FORM NO. 1-a

RECOMMENDATION INFORMATION FORM

FOR

GENERAL TEACHING/RESEARCH FACULTY

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

Check appropriate title:

 Assistant Professor

 Associate Professor

 Professor

 Distinguished Professor

Indicate with or without tenure:

with tenure

without tenure

Effective Date:

College/Faculty:

Department:

Instructions: This form is ordinarily completed by the candidate who wishes to be considered for reappointment and/or promotion, or for any required evaluation for reappointment or promotion. The evaluation may be initiated by a prospective candidate's department chair, dean, the appropriate chancellor, the Executive Vice President for Academic Affairs, or a personnel committee. All groups involved in the process must indicate their advisory judgments on the appropriate forms.

This evaluation is initiated by:

(If this evaluation is being conducted pursuant to the "rank review"[[1]](#footnote-1)1 (self-initiated) provision described in Section C of the Instructions, indicate that the evaluation is initiated by the candidate.)

Entries should be listed in reverse chronological order, that is, the most recent, first.

Academic Degrees (institutions and dates):

Employment History. Include employment prior to Rutgers, Rutgers employment with dates and date when candidate entered the tenure stream, and appointments within Rutgers, e.g., memberships in organized research centers, collegiate fellowships or interdisciplinary programs. *If candidate held a post doc appointment prior to employment at Rutgers, include the name(s) of the principal investigator(s) or advisor(s):*

1. Budgetary distribution. Indicate AY or CY, **and** IDR (instruction and departmental research), AES (agriculture and experiment station), or other. **List any joint appointments and indicate the percentage line split.**

2. Indicate negotiated prior service (a maximum of 3 years applied toward tenure at Rutgers University for service at other institutions - see Rutgers Policy, section 60.5.13). Include on this form any teaching, scholarship, and service information (or other applicable criteria) for the negotiated period.

3. Indicate number of years of service negotiated in "adjunct" status (section 60.5.13):

4. If applicable, the candidate is in which probationary year (e.g., 5th, 6th)? .

If applicable, list any time out of the tenure stream.

**Teaching A** (*See* ***Teaching B*** *for SEBS Extension Specialists*)

1. Using the format in the example below, list in reverse chronological order, the teaching assignments of the candidate for every semester **since the last successful evaluation**, including the assignment

for fall 2022. Please number all entries, starting with the number 1 in each subsection. **In the case of candidates for tenure, list the teaching assignments for the entire probationary period. If there is no formal teaching assignment for a semester, then indicate "none" and give the reason** (sabbatical leave, chairperson of major committee, leave without pay, etc.). The teaching chart is to be used only for typical classroom teaching (including lecture courses, seminars, colloquia, etc.) in credit-bearing courses that involve formal and consistent evaluative processes, typically the Student Instructional Rating Form. Independent studies and other forms of student mentorship or advising, including dissertation supervision, are to be listed under items 3 to 6; do not list these on the teaching chart.

Course Information:

For each course, include year, semester, course title and number, number of credits, mode of instruction, main audience, responsibilities and enrollment.[[2]](#footnote-2)2

Course Evaluation:

For each course for which summary student evaluation data are available, include the number of student evaluation responses received, and the instructor and departmental mean values for questions 9 and 10 on the University's Student Instructional Rating Form. If units use a different rating form, please indicate maximum rating value. If evaluations are not included for a specific course, please account for missing evaluations.

**Example:**

|  |  |
| --- | --- |
| **- COURSE INFORMATION -** | **- COURSE EVALUATION -** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | **Evaluation**  **Responses** | **Teaching Effectiveness (Max = 5)** | | **Course Quality**  **(Max = 5)** | |
| **S/ Yr** | **Course Title** | **Number** | **Cr** | **MOI** | **Aud** | **Resp** | **Enrl** |  | **Instructor** | **Dept Mean** | **Instructor** | **Dept Mean** |
| **i.e.:**  **F18** | **Women’s Studies** | **161:111:11** | **3** | **Lec** | **unm** | **Total** | **55** | **50** | **4.44** | **4.10** | **4.19** | **4.20** |

2. Special honors courses, interdisciplinary courses or collegiate mission courses taught. Also list international courses taught on campus or abroad.

