**ADDENDUM**

April 6, 2020

**Addendum to 2020-2021 Academic Reappointment/Promotion Instructions**

Introduction

This addendum governs all tenure track faculty who are in a probationary period for tenure as of January 1, 2020 and applies to the promotions of all faculty already tenured. It is intended to provide guidance for providing faculty with the option of excluding Spring 2020 course evaluations from promotion and reappointment and/or tenure packets as a result of the COVID-19 crisis as announced by President Barchi on March 20, 2020. This addendum may also be downloaded in Word format from ALR’s website at the following address: <https://academiclaborrelations.rutgers.edu/academic-reappointments-promotions>

Please be advised that tenure track faculty who are in a probationary period for tenure as of January 1, 2020 may request any of the following:

|  |  |  |
| --- | --- | --- |
| **Faculty May Request** | **Requirements** | **Means of Implementation** |
| Faculty with an exclusion of AY 2019/2020 from their probationary period due to COVID-19 may request that evaluators be informed that they should be evaluated in the same manner as the record of a faculty member without such an exclusion. | This applies to all tenure track faculty who are in a probationary period for tenure as of January 1, 2020, and who were granted an exclusion of AY 2019/2020 from their probationary period due to COVID-19. | In lieu of requiring faculty members to request that they be evaluated in the same manner as the record of a faculty member without such an exclusion, all faculty members will be treated the same. Advisory committees and departments should evaluate the records of all faculty members opting to have time excluded from their probationary period due to the COVID-19 crisis in the same manner as the record of a faculty member without such an exclusion. As such, all departments and advisory committees should be provided with their respective copies of the instructions included in this Addendum at sections I and K. |
| Faculty may request that external evaluators be asked to appropriately take into account the impact of the COVID-19 crisis on scholarship, teaching and/or service for academic year 2019/2020 as may be reflected in the record for review. | This applies to all tenure track faculty who are in a probationary period for tenure as of January 1, 2020. | To advise all faculty of this option, the applicable 30-day letter for all such faculty should include the language set forth in Appendix F of this Addendum.  Faculty may make such a request by completing Supplemental Form 2. A copy of Supplemental Form 2 is included in this Addendum and should be provided to all faculty members. If a faculty member makes this request in Supplemental Form 2, then the language set forth in Appendix G of this Addendum should be included in the applicable solicitation letters to external evaluators. |
| Faculty shall be advised of their right to address the impact of the COVID-19 crisis on productivity during academic year 2019/2020 in any personal statement they wish to include with their packet | This applies to all tenure track faculty who are in a probationary period for tenure as of January 1, 2020. | To advise all faculty of this option, the applicable 30-day letter for all such faculty should include the language set forth in Appendix F of this Addendum. |
| Faculty being evaluated for promotion have the option of excluding teaching evaluations from the Spring 2020 semester from their promotion packet. | This applies to all faculty being evaluated for promotion following January 1, 2020. | To advise all faculty of this option, the applicable 30-day letter for all such faculty should include the language set forth in Appendix F of this Addendum.  Faculty may make such a request by completing Supplemental Form 1. A copy of Supplemental Form 1 is included in this Addendum and should be provided to all faculty members. |
| Faculty members in a probationary period shall have the option of excluding teaching evaluations from the Spring 2020 semester from their reappointment and/or tenure packet. | This applies to all faculty members in a probationary period for tenure as of January 1, 2020. | To advise all faculty of this option, the applicable 30-day letter for all such faculty should include the language set forth in Appendix F of this Addendum.  Faculty may make such a request by completing Supplemental Form 1. A copy of Supplemental Form 1 is included in this Addendum and should be provided to all faculty members. |

1. Instructions

I. Responsibilities of the Initiating Department

K. Responsibilities of the Advisory Committee on Appointments and Promotions

1. Forms

Supplemental Form No. 1 Recommendation Information Form

Supplemental Form No. 2 Criteria Applicable to this Candidate

1. Appendices

Appendix F ADDITIONAL LANGUAGE TO INCLUDE IN SAMPLE 30-DAY NOTIFICATION LETTERS TO INDIVIDUALS TO BE CONSIDERED FOR REAPPOINTMENT OR PROMOTION WHERE THE COVID-19 CRISIS IS A REQUESTED FACTOR IN THE CONSIDERATION

