University of New Hampshire

September 16, 2026

To: Deans and Department Chairs

Fr: Jeannette E. Riley, Provost and Executive Vice President for Academic Affairs

Re: Promotion and Tenure

The *Procedures and Criteria for Promotion and/or Tenure* and the *Instructions for Preparing the Promotion and Tenure Statement* are available on the provost's office website at http://www.unh.edu/provost/promotion-and-tenure-procedures-documents. In addition, letters to tenure eligible faculty and to all UNH tenure-track, clinical and research faculty can be found on the website.

Because promotion and tenure recommendations are made at several levels, it is imperative that the data accompanying cases be complete and properly documented. This task falls to the chair of the department since the case is written in the department. Complete documentation includes a full vita with publications in the appendix. Please note that instructions for preparing the promotion and tenure case have been updated to capture the case structure and SharePoint submission process utilized when submitting the case to the office of the provost and executive vice president for academic affairs. It is helpful for the chair to review these instructions with each candidate to ensure familiarity with case structure.

Recommendations must be consistent with the supporting material provided, and anyone reading the case must be able to ascertain that the data were obtained in a fair and reasonable manner. Please explain the process used in evaluating scholarship. How were peer reviewers selected? What were they asked? What is the relationship of the candidate with the outside reviewer? Reviewers should be neutral and not pose a risk for conflict of interest. Regarding teaching evaluation, did you use the standard university forms? If not, what forms were used? Does the process of teaching evaluation include peer review? Student letters? We need to demonstrate exactly how evaluative conclusions have been reached in every case, including promotion to full professor.

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Because candidates need to know the basis for decisions about promotion and tenure from the outset, I repeat the request from past years that departmental standards and criteria be made explicit to new faculty. Criteria should not be inflexible, but candidates should understand the importance of teaching, scholarship, and service, the integration of these areas as interpreted by the department and should know and understand the standards to be applied. How will performance be judged in each category? What level of performance is clearly unsatisfactory? What is marginal? What is desired? How will annual evaluations be used? Please consider assigning experienced faculty members to serve as mentors to new tenure-track appointees. Mentors can convey institutional standards more effectively than any written prescriptions.

The promotion process begins with the department promotion and tenure committee and department chair. They are charged with evaluating performance, seeing that a promotion and tenure statement is prepared, and providing a recommendation regarding promotion and/or tenure. The process then proceeds as follows:

December 1: 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 2: The college dean shall transmit the promotion and tenure statement to the provost and executive vice president for academic affairs. The statement shall include the recommendations of the college promotion and tenure committee, the graduate dean (when the candidate is a member of the graduate faculty), and the dean, as well as those of the department committee and chairperson. It shall include a numerical record of the vote of the college promotion and tenure committee. The college dean shall inform the candidate and the department chairperson of these recommendations in writing. In those cases, in which a negative recommendation is made, the statement shall provide the reasons for that recommendation. The chairperson (or the dean if the candidate is also the chair) shall notify the department promotion and tenure committee.

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March/April: The provost and executive vice president for academic affairs shall evaluate all cases and provides their recommendations to 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.

The recommendation of the provost and executive vice president for academic affairs, with all documentation, is presented to the president.

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

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

Please contact this office if there are questions or if any part of the instructions needs to be clarified. As much as possible, I try to delegate questions about promotion and tenure policies and procedures once I have sent out the guidelines and the season has begun, since I must subsequently sit in judgment and do not want to preview issues that pertain to particular cases. Administrative matters will be addressed by John Wallin, Assistant Provost Contract Administration.

If you have any questions, please address them to the provost's office at academic.affairs@unh.edu.

Thank you for your attention to the instructions and guidelines and for your work on this important process.

Office of the Provost and Executive Vice President of Academic Affairs
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