

2017-2018 NTT Promotion and Reappointment Quick Reference Guide

Non-tenure Track Reappointment (all levels)

Packets due to the Dean's Office, Friday, January 26, 2018

- 1) Chair
 - a) Short Form
 - b) Copy of the applicable departmental criteria as posted on the website
 - c) Signed and dated teaching observation of the NTT faculty member during the current term of appointment
- 2) Candidate
 - a) Current appointment letter
 - b) CV
 - c) Personal Statement (not required, but highly suggested)
 - d) Other documents he/she wishes to be considered
 - e) Any other documentation that may be required by the department/unit

Promotion from Teaching Instructor to Assistant Teaching Professor

Packets due to the Dean's Office, Friday, January 26, 2018

- 1) Chair
 - a) Short Form
 - b) Copy of the applicable departmental criteria as posted on the website
 - c) Signed and dated teaching observation of the NTT faculty member during the current term of appointment
- 2) Candidate
 - a) Current appointment letter
 - b) CV
 - c) Personal Statement (not required, but highly suggested)
 - d) Other documents he/she wishes to be considered
 - e) Any other documentation that may be required by the department/unit
- 3) A&P Committee meets to evaluate NTT Promotions.

Promotion from Assistant Teaching Professor to Associate Teaching Professor and higher

Packets due to the Dean's Office September 2018

- 1) Chair
 - a) External Reviewer Approvals (*possible, but not required – Please consult Dr. Marchitello*)
 - b) NTT Form 2
 - c) NTT Form 3 (*if using external reviewers*)
 - d) NTT Form 3a (*if using external reviewers*)
 - e) NTT Form 4
- 2) Candidate
 - a) NTT 1-a or NTT 1-b
 - b) CV
 - c) Personal Statement (not required, but highly suggested)
 - d) Appendix F – Inventory listing of materials to be included in packet
 - e) Supplemental materials as listed in Appendix F

General Rules:

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 may 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.*

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.

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/>