

# 2018-2019 NTT Promotion and Reappointment Quick Reference Guide

## ***Non-tenure Track Reappointment (all levels)***

***Packets due to the Dean's Office, Friday, January 25, 2019***

	<b>Item</b>	<b>Responsibility</b>
<b>1</b>	Short Form	Department Chair
<b>2</b>	Copy of applicable departmental criteria as posted on the website	Department Chair
<b>3</b>	Signed and Dated Teaching Observations of NTT faculty member during the term of contract	Department Chair
<b>4</b>	Current appointment letter (contract)	Candidate
<b>5</b>	CV	Candidate
<b>6</b>	Personal Statement (not required, but highly recommended)	Candidate
<b>7</b>	Other documents candidate wishes to be considered	Candidate
<b>8</b>	Other documentation required by the department/unit	Candidate

## ***Promotion from Teaching Instructor to Assistant Teaching Professor***

***Packets due to the Dean's Office, Friday, January 25, 2019\****

	<b>Item</b>	<b>Responsibility</b>
<b>1</b>	Short Form	Department Chair
<b>2</b>	Copy of applicable departmental criteria as posted on the website	Department Chair
<b>3</b>	Signed and Dated Teaching Observations of NTT faculty member during the term of appointment	Department Chair
<b>4</b>	Current appointment letter (contract)	Candidate
<b>5</b>	CV	Candidate
<b>6</b>	Personal Statement (not required, but highly recommended)	Candidate
<b>7</b>	Other documents candidate wishes to be considered	Candidate
<b>8</b>	Other documentation required by the department/unit	Candidate

## ***Promotion from Assistant Teaching Professor to Associate Teaching Professor and higher***

***Packets due to the Dean's Office, Friday, January 25, 2019\****

	<b>Item</b>	<b>Responsibility</b>
<b>1</b>	NTT Form 1-a or NTT Form 1-b	Candidate
<b>2</b>	NTT Form 2	Department Chair/Candidate
<b>3</b>	NTT Form 4	Department Chair
<b>4</b>	Personal Statement (not required, but highly recommended)	Candidate
<b>5</b>	CV	Candidate
<b>6</b>	Appendix F	Candidate
<b>7</b>	Supplemental Materials	Candidate

\*Please note that A&P Committee meets to evaluate *all* NTT Promotions.

## General Guidelines:

### PROMOTION:

A **minimum of six departmental faculty members** at or above the rank for which candidates are to be considered for **promotion** are required to vote on the recommendation with respect to each candidate. This will include non-tenure track faculty members, as determined by the department. Such determination shall apply to all NTT promotion cases under review by that department during the promotion cycle. *Please consult with the Dean's Office prior to appointing NTT faculty members department committee.*

If necessary, the dean shall appoint an appropriate number of faculty members at or above the appropriate rank from related disciplines in the same faculty, college, or school or from the same discipline in other units of the University, to act as ad hoc members of the department for the purpose of obtaining and reviewing documented evidence of the candidates' professional qualifications. Such ad hoc department members, together with any faculty member of the department of appropriate rank, **shall total not fewer than six voting persons**. In selecting the ad hoc members, the dean shall consult with the chair of the department. In instances in which the majority of the departmental members are ad hoc, such members may wish to meet with the candidate before making their recommendation.

### REAPPOINTMENT:

A **minimum of four departmental faculty members** at or above the rank for which candidates are to be considered for **reappointment** are required to vote on the recommendation with respect to each candidate is will include non-tenure track faculty members, as determined by the department. Such determination shall apply to all NTT promotion cases under review by that department during the promotion cycle. *Please consult with the Dean's Office prior to appointing NTT faculty members to the department committee.*

If necessary, the dean shall appoint an appropriate number of faculty members at or above the appropriate rank from related disciplines in the same faculty, college, or school or from the same discipline in other units of the University, to act as ad hoc members of the department for the purpose of obtaining and reviewing documented evidence of the candidates' professional qualifications. Such ad hoc department members, together with any faculty member of the department of appropriate rank, **shall total not fewer than four voting persons**. In selecting the ad hoc members, the dean shall consult with the chair of the department. In instances in which the majority of the departmental members are ad hoc, such members may wish to meet with the candidate before making their recommendation.

## Helpful Links:

Academic Labor Relations Non-Tenure Track Faculty (Non-libraries):

<https://academiclaborrelations.rutgers.edu/non-tenure-track-faculty-non-libraries>

Non-Tenure Track Reappointment Process: <https://fas.camden.rutgers.edu/faculty/faculty-resources/faculty-reappointment-and-promotion-guidelines/ntt-faculty/>

Non-Tenure Track Promotion to Assistant Teaching Professor:

<https://fas.camden.rutgers.edu/faculty/faculty-resources/faculty-reappointment-and-promotion-guidelines/non-tenure-track-faculty-promotion-to-assistant-professor/>

Non-Tenure Track Promotion to Associate Teaching Professor and Higher:

<https://fas.camden.rutgers.edu/faculty/faculty-resources/faculty-reappointment-and-promotion-guidelines/non-tenure-track-faculty-promotion-to-associate-professor/>