



September 20, 2022

To: Tenure Eligible Faculty

From: Wayne E. Jones Jr., Provost and Vice President for Academic Affairs

Re: Tenure and Promotion Process

The *Procedures and Criteria for Promotion and/or Tenure Guidelines* and the *Instructions for Preparing the Promotion and Tenure Statement* are available on the provost's office website at <https://www.unh.edu/provost/promotion-and-tenure-procedures-documents>. These documents, in conjunction with the section on tenure and promotion in the Collective Bargaining Agreement between the AAUP and the USNH Trustees, are intended to assist you in planning and preparing for the tenure and promotion process. There are a few changes to the guidelines this year. Based on motions passed by the faculty senate, the following are recognized as valued elements of faculty portfolios: outreach to secondary schools, engaged scholarship, and DEIA (Diversity Equity, Inclusion, Access). You can find more details about what is considered engaged scholarship are found in the motion below.

Motion on engaged scholarship and report on engaged scholarship:

https://www.unh.edu/sites/default/files/departments/faculty_senate/motion_to_approve_the_2021_engaged_scholarship_report_and_recommendations_xv-m21_05_03_21.pdf

If you have any questions, please address them to the Provost's office at academic.affairs@unh.edu. In planning for the tenure and promotion process, you should also consult any college or school and department guidelines that have been developed to supplement the Collective Bargaining Agreement and these guidelines.

The promotion process begins with your department promotion and tenure committee and department chair. They are charged with evaluating your performance, seeing that you prepare a promotion and tenure statement, and providing a recommendation regarding promotion and/or tenure. If you have not already done so, I suggest that you seek the advice and perspective of your department chair, dean, and experienced faculty in your department.

From the university's point of view, the tenure and promotion process is an important mechanism for assuring the quality of the faculty. From your point of view, you should see it as a process that guides continuing professional development in your roles of teaching, scholarship and research, and university and public service. For both you and the university, it is essential that you fully understand the criteria and procedures that guide the process.

The process then proceeds as follows:

December 2: The chairperson transmits the department promotion and tenure committee's recommendations and an independent recommendation to the dean. The chairperson also informs the candidate of these recommendations in writing.

February 3: The dean of the candidate's college or school transmits a recommendation, as well as that of the college promotion and tenure committee and the graduate dean (when the candidate is a member of the graduate faculty), to the provost and vice president for academic affairs. The candidate, department chairperson, and department promotion and tenure committee will be informed in writing of these recommendations as well as the numerical vote. If the dean's recommendation is negative, the statement will outline the basis for that recommendation.

March/April: The provost and vice president for academic affairs makes his recommendation and informs the candidate's dean. The dean will inform the candidate, department chairperson and college promotion and tenure committees of the provost's recommendation. At this point, the deans must inform candidates who are not recommended that they may request a review.

In cases where a review is requested, the dean shall inform the candidate, department chairperson, department and college promotion and tenure committees and the review panel of the final determination.

May/June: The president's recommendations go to the Educational Excellence Committee of the Board of Trustees.

June/July: The Educational Excellence Committee of the Board of Trustees acts on recommendations.

Whether you are being reviewed for tenure and promotion this year or sometime in the future, you should be familiar with the criteria and guidelines. You should also be assembling materials that will document your contributions and you should periodically take stock of your work in preparation for writing a statement of self-evaluation, which will be an essential part of the review.

Please contact your chair or dean's office for any questions related to the process. Please contact the Provost's Office if there are questions related to administrative matters.