

Chemistry Department
University of New Hampshire
Promotion and Tenure Procedures
Re-approved February 25, 2015

Establishment, Review, and Adoption of Procedures

At a chemistry faculty meeting in the Spring Semester, the procedure to be used in promotion and tenure considerations during the following academic year will be established by simple majority vote of all tenure-track and research members of the Chemistry faculty in attendance. The procedures adopted will conform to University guidelines. (See appropriate section under “Procedures and Criteria for Promotion and/or Tenure: Guidelines for Deans, Department Chairpersons and Members of School and College Promotion and Tenure Committees”)

URL:

http://www.unh.edu/academic-affairs/faculty/fac_promotion_tenure.html

(http://www.unh.edu/academic-affairs/faculty/fac_promotion_tenure.html)

Overview of the Promotion and Tenure (P&T) Process

Non-tenured faculty members must be reviewed at least once each year by both the Chemistry Department P&T Committee and the Dean of the College. This review is carried out in the Spring semester. The procedure is detailed below in “Annual Review”.

A comprehensive review of Assistant Professors must be carried out by the end of the Spring Semester of an Assistant Professor’s third year. The procedure is detailed below in “Third Year Review for Assistant Professors”.

In addition, the Chemistry Department reviews all faculty members who are not Full Professors at least once a year to ensure that there is adequate documentation for the faculty member’s personnel file. For Assistant Professors and for Associate Professors who wish to be considered for promotion and/or tenure, it is recommended that this review occur early in the Fall Semester.

P & T Committee Composition

- a) The committee to consider Associate Professors consists of all tenured Full Professors in the Department (and, in accordance with University Policy, the Department Chairperson in case he/she is not a Full Professor).
- b) The committee to consider Assistant Professors and Instructors consists of all tenured Full and Associate Professors.
- c) In accordance with the AAUP Contract, the Department Chairperson shall be a nonvoting member of the P&T Committee.

Annual Review

- a) Non-tenured Faculty Members: Each non-tenured faculty member will be evaluated by the appropriate P & T Committee before the end of the spring semester, beginning with the first year of appointment. This will be based on the faculty member’s profile (see below) and any other information provided by the faculty member. A letter of assessment summarizing the P & T Committee’s deliberations will be forwarded to the faculty member, who has the option to request clarification or

modification of the wording. The Chairperson will submit a summary of the evaluation, either by letter or discussion, to the Dean of the College, who prepares an annual written assessment. The Dean's evaluation must be completed by the end of each academic year and sent to the faculty member.

b) Associate Professors with Tenure: Each Associate Professor with tenure will be reviewed by the appropriate P & T Committee in the fall semester, starting the second year of his/her service in that rank. The review will be based on the faculty member's profile (see below) and any other information provided by the faculty member. A letter of assessment summarizing the P & T Committee's deliberations will be forwarded to the faculty member, who has the option to request clarification or modification of the wording.

Review of Faculty Members for Promotion/Tenure

Each fall, Professors without tenure and all Associate Professors, Assistant Professors and Instructors with at least one full year of service are reviewed by the appropriate P&T Committee to determine whether the committee wishes to forward a recommendation for promotion and/or tenure.

The Promotion and Tenure Committee will discuss each case until it is determined that members are ready to vote on whether outside letters should be solicited. In mandatory decision cases, the solicitation of outside letters will proceed automatically. A secret written ballot normally will be conducted no sooner than two days after the discussion is concluded. In situations of extreme time pressure, the two-day delay may be waived by unanimous vote of the committee. Every member of the committee is expected to attend the discussions and to vote (yes, no, abstain) on each candidate. Decisions are based on a simple majority of votes cast, with abstentions not being counted. The vote will be recorded and communicated in writing to the individual being reviewed.

If the vote is positive, or if the case requires a mandatory decision, the Chairperson will request five or more letters from people in the candidate's field who can speak to his/her professional contribution to scholarship. The candidate may suggest to the Committee potential reviewers. The candidate may also suggest the names of reviewers he or she would prefer not to be contacted. The choice of the referees will be: two chosen by the candidate, two by the Promotion and Tenure Committee, and one or more mutually agreed upon by the candidate and the Committee. The name of the external reviewers chosen by the Committee will be made known to the candidate. The request for evaluation will be written in neutral manner and the evaluator will be asked to indicate the basis of his/her recommendation. Copies of an appropriate profile, a list of publications, abstracts of papers presented at national and/or international meetings, and copies of recent publications of the candidate will be included for the convenience of the reviewer. The reviewer will be informed that the letter will be confidential (to the extent this is legally possible) and seen only by those involved in making the final decision but that the substance of all evaluative statements collectively may be provided to a candidate, at his/her request, without revealing specific sources.

Letters from students and/or faculty colleagues (including untenured faculty) relative to teaching and/or thesis direction will be solicited only if the committee feels the need for additional information to strengthen a case or to respond to questions raised by evaluations. According to University Policy, any individual faculty or student statements that are made a part of the record must be signed.

