

**P & T Committee Procedures for the Department of Electrical & Computer Engineering (1993)
Modified and Approved February 9, 2010**

- 1) The committee, which evaluates Associate Professors for tenure and/or promotion to Full Professor, consists of the Full Professors of the Department.
- 2) The committee, which evaluates Assistant Professors for tenure and promotion to Associate Professor, consists of the Associate and Full Professors of the Department.
- 3) The Department Chairperson will, in early September of each year, assemble the two P&T committees for the purpose of making an initial decision as to whether it is appropriate to begin any formal evaluation procedures. At this time, candidates may be asked for further information and for their feeling of readiness regarding evaluation procedures. Also, any faculty member may request that a personal formal evaluation be made. (early September)
- 4) Once it is decided that a formal evaluation will be made, the following procedures will apply.
 - a) The candidate will submit a list of outside referees. In a separate process, the P&T committee members will also make a list of references. The committee will then select several names from each list, and the Department Chairperson will request recommendations from those people. The P&T committee recognizes that outside letters are the cornerstone to the package; ideally the package should contain a minimum of eight letters. The P&T committee recognizes that the applicant may have collaborators; close collaborators can have the appearance of bias, so careful thought should be given to collaborations when reviewers are chosen. In any case, the relation of the reviewer to the candidate should be made clear in the package. It is strongly felt that the candidate's thesis advisor should not be one of the essential reviewers; however if their input is sought, they could be included. Letters will also be requested from students the candidate has taught, and from UNH professionals with whom the candidate has worked. (late September)
 - b) The candidate, with the guidance of the Department Chairperson, will prepare the "candidate portion" of the UNH P&T document. (late September)
 - c) The Department Chairperson will query each faculty member not on the P&T committee concerning the pending case. (early October)
 - d) When the outside recommendations, the candidate's P&T file, teaching evaluations, and all other appropriate information is assembled, the Department Chairperson will call the committee together to discuss the candidate, and vote on the committee recommendations. (late October)
 - e) After the vote, various members of the committee will write appropriate evaluation sections of the P&T document (Teaching, Scholarly Activities, Service) The Department Chairperson will coordinate this process. (mid November)
 - f) One committee member will summarize the committee's decision for the P&T document. All P&T members must read, approve, and sign this summary. (early December)
 - g) The Department Chairperson will write a personal evaluation for the P&T document, assemble the document, and present it to the college Dean. (mid December)

ECE Evaluation Procedure for Tenured Faculty

Promulgated May 22, 1992 under Dean Sproul
Ratified September 25, 2001 by Dean Greenberg
Modified October 12, 2004 by ECE Faculty
Reaffirmed October 27, 2009

1. A three person committee will be appointed. The Committee consists of the Department Chairman, a faculty member selected by the Chairman, and a faculty member selected by the person to be evaluated (henceforth called X). A faculty member may decline to serve without repercussion. Assistant Professors will not normally be asked to serve. X selects committee member before Chairman selects.
2. The committee members will read the annual reports and student teaching evaluations of X which have occurred since X's last formal evaluation (maximum time of three years for Associate Professors and a maximum time of five years for Full Professors). The committee will discuss X's performance on the basis of quality and quantity of teaching, research, and service.
3. The Chairman will write a letter of summary (normally two pages) approved by the committee. X may respond to the committee orally, in writing, or both.
4. All letters are passed on to the Dean of CEPS.
5. X may meet with the Dean and Chairman to discuss the evaluation.

