

**EARTH SCIENCES DEPARTMENT  
PROMOTION GUIDELINES  
FOR RESEARCH FACULTY  
(Approved October 13, 2015)**

These guidelines pertain to all research faculty members whose primary affiliation (i.e. “home unit”) is with the Department of Earth Sciences. If a candidate is affiliated with the Department but has his/her primary affiliation in another unit, the Department will provide input to the process as dictated by the guidelines set forth by the university and candidate’s home unit.

**ADOPTION OF GUIDELINES**

The department promotion and tenure guidelines shall conform to the relevant sections of the current Collective Bargaining Agreement between the USNH Board of Trustees and the UNH Chapter of the American Association of University Professors (AAUP) and the current “Instructions for Preparing the Promotion and Tenure Statement and the Procedures and Criteria for Promotion and/or Tenure” issued annually by the Vice President for Academic Affairs (VPAA). Any changes to the departmental promotion and tenure guidelines for research faculty require a simple majority vote of the tenure-track and research faculty in the Department.

**PROMOTION AND TENURE COMMITTEE CHAIRPERSON**

At the beginning of each academic year, the Department Chairperson will appoint a tenured professor to be chairperson of the Department Promotion and Tenure Committee(s).

**PROMOTION AND TENURE COMMITTEE COMPOSITION**

Research Faculty

Promotion of a research scientist to a research assistant professor:

All department academic and research faculty with rank of assistant professor, associate professor, or full professor, plus the Department Chairperson as a non-voting member.

Promotion of a research assistant professor to a research associate professor:

All department academic and research faculty with rank of associate professor or full professor, plus the Department Chairperson as a non-voting member.

Promotion of a research associate professor to research professor:

All department academic and research faculty with rank of full professor, plus the Department Chairperson as a non-voting member.

Research Faculty Affiliated with a Center

Promotion of a research scientist to a research assistant professor:

All department and center academic and research faculty with rank of assistant professor, associate professor, or full professor, plus the Department Chairperson as a non-voting member.

Promotion of a research assistant professor to a research associate professor:

All department and center academic and research faculty with rank of associate professor or full professor, plus the Department Chairperson as a non-voting member.

Promotion of a research associate professor to research professor:

All department and center academic and research faculty with rank of full professor, plus the Department Chairperson as a non-voting member.

## PROCEDURE

### General

Research faculty members wishing to be considered for promotion should notify the Department Chair and committee chair by September 1 of the academic year they wish to be considered (see Suggested Timeline below). Ideally advancement from Assistant to Associate Research Professor occurs in the first 6 years of employment.

The composition of the committee for each case is determined as specified above. The Promotion and Tenure Committee chair will serve as the chair of at least one committee. If more than one case is being considered in a given year, he or she may, with the approval of the Department Chair, appoint chairs of the committees for additional cases. The chair of the committee for each case will have overall responsibility for calling meetings, assembling materials, administering the voting, and summarizing the recommendation of the committee. However, it is expected that the chair will delegate responsibilities among the committee members for each case as appropriate. Each committee member is responsible for understanding the university and departmental promotion and tenure guidelines before assembling materials. The committee chair for each case is responsible for transmitting all materials and the results of the voting to the Promotion and Tenure Committee chair by the deadline outlined in the university procedures.

The committee shall be responsible for soliciting feedback from external reviewers and students for each case. In order to attain at least 5 external independent reviews of the candidate's research and scholarship, the candidate will give the committee a list of at least 6 potential outside referees (including their contact information, area of expertise, and relationship to the candidate) by September 15. Once the list is approved by the committee, the committee will solicit at least 6 external reviews. The candidate will select two evaluators to be contacted by the

committee. The committee will select two additional evaluators from the candidate's list. At least two other evaluators can be chosen from the list or chosen independently by the committee. The committee will also solicit feedback from students who have completed courses taught by the candidate (where relevant) as well as past and current undergraduate and graduate students advised by the candidate. If the candidate is affiliated with a Research Center, the committee will solicit an independent review from the Director of that Center.

Each member of the committee for each case will have one vote on that case; thus, in cases involving promotion of research faculty affiliated with a center, faculty affiliated with that center may vote either as a member of the center or as a member of the department. Voting for each case will be by secret ballot deposited into an envelope. Each person voting will sign a statement that she or he has voted. The envelope will be sealed by the chair of the committee for that case when voting is completed. The Promotion and Tenure Committee Chair and Department Chair will jointly record the numerical vote.

The Department Chair will undertake an independent evaluation of each candidate after inviting advice from academic and research faculty not included on the Promotion and Tenure Committee(s) and from students if deemed appropriate. The Department Chair will notify the candidate of the department's recommendation including the outcome of the vote by the Promotion and Tenure Committee.

The Department Chair and Promotion and Tenure Committee Chair will ensure that all materials for each case are properly assembled and forwarded to the Dean's office by the deadline outlined in the university procedures.

#### Suggested Timeline

- Early September
  - Bring cases forward
  - Chair names P&T Committee chair
  - Create sub-committees for each case if there are multiple cases
  - Candidate begins to gather information and write narrative
- Mid-September
  - Candidate provides for committee review the list of at least 6 external reviewers, complete CV, and selected reprints with contact information, area of expertise, and relationship to the candidate
- Early October
  - Committee sends out solicitations for outside letters and student feedback
- Mid-October
  - Candidate submits complete tenure documentation to committee
  - Committee confirms commitment from external reviewers
- Early November
  - Committee prompts for return of external and student reviews that have not yet arrived
  - Committee reviews package and begins to write evaluation
  - Department Chair seeks feedback from other departmental faculty who are not on the committee.

- ❑ Mid- November
  - Department Chair and Committee prepare separate evaluations based on package and feedback
- ❑ Late November
  - Vote is taken
  - Finalize the package (page numbers and copies) for distribution to Dean
  - Notify candidate of vote outcome

## CRITERIA

### Research Faculty

As dictated by the University guidelines, promotion of research faculty is to be based on performance in the areas of research, scholarship, and service. More specific expectations of Earth Sciences Department faculty are given here. However, as paraphrased from the “Instructions...”

A formula for weighing those areas of activity would be completely alien to the spirit of promotion and tenure recommendations. A promotion and tenure statement is a highly personalized document. It contains an evaluation of teaching, scholarship and service; but, more importantly, it highlights the area(s) in which the faculty member genuinely excels. Faculty members are expected to pursue their own professional agendas and to excel in different ways, even as they enable the University to meet its broad institutional objectives.

Research - In the areas of research and scholarship, research faculty are expected to be regularly engaged in scholarly activity in the field of geosciences. This activity includes field, laboratory, or computational research designed to answer specific questions or to test hypotheses of relevance to the geosciences. Both disciplinary and interdisciplinary research is valued. Faculty are expected to regularly publish the results of this scholarly work and obtain external funding for this activity. Each faculty member is expected to involve graduate students in his or her research and have demonstrated the ability to supervise and mentor graduate students at the M.S. and Ph.D. level. Candidates for Full Professor should have developed an internationally recognized research program.

Service - Meaningful engagement in service activities is an important part of promotion. Service activities for Research Faculty can include (1) service to the center, department, college, institute, and/or university in necessary areas of teaching and/or administration; (2) regular advising of undergraduate and graduate students; (3) service to the geosciences profession; and (4) outreach and engagement activities that further the mission of the university or professional community. Candidates for Full Professor should have carried out some of their service activities in a leadership role.