3. List the names of undergraduate and graduate students whose independent studies, honors theses and research internships you have supervised and explain the nature of the work supervised. Provide also the title of the project(s), if relevant. Include the year(s) supervised for each student. **For this section, include information since last successful evaluation only (for the initial award of tenure, this would be the entire probationary period).**

4. List by year of completion, the graduate students whose Doctoral and Master’s theses were supervised. Also include those currently being supervised.

If your department/school has specific policies prohibiting or restricting Tenure Track faculty from supervising graduate students, please include that information below.

1. Doctoral theses supervised as primary advisor.

B. Membership on doctoral theses committees or other (specify).

1. Master’s theses supervised as primary advisor.

D. Membership on Master’s theses committees or other (specify).

5. Postdoctoral trainees (identify by name and years of training).

6. Academic advisement (describe role in departmental and collegiate student advisement programs, including international student advising, and approximate number of advisees per year).

7. Curriculum development (be specific and indicate textbooks, anthologies or other edited collections, software programs to enhance learning, grant support for curriculum or course development, newly created courses and/or programs, major revisions of existing courses and/or programs, etc.). For textbooks, anthologies and software, indicate scope of dissemination, i.e., local, statewide, national or international.

8. Instructional development. List activities aimed at enhancing **your** classroom teaching (e.g., your participation in workshops or programs offered at professional conferences or by the Center for Teaching Advancement and Assessment Research, etc.).

9. Syllabi. Provide links to course syllabi (including course learning goals and assessment methods), or related course materials, if available.

10. Prizes and awards.

11. Other.

12. Additional evidence of teaching effectiveness. Check the box below if any evidence of teaching effectiveness not mentioned above is listed in Appendix H (Inventory Listing of Supplemental Materials) and included in the supplemental materials. **Examples include, but are not limited to: peer review, mentoring, scholarship of learning, statement of teaching philosophy, and/or a teaching portfolio.**

  Additional evidence of teaching effectiveness included (see Appendix H).

***Teaching B***(*For SEBS Extension Specialists only*.)

**Delete this section if it does not pertain to your appointment.**

1. Using the format in the example below, list in reverse chronological order the extension classes/courses/presentations taught **since the last successful evaluation**, including the assignment for fall 2022. Please number all entries, starting with the number 1 in each subsection. **In the case of candidates for tenure, list the extension classes/courses/presentations taught for the entire probationary period**. If there is no formal teaching for an extended period, then indicate "none" and give the reason (sabbatical leave, chairperson of a major committee, leave without pay, etc.).

Class/Course/Presentation Information:

For each class/course/presentation, include date, program/event/location, title of presentation, program duration, main audience, responsibilities and enrollment.[[3]](#footnote-3)3

Class/Course/Presentation Evaluation:

For each course for which summary audience data are available, include the number of audience evaluation responses received, and the instructor mean values for questions 9 and 10 on the Rutgers Cooperative Extension Instruction Evaluation form. If units use a different rating form, please indicate maximum rating value. If evaluations are not included for a specific course, please account for missing evaluations.

**Example:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class/Course/Presentation Information | | | | | | | Class/Course/Presentation Evaluation | | |
|  | | | | | | | Evaluation Responses | Teaching Effectiveness (Max = 5) | Program Content (Max = 5) |
| Date | Program/Event/Location | Title of Presentation | Program Duration | Audience | Resp. | Enrolled |  | Instructor Mean | Instructor Mean |
| i.e.:  6/24/18 | North Jersey Ornamental Horticulture Conf/Turf Day/Bergen County | Irrigation Management of Turf | 3 hr. lec. | Industry Profes-sional | Total | 250 | 200 | 4.25 | 4.50 |

2. Extension volunteers and/or paraprofessionals trained or counseled.

3. Curriculum and/or program development.

4. Development of audio-visual, media and computer materials.

5. Prizes and awards.

**Scholarship**

List of publications[[4]](#footnote-4)4 (please provide all entries in reverse chronological order). **Include an explanation of the candidate’s contribution to all jointly-authored works, including whether they were the primary contact or corresponding author.** Please number all entries, starting with the number 1 in each subsection.

