



POSTDOCTORAL AND VISITING SCHOLARS CHECKLIST

NOMINEE _____

- Ph.D. or terminal degree prior to July 1, 2021
- Letter of interest from candidates written to the department chair: indicates evidence of completion of terminal degree (could be noted in dissertation chair's letter of recommendation), indicates plan to be in residence at UNM for 12 months of the 1-year appointment. A letter of interest for an advertised faculty position to which the potential postdoc applied can be submitted in lieu of a letter of interest for the Inclusive Excellence postdoc and visiting scholars' program.
- Curriculum Vitae
- Letter of Recommendation 1 _____
- Letter of Recommendation 2 _____
- Letter of Recommendation 3 _____

NOMINATING COLLEGE

- Indicates college and unit affirms that it is a tenure-granting academic unit
- Evidence of units demonstrated and sustained commitment to diversity, equity, and inclusion, record of championing and promoting careers of Black, Indigenous and People of Color (BIPOC, to include Latinx individuals) and women faculty
- Scholar's gender: _____
- Scholar's nationality/immigration status: _____
- Scholar's race or ethnicity is Black, Latinx, or Native American
- Letter of support from department chair: indicates scholars' promise for tenure-track appointment in department chair's unit, whether the scholar was identified as a part of a tenure track faculty search and why the scholar was selected as a postdoc and not offered a position as an assistant professor, and how scholar was identified if not as a part of a national search. Letter of support from department head should also indicate that the candidate, after completion of the postdoc, would be competitive for a position in the department and would be considered for a position if there is a vacancy.

Either the mentoring plan or the letter of support from the dept. chair may indicate, “Departmental tenure and promotion (t/p) guidelines and ways in which planned activities during postdoc put candidate on the trajectory for achieving tenure at UNM.”

- Letter of support from prospective mentor(s), including mentors’ disciplines, departments, scholarly focus, and ways mentor expects to support scholar, ways mentor will prepare to mentor scholars, mentor’s success with serving as a champion and sponsor to URM and women scholars in the past, and promise of commitment to the IE program and the prospective postdoc’s success.
- Letter of support from college dean: Letter of support from dean should indicate that if the candidate, after successful completion of the postdoc, is considered competitive for a position as assistant professor by the department, she/he/they will support department pursuing hiring postdoc for such a position.
- Mentoring plan* from college/department: The mentoring plan should outline activities of the postdoc. Note: “The most important criterion will be the unit’s willingness and demonstrated effectiveness to mentor the candidate, not only to become an assistant professor but to put them on the trajectory to achieve tenure, promotion, and beyond.” Therefore, plan is expected to:
 - indicate plans to prepare faculty to begin role as assistant professor after 1-2 years as postdoc,
 - criteria for successful mid-probationary and t/p review and plan to prepare scholar to meet or succeed these benchmarks,
 - plan for teaching of no more than 1 course per year,
 - plan for mentors and senior faculty to prepare to mentor scholar by completing DiversityEdu and other diversity-mentoring workshops and
 - plan for identifying and resourcing development of mentors and sponsors
 - plan to connect postdoc to potential mentors in the discipline nationally
 - evidence of unit’s success with tenuring and supporting URM scholars in the department,
 - planning for spring review of postdoc
 - indicate other ways department will invest in the postdoc, e.g., additional salary contribution, additional research funds for postdoc, planned activities for expanding postdoc’s mentor network map (<https://diverse.unm.edu/>), identifying a line in which postdoc can be hired as tenure track faculty at end of postdoc, identifying start-up funds for possible tenure track faculty appointment. May wish to consult Academic Affairs hiring plan requirements <https://ofas.unm.edu/faculty/recruitment--hiring/hiring-plans.html>

*For examples of Mentoring Plans, click [here](#) and [here](#).

MISSING DOCUMENTS

- _____ Action _____ Date _____ Initials _____
- _____ Action _____ Date _____ Initials _____
- _____ Action _____ Date _____ Initials _____

NOTES

EDITED: 2/8/21 JB