

September 18, 2024




To: UNH Tenure Track Faculty
Research Faculty
Clinical Faculty

From: Wayne E. Jones Jr., Provost and Vice President for Academic Affairs



The *Procedures and Criteria for Promotion and/or Tenure: Guidelines for Deans, Department Chairpersons, and Faculty Members of School and College Promotion and Tenure Committees* can be found on the provost's office website at <http://www.unh.edu/provost/promotion-and-tenure-procedures-documents>. These guidelines are reviewed annually and published by this office for your information and guidance in the preparation of promotion and tenure materials.

There have been a few changes to the guidelines in recent years. Based on motions passed by the faculty senate, the following are now recognized as valued elements of faculty portfolios: outreach to secondary schools, engaged scholarship, and DEIA (Diversity, Equity, Inclusion, and Access). You can find more details in the Faculty Senate motions below:

- Motion on Outreach to Secondary Schools:  [Motion XXIII-M23](#)
- Motion on Engaged Scholarship:  [Motion XXV-M21](#)
- Motion on Diversity, Equity, Inclusion, and Access Faculty Activities:  [Motion XXVI-M24](#)

Specific instructions for preparing the promotion and tenure statement can also be found on the provost's office website. Cases are now submitted by each deans' office to the office of the provost via a SharePoint case submission process. There are uniform categories/file-naming specifications utilized for case materials. You may contact your dean's office or the provost's office if you have questions about file-naming best practices. Please refer to [instructions for preparing the promotion and tenure case](#) for additional details.

Instructions for preparing promotion statements for clinical faculty and the procedures for promotion for research faculty are also available on the website.

If you have any questions, please address them to the provost's office at academic.affairs@unh.edu.