Promotion Reviews

Definitions

“Department Chair” includes Program/Center Director  
“Dean” includes EOS Director  
“Department Committee” includes Program/Center Committee if relevant  
“College” includes EOS  
“College Committee” includes EOS Committee.

Promotion

Research faculty have opportunities for promotion from research assistant professor to research associate professor and from research associate professor to research professor. All colleges, departments, and programs that include research faculty must have promotion policies, including criteria and standards to be used for the review process. It is the responsibility of each candidate for promotion to assemble and submit dossier material for promotion consideration. Research faculty are not required to seek promotion. If a research faculty member is not promoted, the existing academic title will remain in place.

A promotion is an affirmative action by the University with respect to an individual faculty member. A promotion recommendation by the Provost and Vice President for Academic Affairs is based on a written presentation of the individual case accompanied by written opinions on the case by appropriate faculty committees, the Department Chair, the College Dean, the Dean of the Graduate School (when appropriate), and the Provost and Vice President for Academic Affairs.

Promotion materials are maintained in respective Deans' offices in compliance with the Policy Regarding Retention of Promotion and Tenure files. The evaluative portions of each case are kept confidential. Candidates, in the presence of the department chair or dean, may have access to the non-evaluative promotion materials. In order to encourage participation and to assure candor, evaluations related to the promotion process are considered confidential and are not, therefore, available to the candidate. Further, with respect to letters of evaluation and other personal evaluations of a candidate, each evaluation must be accompanied by a statement indicating whether an evaluation was invited or not invited, and if invited, what process was used to determine from whom an evaluation was requested, in what manner an evaluation was requested, and other facts pertinent to the invitations. Once during the promotion process, the candidate may request a summary of the confidential materials which will be prepared by a member of the faculty, other than the candidate, selected by the following procedure:
The candidate will propose a list of at least three members of the college research or tenured faculty and the Dean will choose one of them. This summary must include the names of individuals whose evaluations are in the file. The dean or their designee will review and approve the summary of confidential materials before it is transmitted to the candidate, to ensure that it does not connect any ideas or quotes from summary statements to any particular individual. Candidates (and only candidates) shall be entitled to submit a rebuttal within one week of receiving the summary statement of confidential material. If a rebuttal is submitted, the summary upon which it is based becomes a part of the promotion file. If the candidate does not submit a rebuttal, the summary does not become a part of the promotion file. Finally, any material in the file which the candidate can demonstrate to the University to be inaccurate or untrue shall be immediately removed.

Promotion to research associate professor or to research professor will follow the usual college promotion processes through the level of the dean. The final promotion decision will be made by the Provost and Vice President for Academic Affairs in consideration of the materials provided by the faculty member, the recommendation of the department committee, chair, college committee, graduate dean if relevant, and the dean, as well as any other relevant information, experiences, etc.

For research faculty promotion cases, the department and college promotion committees must include at least one research faculty of equal or higher rank than that sought by the candidate, with voting privileges for research faculty cases only. The research faculty committee member(s) will be selected according to the appropriate department/program and college policies and procedures. Efforts shall be made to include committee member(s) with a relevant disciplinary background to that of the candidate. If the department/program has no other research faculty of equal or higher rank than that sought, one will be selected by the Dean from a related department or unit.

No member of the promotion committee may have a relationship with the candidate that might constitute a real or perceived conflict of interest in objectively and fairly evaluating the candidate for promotion. In such cases, an appropriate alternate committee member shall be selected by the dean.

Dossier for Promotion

A candidate for promotion to any research faculty rank shall prepare a curriculum vitae, a statement and dossier on research activities, service, and/or scholarship as appropriate. The statement and dossier will focus on each of the above-listed areas as applicable to the candidate’s written appointment letter, workload assignments, and expectations. The candidate may provide an integrated statement of all applicable areas or provide a separate description of each area. The Department Promotion Committee will seek and secure
additional input, including objective evaluative letters from relevant faculty and/or staff colleagues. The dossier should include:

- Productivity in Research and Original Creative Work
  - Role of faculty member in grants, publications, and presentations
- Sustainability of Research and Original Creative Work
  - Evidence of the ability to obtain external funding, conduct and publish results over time
- Recognition of Research and Original Creative Work
  - Honors and awards, visiting professorships, fellowships, etc.
- Documentation of seeking external contract and grant funding
- Publications
- Supplemental data on research of scholarship activities such as
  - Journal ranking
  - Number of times a publication has been cited in other publications.
- Materials reflecting the candidate’s substantial personal work in developing, implementing, leading, and/or supporting programs
- Outside presentations, publications and professional activities, both invited and volunteered
- Outside recognition and reviews for one's publications and/or presentations
- Copies of exemplary publications, lectures, reports
- Training and Education of Students (if applicable and desired)
  - Serving as thesis or dissertation committee chair, primary advisor
  - Service on thesis and dissertation committees of other students
  - Financially supporting and mentoring students on research projects
  - Advisor for undergraduate research
  - Courses taught, student evaluations
- Summary of Service Activities
  - Service to UNH and the scientific community
  - What, duration, any evidence of quality of service, etc.
  - Courses taught, student evaluations
- Any other information that is relevant to the candidate’s assigned responsibilities
- Evaluation letters from relevant faculty members having knowledge of the candidate’s performance
- Evaluation letters from individuals or organizations that have been assisted or served by the faculty member
- Evidence of the quality of mentoring of and support for student research

Promotion Timeline
• The research faculty will notify the chair and dean in writing that s/he is initiating the promotion review process by April 1st of the academic year prior to the review process.

• The research faculty will submit the promotion dossier to the chair for transmittal to the promotion committee by the first week of the semester of the academic year in which he/she wishes to be considered for promotion.

• The department promotion committee will be appointed by the chair no later than October 1 of the academic year in which the Research Faculty member wishes to be considered.

• The chair transmits the recommendations of the department promotion committee, as well as the chair’s independent evaluation to the dean by December 2nd of the academic year in which the Research Faculty member wishes to be considered. The chair also informs the research faculty member of these recommendations in writing, including a numerical record of the vote of the department promotion committee.

• The dean transmits the recommendations of the college promotion committee and the dean’s (and, in cases of members of the graduate faculty, the graduate dean) independent recommendation(s) to the Provost and Vice President for Academic Affairs by February 3rd of the academic year in which the research faculty member wishes to be considered. The dean also informs the research faculty member in writing of the recommendations of the college committee, graduate dean if relevant, and the dean, including a concise summary of the primary reasons for the recommendations. It shall include a numerical record of the vote of the college promotion committee.

• Any salary increase associated with a promotion will become effective at the beginning of the appointment period.

Any research faculty has the right to file a grievance in accordance with the University Grievance Policy¹ if he/she is not promoted and can demonstrate clearly that the processes were not properly followed or that the department’s and/or college's approved promotion policies were applied in an arbitrary or capricious manner.

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¹ University of New Hampshire, Human Resources, Compliant and Grievance Process (FAIR), https://www.unh.edu/hr/fair