University of New Hampshire

September 16, 2026

To: Tenure Eligible Faculty

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

Re: Tenure and Promotion Process

This letter provides essential information regarding 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.

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.

In planning for the tenure and promotion process you should also consult your 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:

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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.

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.

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.

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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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