**OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

**Promotion Packet Overview 2022-2023**

**Timetable**

*April/May*

* Chair[[1]](#footnote-1) determines who must be evaluated (up or out cases)
* Chair determines “rank review” candidates
* Chair sends thirty (30) day notification letters to above individuals
* Chair solicits names of others for promotion
* Chair discusses appropriate external referees with candidates
* Chair discusses external referees with Dean’s office
* Chair sends preliminary solicitation letter to external referees (using sample letter in Appendix G)
* Dean sends list of candidates for reappointment, tenure and/or promotion to EVPAA by June 1

*June/July*

* + - Chair sends solicitation letters to external referees using sample letters in Appendix G-1 through G-II (changes to solicitation letters must be approved by the Executive Vice President for Academic Affairs)
    - If applicable, Dean appoints ad hoc committee members

*August*

* + - Chair obtains the inventoried Supplemental Materials from each candidate (Appendix H)
    - Center for Teaching Advancement and Assessment Research sends teaching grids to units for inclusion in Form 1
    - Candidate completes applicable Form 1, Supplemental Form 1 and Supplemental Form 2

*September*

* + - Chair verifies that confidential letters are received from external referees
    - Chair consults with tenured members of the department to determine whether to have a reading committee
    - Chair obtains report from secondary department, unit or program, if applicable
    - Chair holds departmental meetings
    - Chair writes the departmental narrative (Form 4)
    - Chair notifies candidate, in writing, of department’s action within 5 working days of department meeting

*October*

* + - A&P Committee reviews candidate’s official packet, meets with the dean to provide its advice and incorporates its advice in a written report
    - Dean prepares narrative (Form 5)
    - Dean notifies candidate within 10 days of final decision on reappointment with tenure, and promotions involving tenured ranks, where both the department and decanal levels are negative, excluding cases being considered under rank review provision.

**November 1**

**For faculty being considered for tenure, one copy of the original packet is submitted to the Office of the Executive Vice President for Academic Affairs, Winants Hall, Room 418.**

**December 1**

**For cases not involving tenure, one copy of the original packet is submitted to the**

**Office of the Executive Vice President for Academic Affairs, Winants Hall, Room 418.**

*January (after start of Spring Semester), February, March, April*

* + - Promotion Review Committee (PRC) meets on a weekly basis
    - Supplemental Materials are requested for PRC
    - Chancellor in Newark and Camden notify deans/directors of decisions on promotions and reappointments to non-tenured ranks. In New Brunswick, Chancellor informs deans/directors of decisions on promotions to non-tenured ranks; final decisions on reappointments without tenure rest with the Deans.

*April and June*

* + - President makes recommendations to the Board of Governors
    - Candidates are notified of decision

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**General Guidelines**

**FOR CANDIDATES:**

Teaching grid - account for every semester since your last successful evaluation even if there was no teaching during a particular semester or even if there was no evaluation. In the case of candidates for tenure, list the teaching assignments for the entire probationary period. Explain if there is no teaching (e.g. sabbatical leave).

Explain contribution to co-authored work.

**Example:** I was the primary corresponding or co-corresponding author.This paper was developed jointly. I designed the survey instrument, directed the data collection effort, established contacts with all the hospitals, did the background research, supervised the data analysis, and wrote the first draft of the paper. Professor (collaborator) was involved with conceptualization and commented on the draft. Professor (collaborator) did data entry and analysis.

Quantify where possible the percentage of contribution and identify if the candidate is the primary, corresponding author or a co-corresponding author, where applicable.

If co-principal investigator on grants, include percentage effort and identify the principal investigator or co-principal investigator(s).

Candidates being considered for promotion to the rank of Professor I, who have been in rank as an Associate Professor for ten full years or more (*i.e.*, are in their 11th year or beyond), can indicate on Form 2 whether or not they wish to be considered as a ten year case.

**FOR CHAIRS, UNIT DIRECTORS, DEANS, & LIBRARIAN:**

If the candidate's book is the primary evidence of scholarship for consideration of promotion, the book should be published or “in press,” meaning that final revisions have been completed and the book has entered the production stage.

