

**EARTH SCIENCES DEPARTMENT
PROMOTION AND TENURE PROCEDURES
(Approved Sept 14, 1993)**

PROMOTION AND TENURE COMMITTEE CHAIRPERSON

At the beginning of each academic year, the Department Chairperson will appoint a tenured full professor to be chairperson of the Department Promotion and Tenure Committee(s).

PROCEDURE

General

Faculty wishing to be considered for promotion and/or tenure should notify the Department Chair and committee chair by 15 September.

The composition of the committee for each case is determined as specified below. The Promotion and Tenure Committee chair will serve as the chair of at least one committee but, if more than one case is being considered in a given year, may with the approval of the Department Chair appoint chairs of the committees for additional cases.

The chair of the committee for each case 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 for each case as appropriate. The committee chair for each case is responsible for transmitting all materials and the results of the voting to the Promotion and Tenure Committee chair by 10 December.

Each member of the committee for each case will have one vote on that case; thus, in cases involving promotion of research faculty affiliated with a center, faculty affiliated with that center may vote either as a member of the center or as a member of the department. Voting for each case will be by secret ballot deposited into an envelope. Each person voting will sign a statement that she or he has voted. The envelope will be sealed by the chair of the committee for that case when voting is completed.

The Department Chair will undertake an independent evaluation of each candidate after inviting advice from academic and research faculty not included on the Promotion and Tenure Committee(s) and from students if deemed appropriate. This evaluation will be completed by 10 December.

The Promotion and Tenure Committee Chair and Department Chair will jointly record the numerical vote, assemble the department promotion and tenure statement for each case, and forward all material to the Dean's office by 15 December.

Academic Faculty

The department promotion and tenure procedure 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). Each committee will review these materials and any guidelines prepared by the College Promotion and Tenure Committee before assembling materials.

Research Faculty Unaffiliated with a Center

The department promotion and tenure procedure shall conform to the “Instructions for Preparing the Promotion Statement for Research Faculty” prepared by the UNH administration.

Research Faculty Affiliated with a Center

The department promotion and tenure procedure shall conform to the “Instructions for Preparing the Promotion Statement for Research Faculty” prepared by the UNH administration. Specific details of the procedure may be established in consultation between the department chair, the Promotion and Tenure Committee chair, and the administration officers of the center.

PROMOTION AND TENURE COMMITTEE COMPOSITION

Academic Faculty

Promotion and tenure of an assistant professor to an associate professor:

All department academic faculty with tenure and rank of associate professor or full professor, plus the Department Chairperson as a non-voting member.

Tenure of an associate professor:

All department academic faculty with tenure and rank of associate professor or full professor, plus the Department Chairperson as a non-voting member.

Promotion of an associate professor to full professor:

All department academic faculty with tenure and rank of full professor, plus the Department Chairperson as a non-voting member.

Tenure of a full professor:

All department academic faculty with tenure and rank of full professor, plus the Department Chairperson as a non-voting member.

Research Faculty Unaffiliated with a Center

Promotion of a research scientist to a research assistant professor:

All department academic and research faculty with rank of assistant professor, associate professor, or full professor, plus the Department Chairperson as a non-voting member.

Promotion of a research assistant professor to a research associate professor:

All department academic and research faculty with rank of associate professor or full professor, plus the Department Chairperson as a non-voting member.

Promotion of a research associate professor to research professor:

All department academic and research faculty with rank of full professor, plus the Department Chairperson as a non-voting member.

Research Faculty Affiliated with a Center

Promotion of a research scientist to a research assistant professor:

All department and center academic and research faculty with rank of assistant professor, associate professor, or full professor, plus the department chairperson as a non-voting member.

Promotion of a research assistant professor to a research associate professor:

All department and center academic and research faculty with rank of associate professor or full professor, plus the Department Chairperson as a non-voting member.

Promotion of a research associate professor to research professor:

All department and center academic and research faculty with rank of full professor, plus the Department Chairperson as a non-voting member.

CRITERIA

Academic Faculty

Criteria for granting of promotion and tenure will conform to those described under “Teaching”, “Scholarship”, and “Service” in the current versions of the Collective Bargaining Agreement and the “Instructions...” issued annually by the VPAA. More specific expectations of Earth Sciences Department faculty are given here. However, as stated in the “Instructions...”

A formula for weighing those areas of activity would be completely alien to the spirit of promotion and tenure recommendations. A promotion and tenure statement is a highly personalized document. It contains an evaluation of teaching, scholarship and service; but, more importantly, it highlights the area(s) in which the faculty member genuinely excels.

Teaching – Outstanding classroom teaching should be demonstrated clearly and convincingly by the written student evaluations turned in to the Department Chair at the conclusion of each course (including summer courses and seminars). Where relevant, evaluations by faculty colleagues and students of the quality of supervision of graduate students are also considered.

Research – Every faculty member is expected to be regularly engaged in some form of scholarly activity in the field of geosciences. This activity includes field, laboratory, or numerical research designed to answer specific questions or to test hypotheses of relevance to the geosciences. Faculty are expected to publish the results of this scholarly work with some regularity. Each faculty member is expected to involve department graduate students in his or her research to the extent practicable.

Service - Service includes (1) service to the department, college, and university in necessary areas of academic administration including service on (a) committees, (b) the Academic Senate, and (c) the AAUP; (2) regular advising of undergraduate majors; (3) service to the geosciences profession in the form of (a) membership on professional society boards and committees, (b) writing and publishing textbooks and manuals, and (c) editorships of publications; and (4) public service in the form of (a) membership on committees or boards and (b) private consulting within the guidelines set forth in the Collective Bargaining Agreement.

Research Faculty

Promotion of research faculty is to be based only on their performance in research and scholarly activity in the field of geosciences. Such faculty are expected to obtain external support for this activity and to publish the results of their scholarly work with some regularity. Research faculty are expected to involve department graduate students in their research to the extent practicable.