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

**Promotion Packet Overview 2023-2024**

**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.

* + Explain any publishing conventions for the field at the beginning of the scholarship section
  + Be consistent in formatting, i.e. if including impact factors for journals, include for ALL journals, not just a select few
  + Clearly explain contribution to jointly-authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, including whether they were the primary contact or corresponding author.

**Examples include, but are not limited to:**

* 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.
* Project leader and corresponding author. 40% effort
* Corresponding author: conceived the idea, supervised [work], and wrote manuscript
* Corresponding author; 75% writing; 60% method; in charge of idea generation, and theory, method and results writing.
* 95% data analysis; 30% writing; in charge of most data analysis, and method/results writingM

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.

The personal statement should address ALL applicable criteria, (e.g. teaching as broadly defined, scholarship, service), and future research/teaching trajectory.

**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 the publisher has sent written confirmation that the book is in press, include that it the packet.

Ensure reviewers see the final version of the manuscript – the version that is in press.

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.

For this academic year only, each promotion packet is currently required to have a **minimum number of five** external confidential **arm’s length** letters of evaluation from qualified persons. Non-arm’s length letters will not count towards the minimum requirement. These letters must be obtained by the candidate's department chair and/or by the candidate's dean.

**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. Letters from individuals with whom the candidate has worked closely in the past will not be considered arm’s length. For instance, co-authored papers, collaborative grants and co-advised students are examples of prior candidate-referee interactions that disqualify arm’s length referees.**  **If a non-arm’s length letter is included, it must be in addition to the minimum requirement, and the department chair should indicate the reason for soliciting a letter from that individual on Form 3-a.**

External referees should be selected on the basis of their standing in the field and the institutions with which they are associated. **Referees should be at the rank of tenured full professor or above, but must at least be at the candidate’s proposed rank or equivalent**. External referees should be from peer/aspirational institutions and/or programs

Form 3a should include an explanation as to WHY the reviewer was selected. E.g., leader in the field, major publications/awards/honors, top school/program in the specific field, etc.

External letters are not required for reappointment without tenure, but are required for reappointments with tenure, promotions with tenure, promotions to the ranks of Professor and Distinguished Professor, and for new appointments with tenure.

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, their 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 reviewed 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.

Teaching is broadly defined to include mentoring, etc.; it is not limited to “podium” lecturing.

Narratives must not identify external referees in any way other than by number.

Department or Dean’s narrative must address the necessity of an early evaluation.

Department report should acknowledge any non-arm’s-length letters and explain the purpose of their deliberate inclusion (e.g. to provide context for collaborations/contributions, etc.).

Department and/or Dean’s reports should clarify the issue of scholarly independence where necessary. Are the collaborators complementary co-authors? Who is the driving force – candidate, co-authors, both? Do collaborators and candidate bring different but equally important skill sets to the project?

Department/Dean narratives must address negative letters, negative votes, abstentions, and low teaching scores or evaluations/slow starts/other issues raised by external reviewers.

Form 4 (department narrative) 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.

All eligible faculty in the department are expected to attend the department meeting. Faculty members who have a conflict of interest with the candidate must be recused from the participating in the discussion or vote. Recusals should be listed with those faculty not in attendance.

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, Director for Faculty Affairs and Administration, with questions/comments concerning the Academic Reappointment/Promotion Instructions**

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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)