If Chair or Unit Director disagrees with the information a candidate presented on Form 1, within 10 working days of receipt, the Chair or Unit Director must submit written arguments of dissent and attach it to the candidate’s packet.

Some evaluation of teaching should be available even for external (new hire) candidates.

If there is a Reading Committee, it must apply to all candidates in the department for that year; committee reviews candidate’s **scholarly** work; committee **does not** make a recommendation regarding the promotion. Chair consults with tenured members of the department in determining whether to have a reading committee.

Typically, 7 arm’s length external confidential letters are required.  Due to the impact of the COVID-19 pandemic, for this academic year only, the minimum number of required arm’s length external letters has been reduced to 5, though 7 are preferred. Arm’s length letters are defined as those from external referees who are NOT the candidate’s dissertation or thesis chair or mentor, the candidate’s coauthor or collaborator, the candidate’s former professor, a family member of the candidate, or a personal friend of the candidate. Ordinarily, letters from individuals with whom the candidate has worked closely in the past would be not considered arm’s length. For instance, co-authored papers, collaborative grants, co-advised students are examples of prior candidate-referee interactions that disqualify arms’ length referees. If a non-arm’s length letter is included, the department chair should indicate the reason for soliciting a letter from that individual on Form 3a.

Negative responses to the pre-solicitation letter are maintained in the department and not included in the packet or on Form 3.

If a referee responds positively to a pre-solicitation letter, receives the packet, then declines/fails to write, his/her name should appear on Form 3 and a completed Form 3-a should be included in the packet, together with the response declining to write/letter not received, if applicable.

Solicitation letters must be correct for title, e.g. Distinguished Professor or Artist, etc., and show current AND proposed tenure status as well as nature of action, e.g. reappointment, promotion or appointment.

Individuals who voted in the department cannot serve on that candidate’s A & P committee.

Individuals who participated in the evaluation of the candidate at the primary department cannot participate in the secondary department, unit or program evaluation.

Members of the PRC cannot attend or vote in the departmental or A&P meeting.

Reappointment packets, usually done in the spring, come to closure in the Dean’s/Chancellor’s office.

**NARRATIVES:**

Describe anticipated teaching responsibilities for new appointments in department or Dean’s narrative.

Narratives must not identify external referees.

Department or Dean’s narrative must address the necessity of an early evaluation (5th year).

Department narrative must address negative letters, negative votes and/or abstentions.

Form 4 must include a list of eligible faculty in attendance and those not in attendance plus a brief explanation for the absence.

Dean’s narrative must address concerns expressed by earlier levels of review.

To access the following documents, please go to the URL indicated:

* Academic Reappointment/Promotion Instructions, forms and appendices for tenured and tenure-track faculty (non-libraries): <https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-faculty>
* Academic Reappointment/Promotion Instructions, forms and appendices for tenured and tenure-track Library faculty: <https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-library-faculty>
* Academic Reappointment/Promotion Instructions, forms and appendices for non-tenure track faculty (non-libraries): <https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>
* Academic Reappointment/Promotion Instructions, forms and appendices for non-tenure track Library faculty: <https://laborrelations.rutgers.edu/faculty/non-tenure-track-university-libraries>

Forms 1-a through 1-d and 1-L are also available from the output menu of the online Faculty Survey Database (<https://oirap.rutgers.edu/facsurv/>). If you have questions concerning the Faculty Survey Database, please contact Tin Lam ([tlam@irap.rutgers.edu](mailto:tlam@irap.rutgers.edu) or 848-932-7350).

**Please contact the Office of University Labor Relations, Angela Mullis, Associate Vice President for Academic Affairs, or Judith McLane, Manager, Special Projects, with questions/comments concerning the Academic Reappointment/Promotion Instructions**

Angela Mullis, Associate Vice President for Academic Affairs

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1. Additionally, a faculty dean, the campus chancellor, the Executive Vice President for Academic Affairs, or a departmental or similar personnel committee may request that a department evaluate an individual. The unit Advisory Committee on Appointments and Promotions may also make such a request, but only by directing that request to an appropriate dean. Further, for some schools/units, the chair may also mean the dean or a director. [↑](#footnote-ref-1)