1. Title of dissertation, date and name of director.

2. Books (give title, press, date of publication, page numbers and list of authors as it appears in the publication). Include an explanation of the candidate’s contribution to jointly-authored works**, including whether they were the primary contact or corresponding author.**

A. Published. Number all entries in Section 2A, starting with the number 1 in each subsection a, b, and c.

(a) Authored

(b) Published collections edited/co-edited by candidate

(c) Chapters in books

B. Accepted or in Press. Number all entries in Section 2B, starting with the number 1 in each subsection a, b, and c. (Be specific, as above and indicate title, press, expected date of publication, length).

(a) Authored

(b) Published collections edited/co-edited by candidate

(c) Chapters in books

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status **(i.e.** second review, submitted, in preparation; indicate title, length, expected date of completion). Number all entries in Section 2C, starting with the number 1.

3. Refereed Journal Articles (print and online). For printed publications, include title, journal, date, page numbers and list of authors as it appears in the publication. For online publications, include title, uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived. Number all entries in Section 3, starting with the number 1 in each subsection A, B, and C.Include an explanation of the candidate’s contribution to jointly-authored works**, including whether they were the primary contact or corresponding author.**

A. Published.

1. Accepted or in Press (Be specific, as above and indicate title, name of journal, expected date

of publication, length).

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e.second review, submitted, in preparation; indicate title, length, expected date of completion).

4. Refereed published conference proceedings or articles. (Be specific, as above and indicate title, volume, date of publication, page numbers). Number all entries in Section 4, starting with the number 1 in each subsection A, B, and C. Include an explanation of the candidate’s contribution to jointly-authored works**, including whether they were the primary contact or corresponding author.**

1. Published

1. Accepted or in Press (Be specific, as above and indicate title, volume, expected date of

publication, length).

C. Works in progress and/or items not yet accepted. Be specific, as above and include status (i.e. second review, submitted, in preparation; indicate title, length, expected date of completion).

5. Non-refereed Journal Articles (print and online). For printed journals, include title, journal, date, page numbers and list of authors as it appears in the publication. For online publications, include title, uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived. Number all entries in Section 5, starting with the number 1 in each subsection A, B, and C. Include an explanation of the candidate’s contribution to jointly-authored works**, including whether they were the primary contact or corresponding author.**

A. Published

B. Accepted or in Press (Be specific, as above and indicate title, name of journal, expected date of publication, length).

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate title, length, expected date of completion).

6. Notes, book reviews, abstracts, and non-refereed conference proceedings or articles (indicate which it is and be specific, as above and indicate title, press, date of publication, page numbers). Number all entries in Section 6, starting with the number 1 in each subsection A, B, and C. Include an explanation of the candidate’s contribution to jointly-authored works**, including whether they were the primary contact or corresponding author.**

A. Published

B. Accepted or in Press (Be specific, as above and indicate title, press, expected date of publication, length).

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. submitted, in preparation; indicate title, length, expected date of completion).

7. Conference presentations, lectures, demonstrations. Include location, city and state and/or city and country. Number all entries in Section 7, starting with the number 1 in each subsection A, B, and C.

1. Keynote or plenary addresses (Indicate which it is).

B. Other ***invited*** addresses (as seminar, symposia, workshop speaker, panelist, discussant, etc. List in reverse chronological order).

C. Other presentations, lectures, demonstrations (include presentations at professional meetings, workshops, symposia. List in reverse chronological order).

8. List and explain other major accomplishments that are not noted elsewhere.

1. Major accomplishments
2. Media interviews/Op-eds (if applicable)

9. Fellowships (give name of the fellowship, period of the award and amount awarded).

10. Grants Received.

(a) External – Include sponsor, title of grant, full period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s). List in reverse chronological order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Title** | **Agency** | **Role (PI, Co-PI, etc.)** | **Amount (total)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

(b) Internal – Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s).

(c) International Studies and Programs Grants - Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s).

11. Grants pending/currently under review (be specific as above).

12. Contracts *(not book contracts) -* Indicate (i) period of the contract, (ii) amount awarded.

13 Innovations and Patents (if applicable). Be as specific as possible.

* 1. Innovation disclosures (submitted to the Rutgers Office for Research)
  2. Patents Pending
  3. Patents Awarded
  4. Other Innovations: copyrighted works, software, trademarks, tangible property (cell lines), novel data products

14. Commercialization: Options, Licenses, Revenue, Products (if applicable). Be as specific as possible.

1. Option or License agreements signed for commercialization of innovations, patents
2. Option or Licensing revenue
3. Commercialization success, products on the market, societal impact

15. Other innovative practices and activities (if applicable). Examples include, but are not limited to, successfully obtaining commercialization funding; engagement in Innovation and Entrepreneurial related training and mentoring of students and/or researchers.

