



UNIVERSITY *of* NEW HAMPSHIRE

Promotion and Tenure Criteria – Department of Chemical Engineering

Teaching: An essential function is the dissemination of knowledge, and an affirmative evaluation of a faculty member's teaching represents the conclusion that he or she is an asset to the department, college and university in this regard. Pertinent evidence of teaching effectiveness includes semester teaching evaluations and evaluations by former students. Advising is a recognized element of teaching and will be judged for its effectiveness, in accordance with departmental policy on the assigning of advising duties. An assessment of teaching success in the supervision of graduate theses and dissertations will also be carried out.

Scholarship: Manifestations of scholarship is in the form of peer-reviewed publications which report original discoveries in a field of knowledge to new applications of knowledge. An affirmative evaluation of a faculty member's scholarship represents the conclusion that he or she is recognized as contributing positively and significantly to the department's reputation among peer institutions. Faculty members are expected to pursue appropriate funding for their research activities. Every faculty member is expected to involve graduate students in his or her research and have demonstrated the ability to supervise and mentor graduate students. Pertinent evidence includes evaluations by individual peers outside the University.

Service: Service activities include public service through the extension of teaching and research, service within the University, community service, and service to professional organizations. An affirmative evaluation of service activities represents the conclusion that the faculty member is making a positive contribution appropriate to the chemical engineering discipline.

Promotion from Assistant Professor to Associate Professor – The person being considered for promotion to Associate Professor shall have completed formal advanced study, have had several years of successful teaching experience, and have shown evidence of professional development and scholarly interest as reflected in research effort (see scholarship above). It is expected that Assistant Professors will have successfully mentored graduate students by the time they come up for tenure. Continual improvement with regard to teaching is important as is the capacity to effectively teach both undergraduate and graduate courses.

Promotion from Associate Professor to Professor - A Professor shall have a background of successful teaching and research, marked by the perspective of maturity and experience, and some outstanding creative attribute recognizable in the academic world as a special asset to a university faculty. Particular attention will be paid to the candidate's professional stature, both within the University of New Hampshire and in the academic community at large.

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Promotion and Tenure Procedures – Department of Chemical Engineering

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 tenure-track faculty require a simple majority vote of the tenure-track faculty in the Department.

Promotion and Tenure Committee Chair

The Department Chairperson will appoint a tenured professor to be chairperson of the Department Promotion and Tenure Committee(s).

Composition of the departmental P&T committee

Every tenured department faculty at the rank of Associate Professor or Professor (except the department Chair) is a member of the departmental P&T committee for candidates for tenure and promotion to Associate Professor rank. Every tenured department faculty at the rank of Professor (except the department Chair) is a member of the department P&T committee for candidates being considered for promotion to the rank of Professor.

The chair of the P&T committee 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 as appropriate. Each committee member is responsible for understanding the university and departmental promotion and tenure guidelines before assembling materials.

Evaluation of Teaching

All student evaluations for courses taught by the candidate for promotion will be considered by the P&T committee for use in evaluating the teaching effectiveness of the candidate. In addition, evaluation letters from a sample of former students who were enrolled in the candidate’s previous classes are requested by the committee.

Evaluation of Scholarship

All research publications of the candidate are available to the members of the committee. The committee also requests an evaluation of the candidate’s scholarship from outside referees who are expert in the research area of the candidate. Six letters are sought. Two of the referees are chosen by the candidate, two are chosen jointly by the candidate and the department P&T committee and two are chosen by the committee.

Evaluation by the department chair

The chair of the department provides a separate written evaluation of the candidate after the committee has

submitted its recommendation.

Note

Department faculty who are not members of the department P&T committee may submit written statements regarding the promotion and/or tenure of any candidate who is a member of the committee but they do not participate in the deliberations of the 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

Faculty wishing to be considered for promotion and/or tenure should notify the Department Chair and committee chair by September 1 of the academic year they wish to be considered.

- Early September
 - Bring cases forward
 - Chair names P&T Committee chair
 - Candidate begins to gather information and write narrative
- Mid-September
 - Candidate provides for committee review the list of at least 4 external reviewers 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 ensures that all external and student reviews have 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

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