

Computer Science Department  
Procedure for Promotion & Tenure of Faculty

This procedure is intended to be consistent with the current *Collective Bargaining Agreement, USNH Board of Trustees and AAUP-UNH Chapter* 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 professors conducts the evaluation. 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.

The committee solicits external evaluations of the candidate's research and scholarship. The committee solicits some evaluations from reviewers of the committee's choosing and some from reviewers of the candidate's choosing. At least one reviewer will be jointly agreed upon. The goal is a fair distribution of reviewers selected by the committee and by the candidate.

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*.

The committee chair informs the candidate of the numerical vote of the committee.

The department chair, after inviting advice from the department faculty members 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 college Promotion & Tenure Committee.