**TO BE USED FOR NON-TENURE TRACK FACULTY REAPPOINTMENTS TO THE SAME RANK, AND/OR NON-TENURE TRACK PROMOTIONS TO THE RANK OF ASSISTANT PROFESSOR (NTT) AND EQUIVALENT**

(All non-tenure track promotion evaluations equivalent to the rank of Associate Professor and above must be conducted in accordance with the [Academic Promotion Instructions for Non-Tenure Track Faculty](http://academiclaborrelations.rutgers.edu/resources/academic-promotions-non-tenure-track-faculty-non-libraries). See Appendix A for a list of NTT titles equivalent to the rank of Associate Professor and above.)

Candidate’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Term of Appointment\* (Appointment Dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* **As of July 1, 2018, an individual who has served in a full-time non-tenure track title for at least 6 years within an 8 year period, if reappointed thereafter, shall receive appointments of not less than 3 years (this 3 year minimum does not apply to grant-funded NTT faculty).**

**Statement of Principal Assignment.** If candidate has an appointment in the creative or performing arts, Cooperative Extension, and/or is appointed as clinical faculty, teaching faculty, or practice faculty, the department or unit shall substitute below the appropriate criteria. Criteria used to evaluate NTT faculty, and the application of such criteria, shall be consistent with University Policy Sections 60.5.14(A) and 60.5.15 and consistent with the faculty member’s responsibilities set forth in the appointment/reappointment letter.

**The following shall be attached to this Short Form: a copy of the candidate’s current appointment letter; a copy of the applicable criteria listed on the unit/department’s website; the candidate’s *c.v;* personal statement together with any documents he/she wishes to be considered; evaluations received by the NTT faculty member during the current term of appointment; and any other documentation that may be required by the department/unit.**1. Teaching:

2. Scholarship/(*if necessary, insert appropriate criteria*)[[1]](#footnote-1)

3. Service:

I. Department (or equivalent) and Principal Investigator’s (if applicable) Commentary:

Department (or equivalent) and Principal Investigator’s (if applicable) Recommendation:

\_\_\_\_Recommends Reappointment \_\_

\_\_\_\_Does Not Recommend Promotion \_\_\_\_ Number in attendance \_\_\_\_

Number voting YES Number voting NO Number Abstaining \_\_\_\_

Present at the meeting were the following faculty members:

II. Chair/Director’s Commentary:Chair/Director’s Recommendation (check the appropriate terms):\_\_\_\_Recommends Reappointment \_\_

\_\_\_\_Does Not Recommend Promotion \_\_\_\_ Department Chair/Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

III. Dean’s Commentary

The Dean’s Recommendation/Determination (check the appropriate terms):\_\_\_\_Recommends/Approves Reappointment \_\_\_

\_\_\_\_Does Not Recommend/Does Not Approve Promotion \_\_\_\_

Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) (Date)

III. **For Promotion Evaluations Only:**[[2]](#footnote-2)Chancellor/designee’s Commentary (optional)

The Chancellor/designee’s Determination (check the appropriate terms):\_\_\_\_ Approves Promotion \_\_\_

\_\_\_\_Does Not Approve

Chancellor/designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) (Date)

Consideration of NTT promotions to the titles listed below must be conducted in accordance with the [Academic Promotion Instructions for Non-Tenure Track Faculty](http://academiclaborrelations.rutgers.edu/non-tenure-track-faculty-non-libraries) or [Academic Promotion Instructions for Non-Tenure Track University Library Faculty](http://academiclaborrelations.rutgers.edu/non-tenure-track-university-libraries).

Clinical Associate ProfessorAssociate Research ProfessorClinical Associate Professor LawAssociate Teaching ProfessorAssociate Professor of Professional PracticeLibrarian of Practice IIClinical ProfessorResearch Professor Clinical Professor Law Teaching Professor Professor of Professional PracticeLibrarian of Practice I

Distinguished Clinical Professor

Distinguished Research Professor Distinguished Clinical Professor Law

Distinguished Teaching Professor

Distinguished Professor of Professional Practice

1. (e.g. scholarship/artistic accomplishment; scholarship/cooperative extension; scholarship/clinical practice; scholarship/extension practice; scholarship/professional practice) [↑](#footnote-ref-1)
2. Final decisions on NTT promotions to the rank of Assistant Professor (NTT) and equivalent will rest with the Chancellors except when the department and decanal levels do not recommend promotion and the case is not proceeding pursuant to Rank Review, in which case final decisions on promotions will rest with the Dean. [↑](#footnote-ref-2)