

# UNIVERSITY OF NEW HAMPSHIRE

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TO: Dean Arthur Greenberg, CEPS

FROM: Stephen Fan, Chemical Engineering

SF

RE: P & T Procedure

DATE: October 31, 2001

The Department of Chemical Engineering does not have a "formal procedure". The following outline describes the process we have followed normally:

- 1.) Chairperson calls a meeting of the appropriate P & T Committee (depending on the prospective candidate, membership is all tenure-track faculty above the candidate's rank) no later than the beginning of the Fall semester.
- 2.) Committee reviews the resume and other data on the candidate.
- 3.) Committee may interview the candidate.
- 4.) Committee votes to either proceed with the case or not.
- 5.) In either case the candidate is notified of the decision and the basis for the decision.
- 6.) If the committee decides to proceed with the case, the department solicits inputs from past students of the candidate, usually contacting every 3<sup>rd</sup> student on all undergraduate class rosters from courses taught by the candidate and every name on the class rosters of graduate courses.
- 7.) Six external reviewers will be selected according to the following formula:
  - 2 chosen by the candidate
  - 2 chosen jointly by the Committee and the candidate
  - 2 chosen by the Committee
- 8.) A selection of reprints of the candidate's publications as chosen by the candidate, together with a copy of candidate's resume, will be sent to the reviewers.
- 9.) Candidate prepares the documentation section of the application.
- 10.) The Committee or the Chair reviews the documentation section and completes the evaluation section.
- 11.) The Committee and the Chair write their independent recommendations.
- 12.) The whole file is submitted to the Dean's Office.