Final Review

When all external materials have been received and reviewed, the committee will continue its deliberations until ready for a final vote by secret ballot. The review may include a meeting of the committee with the candidate, if desired by the committee. As in the initial vote, decisions are based on a simple majority, and all members of the committee are expected to vote.

a) Positive Vote. If the vote is favorable for sending forward a recommendation, the

Chairperson will inform the candidate in writing of the vote. At the same time, the Chairperson will inform the candidate as to the nature of his/her recommendation and explain any differences between it and the P&T Committee recommendation. Unless the candidate requests that the recommendation not go forward, the Chairperson will complete the promotion and tenure recommendations document based on the positions developed during the committee deliberations. With approval of the committee the Chairperson may designate another member of the committee to develop the document. The document will contain a summary position of the Departmental Committee and a statement of the final vote. Each member of the Department Committee should read the document (correcting errors if necessary) and sign to indicate that he or she has read the contents and has voted in the recommendation.

The Chairperson will attach his/her own recommendation to the P&T document developed by the candidate to Dean of the College by December 15th or whatever alternative date is specified by the Dean. The document will be reviewed by the College P&T Committee and the College Dean.

b) Negative Vote. If the vote is to delay sending forward recommendation, the candidate will be informed in writing prior to the Dean's deadline date for receiving the recommendation. The letter should provide explicit comment on his/her performance and should be based on the discussions of the Committee.

In some instances, a faculty member may feel that a recommendation should have been initiated. If, after discussions with the Department Chairperson and College Dean, the faculty member feels that his/her case is sufficiently meritorious to justify further consideration, the faculty member may request the College Promotion and Tenure Committee to initiate a consideration of the individual's promotion and/or tenure.

Third-Year Review of Assistant Professors

During the third year of an Assistant Professor's career, a detailed review of the faculty member's progress should be carried out. The intention of this review is to ensure that the faculty member and the department receive adequate notice to address any concerns there may be about the faculty member's progress towards tenure.

The blueprint for the review shall be the University Promotion and Tenure Form. In this document, the Assistant Professor has the opportunity to comment on his or her own contributions in the area of teaching, research and service. The document should be assembled by the chair of the Assistant Professor's P&T Screening Committee, with the assistance of the candidate, and submitted to the full P&T Committee for review and comment. The full P&T document shall contain the Assistant Professor's comments, the committee's comments, the Annual Reports of the candidate, the annual letters from the Department Chairperson and College Dean, and any other documentation the Assistant Professor wishes to have considered. This document will be submitted to the College Dean by the date required by College policy.

Profiles

The profile is a cumulative record which documents a faculty member's contributions to the department and the community. The profile normally includes a curriculum vitae, description of teaching, research and service activities, and summary of teaching evaluations, together with any other material that the candidate wishes to have included.

Each faculty member being reviewed will prepare an updated profile and submit it to the Chairperson of his/her P & T Screening Committee (see below)

Screening Committee

a) Responsibility: The work of a screening committee will be to examine the profile of a candidate and determine whether further data or documents are needed for the subsequent deliberations of the full Promotion and Tenure Committee. Any data or documents in addition to those in the profile will be obtained with the knowledge of the candidate. Once the screening committee is satisfied that the profile is complete, copies will be distributed to all members of the appropriate Promotion and Tenure Committee. These profiles, and any accompanying data and documents obtained with the knowledge of the candidate, will then form the basis of discussions to be held at the first meeting of the appropriate Promotion and Tenure Committee.

b) Composition: The Screening Committee will consist of two tenured faculty members, chosen by the Department Chairperson in consultation with the candidate. If possible, at least one member of the faculty member's Division should be on the Screening Committee, preferably serving as chair. Insofar as possible, screening committees for Assistant Professors and Instructors will have at least one Associate Professor as a member.

Peer Evaluation of Teaching

At UNH every promotion and/or tenure recommendation requires evaluation of teaching. This can be accomplished effectively only when there is substantial documentation. Summaries of student evaluations represent one form of evidence, but they should be supplemented by peer evaluation that is formalized by means of letters and other supporting documents placed in the candidate's file. Besides providing documentation for P & T, peer evaluation serves the equally important function of providing an internal support system designed to assist faculty and improve the quality of teaching. The following general guidelines are designed to meet these needs.

(a) For each Assistant or Associate Professor, the individual serving as the Chair of the P & T Screening Committee (see Screening Committees) will serve as coordinator of teaching evaluation for the academic year.

(b) In September the coordinator and the candidate will plan a program of review and support. Together they will choose one or more other faculty members to join in the review. At the option of the candidate, appropriate materials shall be made available for review and discussion. These may include course syllabi, exams, handouts or other course materials, or proposals for curriculum development.

(c) At least one aspect of the candidate's teaching will be observed each semester. One important opportunity for this is classroom visitation, but other options should be considered when these are more appropriate.

(d) Classroom visits will be prearranged with the candidate and normally will not occur simultaneously. After each visit, the visiting faculty member will prepare a short written evaluation of the lecture. After all visits are completed, a composite summary will be prepared and be made part of the candidate's personnel file; a copy will also be given to the candidate. At the discretion of the candidate, this summary may be used as documentation for a subsequent P & T recommendation.