Appendix G ADDITIONAL LANGUAGE TO INCLUDE IN ALL SAMPLE LETTERS OF SOLICITATION TO EXTERNAL EVALUATORS FOR FACULTY WHO REQUEST THAT EXTERNAL EVALUATORS BE ASKED TO APPROPRIATELY TAKE INTO ACCOUNT THE IMPACT OF THE COVID-19 CRISIS ON SCHOLARSHIP, TEACHING AND/OR SERVICE FOR ACADEMIC YEAR 2019/2020

I. Instructions

1. Responsibilities of the Initiating Department

The departments have the specific responsibility to meet in appropriate peer groups (see Section C, Paragraph 4) to evaluate the candidate for reappointment and/or promotion. That is, only tenured members at the rank of Associate Professor or above shall meet to evaluate candidates for reappointment at the rank of Assistant Professor and promotion to the rank of Associate Professor. Only tenured members at the rank of Professor or Distinguished Professor shall meet to evaluate candidates for promotion to the rank of Professor. Only tenured members at the rank of Distinguished Professor shall evaluate candidates for promotion to that rank. The only exception to these provisions is the chair of the department, who will participate in all promotion deliberations in the department and who will be responsible for completing the evaluation forms in consultation with the relevant peer group. Chairs will vote on all personnel actions except those concerning ranks higher than their own.

It is the responsibility of the appropriate peer group to arrive by vote at a recommendation with respect to each candidate. A positive departmental recommendation requires a positive vote by a minimum of two-thirds of those voting. A minimum total of six peer group votes is required (total votes include those voting positively, negatively, or abstaining). If fewer than two-thirds of those voting support the candidacy, the recommendation of the department shall be recorded as a negative recommendation. Only those faculty who are physically present at the meetings[[1]](#footnote-1) in which the candidate is considered are to be accorded a vote; a vote by an absent faculty member is not permitted under any circumstances.[[2]](#footnote-2)

The record of a faculty member opting to have time excluded from the probationary period in relation to a parental or medical circumstance or the 2020 COVID-19 crisis shall be evaluated in the same manner as the record of a faculty member without such an exclusion.

1. Responsibilities of the Advisory Committee on Appointments and Promotions[[3]](#footnote-3)

The Committee is advisory to the dean. Its responsibility is to conduct a substantive and independent evaluation of the candidacy as presented in the packet prepared by the department, including the supplementary materials. In the course of its review, the Advisory Committee on Appointments and Promotions, at its discretion, may invite the department chair to meet with the committee to amplify the department's report.

The Advisory Committee on Appointments and Promotions shall meet with the dean to provide its advice about the candidate and shall incorporate that advice in a detailed written report, in the form of a memorandum to the dean, explaining its recommendations. The memorandum shall include the names of all members of the A&P Committee and the date of the meeting.

Members of the Committee who participate in the review of candidates in their own department at the departmental level shall not participate in any manner in the consideration of those candidates by the Advisory Committee on Appointments and Promotions. A&P Committee members must be at or above the rank for which candidates are to be considered for reappointment or promotion. Only those committee members who are physically present at the A&P meeting[[4]](#footnote-4) in which the candidate is considered shall participate in the review of the candidate.[[5]](#footnote-5)

The record of a faculty member opting to have time excluded from the probationary period in relation to a parental or medical circumstance or the 2020 COVID-19 crisis shall be evaluated in the same manner as the record of a faculty member without such an exclusion.

II. Forms

2020-2021

**SUPPLEMENTAL** FORM NO. 1

RECOMMENDATION INFORMATION FORM[[6]](#footnote-6)

Candidate's Name:

Present Title:

Indicate with or without tenure:

with tenure

without tenure

Evaluated for (check appropriate action): Appointment as Reappointment as Promotion to

Provide appropriate title:

Effective Date:

College/Faculty:

Department:

Instructions: This supplemental form is to be completed by all tenure track faculty in a probationary period for Tenure as of January 1, 2020.