16. Other entrepreneurial practices and activities (if applicable). Examples include, but are not limited to, activities related to formation of a Rutgers start-up; venture fund raising; participation in accelerator or incubator programming.

17. Prizes and awards.

**Service**

1. Contributions to the advancement of the academic profession. (For example, include Review responsibilities such as Editorships (dates), Editorial Board memberships (dates), ad hoc reviewer for journals (list journals), ad hoc reviewer for grant agencies (local, regional, national, international), appointed membership on study section, agency advisory boards; Activities on behalf of professional organizations such as chair of committees, programming, appointed or elected leadership roles in professional societies, directorships, workshops and symposia organizer, etc.).

2. Contributions to the effective operation of the University, including contributions to the department, school and university.

3. List administrative positions held (e.g. Department Chair, Associate Dean, Area Dean,   
 Undergraduate Campus Dean, Graduate Program Director, major committee or taskforce head, etc.).

**Indicate time served and provide brief explanation of your contributions to the advancement of the school, unit, department, program, etc.**

4. Faculty mentoring (list by year, the faculty members you mentored and describe the mentoring provided).

5. Contributions to society at large (list significant contributions to local, national, or international communities that have not been listed elsewhere).

6. Prizes and awards.

Candidate's Certification Departmental Certification

Check:

I have been informed of the URL where The above information is accurate.

a copy of the Academic Reappointment/

Promotion Instructions can be accessed. The above information is

inaccurate.\*

The above information is

accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Candidate Date Signature of Date

Department Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Candidate Print Name of Department Chair

\*Note: If the department chair disagrees with the information presented in Form 1-a above, he/she must submit written arguments of dissent within ten working days, explaining the specific points of disagreement. Such dissent shall be attached to Form 1-a, and made part of the candidate’s reappointment/promotion packet.

1. 1 "Rank review" refers to the circumstance where an evaluation is granted by request of a tenured faculty member who has been at the same rank for six years and has not been evaluated for the past four years. [↑](#footnote-ref-1)
2. 2 "Mode of instruction" (MOI) means lecture, laboratory, recitation, seminar, or other, as appropriate.

   "Main audience" (Aud) means the group most likely to take the course (graduate students, undergraduate majors, undergraduate non-majors or other).

   "Responsibilities" (Resp) describes the candidate's participation in the course, e.g.:

   **Provide a numerical reflection of participation, e.g.,100%, 50%, 33%, etc.**

   **If it was one guest lecture, state specifically as “one guest lecture.”**

   The candidate essentially had total responsibility for the course, i.e., for the design of the syllabus, the choice of text, the great majority of lectures or other form of class leadership, grading and the writing of examinations; and/or

   the candidate had responsibilities beyond those described above, e.g., the administration of a large introductory lecture or laboratory course. Describe those responsibilities; and/or

   the candidate had shared responsibility. If the candidate had shared responsibility, describe the nature of that responsibility or explain fraction of candidate’s effort (e.g., taught two lecture sections for 0.5 semester; organized series of invited lectures; 50%);

   and/or other. Describe the candidate's participation. [↑](#footnote-ref-2)
3. 3 "Main Audience" (Audience) means the group most likely to take the course.

   "Responsibilities" (Resp) describes the candidate’s participation in the class/course,

   e.g.:

   The candidate essentially had total responsibility for the course, i.e., for the design of the program, the choice of materials, the great majority of lectures or other form of group leadership, grading and the writing of examinations, if possible; and/or

   the candidate had responsibilities beyond those described above, e.g., the overall responsibility for a program. Describe those responsibilities; and/or

   the candidate had shared responsibility. Describe the nature of that responsibility. [↑](#footnote-ref-3)
4. 4 In cases in which candidates have publications in a foreign language, reviews or comments on these publications from appropriate referees should be included in the packet. For materials distributed by foreign publishers, or awards from other nations, a description of the press or award and its reputation should be included in the narrative. [↑](#footnote-ref-4)