

# **UNH MECHANICAL ENGINEERING DEPARTMENT PROMOTION & TENURE & REVIEW PROCESS**

## **Untenured Faculty Review Process**

Untenured faculty members, who are on tenure-track, are reviewed annually by a Committee of the tenured Mechanical Engineering (M.E.) faculty including the Chair. The Committee sends their evaluation to the Department Chair who then sends an evaluation to the Dean of CEPS. The Dean reviews the evaluation materials and writes a letter of evaluation to the untenured faculty member. The faculty member may request to meet with the Department Chair and the Review Committee to discuss these evaluations.

For the third year review, the evaluation process should begin February 1<sup>st</sup> of the third year of service, and will be more extensive. Untenured faculty members will be required to go through a mock Promotion and Tenure (P&T) process, excluding letters, and should submit the following documentation to the P&T Committee (which consists of all tenured M.E. faculty members) no later than March 1:

- A professional resume listing all of his/her publications and professional reports, employment record, University and community service, courses taught at UNH, and any other facts, which should bear on the P&T decision.
- Copies of faculty annual reports.
- Copies of all proposals submitted, funded or unfunded.
- Copies of all appropriate publications and reports authored or co-authored by the candidate including any "in press".
- Submitted publications currently under review.
- Copies of the student evaluations on all courses taught at UNH by the candidate.
- A self-appraisal of his/her teaching, research and service record.
- A compilation of all service activities for the Department, College and University.
- Any other materials the candidate wishes to submit.

These evaluation materials will be made available to all members of the P&T Committee for their individual review.

After members of the P&T Committee have reviewed the above materials, a closed meeting will be held to discuss their findings. A brief evaluation will then be written by a subcommittee of at least two members of the P&T Committee summarizing the comments from the meeting. This evaluation will be reviewed by every member of the P&T Committee and may have to go through several revisions before all members physically sign off as to its accuracy of reflecting the discussions. Once this has been accepted and signed by all the members of the P&T Committee, it will be forwarded to the Dean, along with a separate evaluation letter from the Department Chair by April 15. Regular annual reviews are continued until final tenure review (see below).

### **Promotion to Associate Professor**

The M.E. Department's P&T Committee for tenure and/or promotion to Associate Professor includes all of the tenured faculty in the Department. It is chaired by the Department Chair who does not vote with the Committee but makes the Chair's recommendations directly to the Dean.

*Faculty who are promoted to Associate Professor with tenure must have demonstrated good teaching skills at both the graduate and undergraduate level. This can be demonstrated by positive teaching evaluations and comments, student letters, senior design advising, and advising of undergraduate and graduate students. They must also have established a professionally recognized and sustainable engineering research program. This can be demonstrated by externally funded research projects, an appropriate high quality, peer-reviewed publication record, and advising graduate research.*

By the fall of his/her sixth year of service, the candidate for promotion and tenure will submit to the Department P&T Committee three copies of a compilation of the following materials:

- A professional resume listing all of his/her publications and professional reports, employment record, University and community service, courses taught at UNH, and any other facts, which should bear on the P&T decision.
- Copies of faculty annual reports.
- Copies of all proposals submitted, funded or unfunded.
- Copies of all appropriate publications and reports authored or co-authored by the candidate including any "in press".
- Submitted publications currently under review.
- Copies of the student evaluations on all courses taught at UNH by the candidate.
- A self-appraisal of his/her teaching, research and service record.

- A compilation of all service activities for the Department, College and University.
- Any other materials the candidate wishes to submit.
- Names, current addresses and telephone numbers of at least six qualified and knowledgeable professionals who can comment on the candidate's professional standing in his/her area of research and expertise.

At the same time, the Department P&T Committee shall solicit the following external information on behalf of the candidate's case for P&T:

1. Selecting at least three from the six names supplied by the candidate and an equal number from other sources like the references in the candidate's publications, confidential external letters of appraisal and recommendation will be solicited from outside professionals in the candidate's area(s) of specialization.
2. Letters of comment on his/her teaching and advising will be solicited from a significant sampling of recently taught students, both graduate and undergraduate.
3. Unsolicited letters on the candidate's merits will be accepted for consideration. These letters can be from inside UNH or from the outside, both students and faculty, and staff.

A subcommittee appointed by the Department Chair consisting of at least two of the members of the P&T Committee will review all of these materials and prepare a summary presentation of their findings, without bias, for the full Committee, and present it orally at a closed meeting. The subcommittee is responsible for seeing that the assembly of documentation and the evaluation are accomplished in a thorough and professional manner.

Concurrently, the entire file of material, including the outside letters will be made available to all members of the P&T Committee for their individual review.

After at least three meetings of the full P&T Committee, the Chair<sup>1</sup> will be responsible for seeing that a report is written by one of the Committee members which summarizes the discussions, comments and findings of the P&T Committee meetings on the candidate in question. This report draft will then be reviewed by every member of the P&T Committee and may have to go through several revisions before all members physically sign off as to its accuracy of reflecting the discussions.

A secret ballot will be conducted by the Chair and the Department secretary, and the results of this ballot recorded and revealed to all involved including the candidate.

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<sup>1</sup> In the event the Department Chair is a candidate for promotion, the role of the Chair for these actions, with the exception of writing a separate letter to the College P&T Committee, will be fulfilled by a special Chair or Co-chair of the P&T Committee selected by them for the cases at hand in that year.

The summary report of the P&T Committee will then be forwarded to the next level in the college P&T process along with a separate letter of appraisal written by the Department Chair. The latter letter does not have to agree with the findings of the former. Both letters and the file are forwarded to the next step in the CEPS' P&T process.

### **Promotion to Professor**

The M.E. Department's P&T Committee for tenure and/or promotion to full Professor includes all tenured full Professors in the Department and the Chair (in case Chair is Associate Professor).

The process for promotion from Associate to full Professor shall be exercised at the request and discretion of any tenured Associate Professor in any year.

All of the procedures and steps listed for the promotion to Associate Professor should be exercised for the candidate, and the same current information obtained and written up.

*Faculty who are to be promoted to Professor must have a consistent record of good teaching skills at both the graduate and undergraduate level, and have a professionally recognized and consistently active research program. This can be demonstrated by positive teaching evaluations and comments and student letters, senior design advising and advising of undergraduate and graduate students, and externally funded research programs, high quality peer reviewed publications and graduating students at the Masters and Ph.D. level. In addition, the successful candidate should have demonstrated a high level of service and professional leadership within the university and professional community.*

### **Tenured Faculty Review Process**

In accordance with the AAUP contract, Associate Professors are reviewed every three years unless they have recently been promoted, and full Professors are reviewed every five years unless they were recently promoted.

The review of tenured professors will be conducted by a Committee of full Professors appointed by the Department Chair. The tenured faculty member being reviewed should submit the following documentation to the Review Committee:

- A c.v. including teaching and service activities
- Faculty annual reports since the last review
- Teaching evaluations since the last review
- An optional self-evaluation: one page maximum for each area of teaching, service and research.
- Anything else the reviewee deems necessary.

The Committee will review the above materials and submit an evaluation to the Department Chair, who will then submit his evaluation to the Dean of CEPS. All evaluations will be made available to the faculty member. The faculty member may request to discuss the evaluations with the Review Committee, the Chair and the Dean.

Modified on 11/24/2009 after Dept. Meeting on 11/24/09.