ECE Evaluation Procedure for Tenured Faculty Serving as Chairman*

Promulgated October 12, 2004 by ECE Faculty
Reaffirmed October 27, 2009

1. A three person committee will be appointed. The Committee consists of a past- or emeritus Department Chairman (*Committee Chair*), a faculty member selected by the *Committee Chair*, and a faculty member selected by the person to be evaluated (present Chairman called Y). A faculty member may decline to serve without repercussion. Assistant Professors will not normally be asked to serve. Y selects committee member before Committee Chair selects.
2. The committee members will read the annual reports and student teaching evaluations of Y which have occurred since Y's last formal evaluation (maximum time of three years for Associate Professors and a maximum time of five years for Full Professors). The committee will discuss Y's performance on the basis of quality and quantity of teaching, research, and service.
3. The *Committee Chair* will write a letter of summary (normally two pages) approved by the committee. Y may respond to the committee orally, in writing, or both.
4. All letters are passed on to the Dean of CEPS.
5. Y may meet with the Dean and Committee Chair to discuss the evaluation.

*This procedure evaluates the Chairman as a tenured faculty member performing teaching, research and service and is not intended to evaluate the Chairman's administrative function.

**ECE Evaluation Procedure for Third Year Review
of
Assistant Professors**

Promulgated October 12, 2004 by ECE Faculty
Reaffirmed by ECE Faculty on October 27, 2009

1. A three person committee will be appointed. The Committee consists of the Department Chairman, a faculty member selected by the Chairman, and a faculty member selected by the person to be evaluated (henceforth called X). A faculty member may decline to serve without repercussion. Assistant Professors will not normally be asked to serve. X selects committee member before Chairman selects.
2. The committee members will read the annual reports and student teaching evaluations of X which have occurred since X's last formal evaluation (maximum time of three years for Associate Professors and a maximum time of five years for Full Professors). The committee will discuss X's performance on the basis of quality and quantity of teaching, research, and service.
3. The Chairman will write a letter of summary (normally two pages) approved by the committee. X may respond to the committee orally, in writing, or both.
4. All letters are passed on to the Dean of CEPS.
5. X may meet with the Dean and Chairman to discuss the evaluation.

ECE Professoriate Expectations of Faculty Being Considered for Promotion and Tenure

Approved March 2, 2010

By granting tenure to a faculty member, the University is making a long-term commitment. Such commitments are made only to persons who are judged most likely to remain an asset to the University, the College, and the Department for the remainder of their careers. While criteria for tenure are established by each college and approved by the Provost, tenure may be awarded only to faculty members with demonstrated excellence in teaching and scholarship, and demonstrated meritorious contribution in service.

Promotion to Associate Professor

Teaching excellence: For excellence in teaching, the ECE professoriate must feel confident that the individual's work clearly indicates a commitment to student learning, a process of continual improvement to the teaching and learning endeavor. The faculty member must demonstrate a commitment to connect the individual's own learning through research, scholarly or creative work to student learning. Furthermore, the faculty member must demonstrate a willingness to support the instructional needs of the department.

Excellence in research/scholarship/creative work: For excellence in research/scholarship/creative work, the ECE professoriate must feel confident that the individual's scholarly work has grown in depth and breadth. It is important that there is convincing evidence that the individual is capable and committed to initiating new, original scholarly endeavors. In particular, scholarship must be documented, disseminated to critical audiences, and peer-reviewed in a way that provides evidence of quality and impact. Furthermore, the faculty member's record must have evidence of supporting undergraduate and graduate research.

Meritorious service: For service, the faculty member should demonstrate meaningful contributions to the department, college or campus, his or her discipline, or to the broader community. The faculty member should demonstrate a willingness to participate in departmental functions. The faculty member should work closely with the chairman to devise an annual service workload that accommodates, as best as possible, the interests of the faculty member and the needs of the university. Committee and governance work, mentoring students and faculty colleagues, community outreach, as well as regional and national service roles are all highly valued.

Promotion to Full Professor

The key consideration for the promotion of an associate professor to professor is based on the effectiveness of teaching, the quality and scope of scholarship, and the leadership of contributions in professional activities on and off campus. Overall, the faculty member for promotion should have a totality of record that is judged to be excellent. There should be significant contributions to both graduate and undergraduate education. Finally, the faculty member, since receiving tenure and promotion to associate professor, should have a record that indicates continued growth, accomplishment, and leadership in teaching, scholarship, and service. The process for promotion to full professor is as rigorous as the process for tenure.