

Criteria for Promotion and Tenure¹

Department of Computer Science

Approved April 21, 2010

Revised November 20, 2015

The University of New Hampshire is the state's public research university, providing comprehensive, high-quality undergraduate and graduate programs. The Department of Computer Science supports this mission by expecting its tenured and tenure-track faculty to be both creators and disseminators of knowledge. The department believes that high-quality programs at both the graduate and undergraduate levels are characterized by a close integration of teaching and research in which faculty and students collaborate in learning and discovery.

Faculty members are expected to contribute to the activities of the department in the three areas of teaching, research and service. A formula for weighing those areas 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 in each of the three areas and 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. Interdisciplinary collaborations are valued, and the department will solicit appropriate input to evaluate the interdisciplinary contribution of the candidate as part of the promotion and tenure process.

Accordingly, the department bases its promotion and tenure decisions on the evaluation of the contributions of its faculty members to the activities of the department in the three areas of teaching, research and service.

- Faculty members must demonstrate a strong commitment to the teaching mission to obtain tenure. A key measure of commitment is the faculty member's willingness to engage in continual improvement with regard to teaching both undergraduate and graduate students. Faculty members should document their efforts for continual improvement in their faculty annual reports, accreditation course reports, etc. Improvement efforts should be guided by input from students, including the standard student evaluation of courses, as well as measures of student attainment of expected course outcomes. Faculty members are also expected to teach in a broad sense, for example, by leading reading courses and other special projects, by supervising graduate theses, by serving on graduate thesis and exam committees, etc. For promotion to full professor, a faculty member will be actively engaged in the broader teaching mission of

¹ This document draws upon: *Best Practices Memo: Evaluating Computer Scientists and Engineers For Promotion and Tenure* by the Computing Research Association, which is available from http://www.cra.org/reports/tenure_review.html.

the department by, for example, mentoring junior faculty, leading curriculum assessment and/or revision efforts, initiating new courses, etc.

- Faculty members must establish a sustainable research program to obtain tenure. The department judges the effectiveness of a research program by evaluating its impact on the field. Ultimately, for a tenure decision, impact is measured by soliciting evaluations from reviewers outside the university. A faculty member can increase the impact of their work by publishing their results in workshop proceedings, conference proceedings and journals. The department explicitly affirms that, in the field of computer science, publishing in highly-selective, refereed conference proceedings can be as important as publishing in journals. Supervising both undergraduate and graduate students, and working to obtain funding for those students, is a second way that impact can be increased, by allowing the faculty member's research program to be both broader and deeper in scope. For promotion to full professor, a faculty member's research program should demonstrate continued impact, with increasing evidence of that impact.
- Faculty members are expected to make a service contribution to the department by serving on departmental, college, and university committees, participating in the faculty search process, attending faculty meetings, and generally contributing to the smooth functioning of the department. Faculty members can also make a service contribution to the field by, for example, reviewing papers or grants, serving on program committees, organizing workshops, etc. For promotion to full professor, a faculty member will have demonstrated leadership in the department, college and the university by, for example, chairing committees, leading outreach activities, representing the department and college in university committees, participating in professional organizations, etc.

Promotion and tenure decisions are based on candidates achieving a certain level of performance. Other than for mandatory tenure decisions, time in rank and any leave time are irrelevant for promotion and tenure decisions.

Procedure for Promotion & Tenure of Faculty Department of Computer Science

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This procedure is intended to be consistent with the current UNH-AAUP Collective Bargaining Agreement and with the Instructions for Preparing the Promotion and Tenure Statement issued by the UNH Provost.

The Computer Science Department Promotion and Tenure Committee consists of all tenured faculty. For promotion to associate professor, the entire committee participates. For promotion to professor, a subcommittee consisting of the full professors conducts the evaluation. If there are fewer than two full professors available for the review, the department chair, in consultation with the dean and the full P&T committee, will name a review committee, possibly including associate professors from the department or full professors from other departments in CEPS.

Faculty members on leave may choose whether or not to vote, however, the choice to vote includes a responsibility to participate in the committee process. The department chair is a non-voting member. Each year, the committee elects a chair, who cannot be the department chair. Votes on recommendations are by secret ballot.

The committee and the candidate prepare appropriate sections of the candidate's promotion and tenure statement in accordance with the Instructions. The department chair has ultimate responsibility for this preparation. The statement includes the candidate's C.V., annual reports, periodic reviews by the dean and by the department promotion and tenure committee, external peer reviews, comments from students, and summaries of student teaching evaluations. Student teaching evaluations are made available to subsequent evaluators.

October 1 is the deadline for candidates to get their sections of the statement to the department.

The committee solicits external evaluations of the candidate's research and scholarship. Both the candidate and the committee participate in the selection of external evaluators.

- a. The candidate identifies names he/she would like included.
- b. The candidate identifies names he/she would not object to including.
- c. The committee identifies names
- d. The candidate may object to some names on the committee's list and provide reasons.
- e. The committee selects evaluators from the three lists a, b, and c. We seek a balanced distribution of choices from the committee and from the candidate, with the goal of obtaining 6-8 evaluations.
- f. If the committee selects an evaluator the candidate objects to, the statement must include
 - i. a description of the candidate's objections,
 - ii. an explanation of why the committee selected that person anyway.

The candidate is not informed of the evaluators actually chosen.

September 1 is the deadline for candidates to nominate potential external evaluators.

The committee invites comments from students who have completed one or more courses taught by the candidate. The committee compiles the list of current and former students appearing on the class rosters of courses the candidate has taught. The committee also solicits comments from all students for whom the candidate has served as undergraduate or graduate advisor. The committee contacts all students for whom an address is available from the alumni office or other sources.

Uninvited letters of recommendation or personal evaluation are included under guidelines provided in the Agreement. If the committee receives an unsolicited letter, we must ask the author's permission to show the letter to the candidate. If the author refuses, the letter is not included in the statement. If the author approves, the candidate may read the letter and provide comment or rebuttal.

All UNH faculty members have a standing invitation to provide a letter concerning a P & T decision. Such letters are considered solicited and therefore exempt from the requirement that the candidate may read and rebut them.

The candidate may request a summary of the evaluative sections of the report from the department chair or the Dean and be provided with the names of those whose comments are included in the evaluation without attributing specific comments to specific reviewers.

The committee chair informs the candidate of the numerical vote of the committee. The department chair, after inviting advice from the department faculty not on the committee, writes an independent evaluation of the candidate's teaching, research, and service activities.

The statement including the evaluation by the department chair is submitted to the Dean by December 1.