



September 21, 2020

To: Deans and Department Chairs

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

The 2020-21 *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. There were no changes to this year's guidelines.

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 in particular 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.

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.

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 be aware of 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 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.

Please call this office if there are questions or if any part of the instructions need 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.

Thank you for your attention to the guidelines.