University of New Hampshire

September 16, 2026

To: UNH Tenure Track Faculty
Research Faculty
Clinical Faculty

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

Re: Promotion and Tenure Process

This letter provides essential information regarding the *Procedures and Criteria for Promotion and/or Tenure: Guidelines for Deans, Department Chairpersons, and Faculty Members of School and College Promotion and Tenure Committees* which can be found on the provost's office website at http://www.unh.edu/provost/promotion-and-tenure-procedures-documents. These guidelines are reviewed annually and published by this office for your information and guidance in the preparation of promotion and tenure materials.

Specific instructions for preparing the promotion and tenure statement can also be found on the provost's office website. Cases are submitted by each dean's office to the office of the provost via a SharePoint case submission process. There are uniform categories/file-naming specifications utilized for case materials. You may contact your dean's office or the provost's office if you have questions about file-naming best practices. Please refer to instructions for preparing the promotion and tenure case for additional details.

Instructions for preparing promotion statements for clinical faculty and the procedures for promotion for research faculty are also available on the provost's website.

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.