**Teaching**

Does this candidate wish to exclude teaching evaluations from the Spring 2020 semester from their reappointment and/or tenure packet or promotion packet?

yes  no If yes, then such evaluations will be excluded from the packet.

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Signature of Candidate Date Signature of Date

Department Chair

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Print Name of Candidate Print Name of Department Chair

2020-2021

**SUPPLEMENTAL** FORM NO. 2

CRITERIA APPLICABLE TO THIS CANDIDATE

|  |  |
| --- | --- |
| Candidate's Name |  |
| Department |  |
| Date |  |

1. Does this candidate request that external evaluators be asked to appropriately take into account the impact of the COVID-19 crisis on scholarship, teaching and/or service for academic year 2019/2020 as may be reflected in the record for review?

yes  no

If yes, then language set forth in Appendix G of this Addendum should be added to the solicitation letters to external evaluators.

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Signature of Candidate Date Signature of Date

Department Chair

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Print Name of Candidate Print Name of Department Chair

III. Appendices

APPENDIX F

ADDITIONAL LANGUAGE TO INCLUDE IN

SAMPLE 30-DAY NOTIFICATION LETTERS

TO INDIVIDUALS TO BE CONSIDERED FOR

REAPPOINTMENT OR PROMOTION WHERE THE COVID-19

CRISIS IS A REQUESTED FACTOR IN THE CONSIDERATION

Please insert the following language at the end of the letter, just before the closing paragraph.

“Due to the COVID-19 crisis, you may request that external evaluators be asked to appropriately take into account the impact of the crisis on your scholarship, teaching and/or service for academic year 2019/2020 as may be reflected in the record for review. You may also elect to address the impact of the crisis on your productivity during academic year 2019/2020 by discussing same in a written personal statement that you may include with your packet. If you wish to have external evaluators asked to take the COVID-19 crisis into account when reviewing your materials, please complete Supplemental Form 2. Additionally, due to the COVID-19 crisis, you have the option of excluding teaching evaluations from the Spring 2020 semester from your packet. If you elect to do this, please complete Supplemental Form 1.”

APPENDIX G

ADDITIONAL LANGUAGE TO INCLUDE IN ALL SAMPLE LETTERS OF SOLICITATION TO EXTERNAL EVALUATORS FOR FACULTY WHO REQUEST THAT EXTERNAL EVALUATORS BE ASKED TO APPROPRIATELY TAKE INTO ACCOUNT THE IMPACT OF THE COVID-19 CRISIS ON SCHOLARSHIP, TEACHING AND/OR SERVICE FOR ACADEMIC YEAR 2019/2020

Please insert the following language at the end of the letter, just before the closing paragraph.

“Also, please take into account the impact of the COVID-19 crisis on the candidate’s scholarship, teaching, and/or service for academic year 2019/2020, as may be reflected in the record under review.”

1. The requirement of an in-person meeting is waived for the duration of the University’s response to the COVID-19 crisis. Such meeting may be held remotely during such time. [↑](#footnote-ref-1)
2. Multi-campus units (units where faculty reside across New Brunswick, Newark and/or Camden campuses) may use video conferencing where an individual’s identity can be verified. [↑](#footnote-ref-2)
3. Certain units of the University do not have Advisory Committees on Appointments and Promotions. [↑](#footnote-ref-3)
4. The requirement of an in-person meeting is waived for the duration of the University’s response to the COVID-19 crisis. Such meeting may be held remotely during such time. [↑](#footnote-ref-4)
5. Multi-campus units (units where faculty reside across New Brunswick, Newark and/or Camden campuses) may use video conferencing where an individual’s identity can be verified. [↑](#footnote-ref-5)
6. This form governs all tenure track faculty who are in a probationary period for tenure as of January 1, 2020 and applies to the promotions of all faculty already tenured. [↑](#footnote-ref-6)