

*Procedure*

P&T Committee Procedures for the Department of  
Electrical & Computer Engineering (1993)

- 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 and 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. 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)