FORM NO. NTT-1a

 RECOMMENDATION INFORMATION FORM

 FOR

GENERAL NON-TENURE TRACK TEACHING, RESEARCH, and PROFESSIONAL PRACTICE FACULTY, and CLINICAL LAW FACULTY

Candidate's Name:

Present Title:

Evaluated for Promotion to (check appropriate title below):

Teaching Titles:

\_\_\_Associate Teaching Professor

\_\_\_Teaching Professor

\_\_\_Distinguished Teaching Professor

Research Titles:

\_\_\_Associate Research Professor

\_\_\_Research Professor

\_\_\_Distinguished Research Professor

Professional Practice Titles:

\_\_\_Associate Professor of Professional Practice

\_\_\_Professor of Professional Practice

\_\_\_Distinguished Professor of Professional Practice

Clinical Law Titles:

\_\_\_Clinical Associate Professor Law

\_\_\_Clinical Professor Law

\_\_\_Distinguished Clinical Professor Law

Effective Date of Promotion:

College/Faculty:

Department:

Instructions: This form is ordinarily completed by the candidate who wishes to be considered for non-tenure track promotion equivalent to the rank of Associate Professor and above. The evaluation may be initiated by a prospective candidate's department chair, dean, the appropriate chancellor, the Senior 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.

1. Academic Degrees (institutions and dates):
2. Employment History. Include employment prior to Rutgers, Rutgers employment with dates, 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):*

 3. 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 split line.**

**Teaching**

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 promotion**, including the assignment for fall 2020. Please number all entries, starting with the number 1 in each subsection. **If there is no formal teaching assignment for a semester, then indicate "none" and give the reason** (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 undergraduate and graduate students whose independent studies, honors theses and research internships were supervised and explain the nature of the work supervised. Provide also the title of the project, if relevant. List each student once only and include the year(s) supervised with the most recent first. **For item 3, include information since last successful evaluation only.**

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

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, including mentoring (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, training guidelines, manuals, and software programs to enhance learning, newly created courses and/or programs, major revisions of existing courses and/or programs, etc.). For textbooks, anthologies, training guidelines, manuals, and software, indicate scope of dissemination, i.e., local, statewide, national or international.

8. Educational grants received and grant proposals under consideration. Include sponsor, title of grant, period of the award, amount awarded, and role (when other faculty members are involved, the role of the candidate who is reporting should be made clear).

9. Development of educational programs. List implementation.

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

11. Program assessment/out-of-class evaluation activities. Provide explanation of participation in assessment of educational outcomes, such as end-of-program assessment, screening students for scholarships and other distinctions, etc.)

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

13. Teaching awards/educational honors (include nominations, awards, invitations, and commendations).

14. Other.

Scholarship

List of publications[[3]](#footnote-3)3 (please provide all entries in reverse chronological order). **Include an explanation of the candidate’s contribution to all jointly-authored works.** 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.

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

 (a) Authored

 (b) Edited

 (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) Edited

 (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. Journal articles (refereed). Give title, journal, date, page numbers and list of authors as it appears in the publication. 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.

 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).

4. Journal articles (not refereed). Give title, journal, date, page numbers and list of authors as it appears in the publication. 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.

 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).

5. Electronic publications (refereed). If not listed under #3 above, give title of publication, journal or other applicable name, network citation, e.g., uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived.Include an explanation of the candidate’s contribution to jointly-authored works.

6. Electronic publications (not refereed). If not listed under #4 above, give title of publication, journal or other applicable name, network citation, e.g., uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived. Include an explanation of the candidate’s contribution to jointly-authored works.

7. Published conference proceedings (Be specific, as above and indicate title, volume, date of publication, page numbers). Number all entries in Section 7, starting with the number 1 in each subsection A, B, and C. Include an explanation of the candidate’s contribution to jointly-authored works.

 A. Published

 B. Accepted or in Press (Be specific, as above and indicate title, volume, 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).

8. Notes, book reviews, abstracts (indicate which it is and be specific, as above and indicate title, press, date of publication, page numbers). Number all entries in Section 8, starting with the number 1 in each subsection A, B, and C. Include an explanation of the candidate’s contribution to jointly-authored works.

 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 length, title, expected date of completion).

9. Conference presentations, lectures, demonstrations. Include location, city and state and/or city and country. Number all entries in Section 9, 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).

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

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

12. Grants Received (other than educational grants).

(a) External – Include sponsor, title of grant, fullperiod 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).

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

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

15. 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 or college. Include lists of committee memberships, positions held, time served, and accomplishments.

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 contribution 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, service to professional societies, etc. 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 Promotion

 Instructions can be accessed.

 The above information is The above information is inaccurate.\*

 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 NTT-1a 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 NTT-1a, and made part of the candidate’s promotion packet.

1. 1 "Rank review" refers to the circumstance where an evaluation is granted by request of a non-tenure track 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 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-3)