



FACULTY FORWARD POSTDOCTORAL AND VISITING SCHOLARS CHECKLIST

NOMINEE _____

- ☐ Ph.D. or terminal degree prior to July 1, 2026
- ☐ Letter of interest from candidate 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 Faculty Forward postdoc and visiting scholars' program.
- ☐ Planned scholarly activities during the Faculty Forward (FF) postdoc or visiting scholar appointment
- ☐ Curriculum Vitae
- ☐ Candidate's statement delineating their past, current and potential contributions to enhance inclusive climate and culture through research, teaching, and/or service (1 page is typical, 2-page max). [See statement guidelines below.](#)
- ☐ Letter of Recommendation 1 _____
- ☐ Letter of Recommendation 2 _____
- ☐ Letter of Recommendation 3 _____

NOMINATING COLLEGE

- ☐ College and unit affirmation that nominating unit is a tenure-granting academic department
- ☐ Department's statement delineating their past, current and potential contributions to an inclusive climate and culture at UNM. Evidence of department's demonstrated and sustained commitment to cultivate an understanding of the rich and varied cultures of New Mexico, to contribute to the success of the university's mission to serve local and global communities, and record of championing and promoting careers of all groups. [See statement guidelines on below.](#)

- ❑ Letter of support from department chair indicates scholar's promise for tenure-track appointment in the 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 signify that the candidate, after completion of the postdoc, would be competitive for a tenure-track 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 department chair must delineate departmental tenure and promotion 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 mentor's disciplines, department(s), scholarly focus, and ways mentor expects to support scholar, ways mentor will prepare to advocate for FF scholar, mentor's success with serving as a champion and sponsor to underrepresented groups in the past, and promise of commitment to the FF 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 must delineate candidate's scholarly activities during the postdoc appointment. The most important review 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, the plan is expected to:
 - Indicate steps to prepare faculty to begin role as assistant professor after FF postdoc
 - Articulate criteria for successful mid-probationary and tenure/promotion review and plan to prepare scholar to meet or exceed these benchmarks
 - Affirm expectation that postdoc will teach no more than one course per year
 - Identify formal Faculty Forward (FF) mentors and sponsors and resources for their development
 - Provide evidence of preparation by formal FF mentors and senior faculty to serve as mentors to FF scholar such as by completing [DiversityEdu](#) and relevant mentoring workshops
 - Express plans to connect postdoc to potential mentors in the discipline nationally
 - Provide evidence of department's success with tenuring, promoting, and supporting scholars from underrepresented and groups and plans to improve these metrics as needed
 - Share plans for spring review of postdoc – see LEAD Council's recommended format (available upon request)

- Indicate other ways department will invest in the postdoc, e.g., additional salary, research funds for postdoc, planned activities to expand postdoc's mentoring network (e.g., <https://advance.unm.edu/developing-your-mentor-map/>), identifying a line in which postdoc can be hired as tenure track faculty at end of postdoc, earmarking start-up funds for possible tenure track faculty appointment. It is recommended that you consult with Academic Affairs hiring plan requirements <https://ofas.unm.edu/faculty/recruitment--hiring/hiring-plans.html>

Note: Mentoring plans can be found at [\[link to be added\]](#)

MISSING DOCUMENTS

<input type="checkbox"/>	_____	Action _____	Date _____	Initials _____
<input type="checkbox"/>	_____	Action _____	Date _____	Initials _____
<input type="checkbox"/>	_____	Action _____	Date _____	Initials _____

NOTES

GUIDELINES TO WRITE A STATEMENT

The statement indicating candidate's and department's interest to expand opportunity and cultivate potential by centering the community wealth of the peoples of New Mexico and beyond is an opportunity to demonstrate a commitment to excellence in research and education through advancement of the university's mission to serve local and global communities. The statement is similar to the "Broader Impacts" section that is required in a National Science Foundation (NSF) proposal. Successful applicants will have a substantial record of past activities, evidence of the understanding of the challenges faced by underrepresented and all groups and a clearly articulated commitment to future plans. The statement is typically one-page long and might include one or more of the following elements:

1. **A description of present challenges faced by underrepresented groups (URGs) in your discipline:** An applicant and the department might discuss awareness of current hurdles faced by underrepresented groups (URGs) in your field. This can be portrayed by personal experiences and/or by practicing citational justice by referencing published work by minoritized scholars on this topic. URGs could include women, veterans, underrepresented racial minorities (URM), LGBTQIA+ communities, individuals who were/are first-generation college students, individuals with disabilities (IWD), and individuals from rural, urban, and/or lower socio-economic backgrounds.
2. **Examples of past efforts:** An applicant and the department might describe specific examples of past involvement and effort to promote an inclusive climate and culture. Examples include, but are not limited to:
 - Mentoring/advocacy: teaching, tutoring, or mentoring in programs for URGs as well as activities advocating for inclusive climate and culture issues in a previous academic position.
 - Education/Outreach: outreach efforts aimed at URGs, attendance to conferences, seminars, luncheons, etc. aiming at promoting engagement and supporting URGs.
 - Community/Service: sustained involvement in organizations targeting engagement with URGs.

If an applicant and/or the department does not have a substantial record of past activities, evidence of the understanding of the challenges faced by URGs and a commitment to future plans should be clearly articulated.

3. **Future Plans:** An applicant and the department might provide examples of activities and plans that demonstrate a commitment to advance inclusive climate and culture at UNM. It is important to be realistic about level of effort. Creative ideas will be well-received, but feasibility of the proposed activities is important.

Some examples follow.

- Contributing to relevant specific projects already taking place on campus.
- An applicant could describe commitment through their research and teaching plans, for example by diversifying both research teams to include URGs and outlets for research dissemination, or by developing/using teaching practices that accommodate diverse learning styles and/or disabilities, or by contributing to outreach efforts at UNM.

EDITED: 6/27/25