peer teaching evaluations specific to the particular course; and
 - Original teaching materials,
 - Service:
 - Service record statement; and

- Optional explanatory materials.
- Supplemental materials (not required but may be submitted by the Lecturer as he or she deems appropriate for consideration; there must be a comprehensive content list that may include letters of recommendation, awards, books, articles, or research grants).
- “Peer” means Lecturers of higher rank (either Senior or Principal) than the Lecturer at the time of each evaluation and all tenured and tenure-track faculty.

- **Senior & Principal Lecturer Promotion Approximate Deadlines**

- August 1: The Lecturer communicates to the Dean a desire to seek appointment as Senior Lecturer or Principal Lecturer.
- September 1: The Dean appoints eligible tenured faculty and qualified lecturers (those who have achieved the sought-after promotion rank or a higher rank) to the Faculty Retention, Promotion & Tenure Committee to evaluate the Lecturer.
- February 28: The Faculty Retention, Promotion & Tenure Committee provides a recommendation and report on lecturer promotion to the voting Faculty (tenured, tenure-track, and qualified lecturers).
- March 15: The voting Faculty considers report and recommendation and votes on lecturer promotion.
- March 25: The Dean decides and writes letter on lecturer promotion.
- April 1: The Law School uploads lecturer promotion material to Provost’s Office for review.
- These deadlines may be adjusted by the Dean to accommodate University of New Mexico timeline changes.

- **Evaluative Process**

- The Lecturer submits notice to the Dean of intention to seek promotion by August 1.
- The Dean appoints a Faculty Retention, Promotion & Tenure Committee that includes, if available, a qualified lecturer who has achieved at least the rank sought.
- The Lecturer submits required evaluation materials to the Chair of the Faculty Retention, Promotion & Tenure Committee. The Chair shall appoint an appropriate subcommittee consisting of at least two tenured faculty members and a qualified lecturer, if available. Any member of the subcommittee may serve as chair.
- The evaluation of a Lecturer for promotion to Senior or Principal Lecturer shall be based on material from the later of (1) the Lecturer’s appointment to the Law School Faculty, or (3) the Lecturer’s promotion to Senior Lecturer.
- The subcommittee of the Faculty Retention, Promotion & Tenure Committee will review the Lecturer’s submitted evaluation materials, any available annual reviews by the Dean and Director of Legal Writing, and all student evaluations obtained from the Registrar’s office. The subcommittee will also conduct classroom visits, and seek confidential feedback from current legal writing lecturers.

- The subcommittee of the Faculty Retention, Promotion & Tenure Committee will prepare a recommendation and report for consideration and vote by the full Faculty Retention, Promotion & Tenure Committee.
- The Chair of the Faculty Retention, Promotion & Tenure Committee shall submit the recommendation and report to the Lecturer for review.
- The Lecturer shall review the recommendation and may choose (although not required) to make a written statement.
- Based on the Lecturer's written statement, the Faculty Retention, Promotion & Tenure Committee may make changes to the recommendation and report before taking another vote (if necessary) and submitting the recommendation and report to the full faculty.
- The Dean shall call a meeting of the tenured, tenure-track, and qualified lecturer faculty to consider the promotion application. This faculty will review the recommendation and report. This faculty may amend the report. A positive vote means the report of the Faculty Retention, Promotion & Tenure Committee will become the report of this ~~faculty~~.
- The Dean shall evaluate the Lecturer, and write a letter that contains the Dean's decision on the promotion request.
- The Dean will forward all necessary documents to the University of New Mexico Provost's Office using the appropriate forms and process.
- The Provost makes the final decision on the promotion.
- If the promotion is denied, the Lecturer will retain his or her former title and benefits, including eligibility for a two-year term appointment as described under "Subsequent Contracts." The Lecturer will be eligible to reapply for promotion after a two-year period.
- **Negative Annual Reviews for Two- and Three-Year Contracts**
- Lecturers on two- or three-year appointments will have annual performance reviews every fall. A negative review in the first year of a two- or three-year term appointment – or in the second year of a three-year appointment – will result in a written remedial plan with specific requirements. A negative review in the second year of a two-year appointment – or in the third year of a three-year term appointment – may result in a decision not to renew the appointment. Written notice of this decision must be given to the Lecturer no later than December 15 of the last year of his or her existing contract. Alternatively, the Dean may provide the Lecturer a written description of the areas in which the Lecturer must improve to continue as a member of the faculty. Both the Lecturer and the Dean must sign this document. The Lecturer may then be issued a one-year contract, with the understanding that if concerns are not adequately addressed, this contract may subsequently not be renewed.

- Two- and three-year term appointments are renewable at the discretion of the public and you know it just went through all of the latest rules when the team members jams walk this way with you