

APPENDIX F-1
SAMPLE 30-DAY NOTIFICATION LETTER
TO INDIVIDUALS TO BE CONSIDERED FOR
REAPPOINTMENT OR PROMOTION¹

Dear (name):

I am writing to inform you that your evaluation for (reappointment/promotion) will commence in thirty (30) days. Prior to the expiration of that period, please forward to me, for use in your evaluation, one copy of the following materials: a current curriculum vitae, and any publications, manuscripts, documents, other relevant information, teaching portfolio, or personal statement you wish to be included for consideration in your evaluation. In addition, prior to the expiration of that period, please discuss with me the deadline for your submission to me of a completed Recommendation Information Form. If you wish to include a lengthy unpublished manuscript and need copying services, you should contact my office or the office of the dean. You will be charged the prevailing rate for copying services.

If you have been in the rank of Associate Professor for ten years or more after the grant of tenure, you may request to be considered for promotion under the Ten-Year Rule. You must be in your 11th year or later and completed a full ten years at the rank of Associate Professor in order to avail yourself of this option. This allows for increased emphasis to excellent and significant contributions to teaching and to service. If this Rule applies to you and you wish to be considered for promotion under this Rule, please be advised that you must submit your request in writing with the materials you submit by checking the appropriate box on Form 2.

In addition, you may, if you wish, discuss with me the names of potential outside evaluators, and you may also prepare a list of individuals from whom you prefer letters of evaluation not be solicited. You must provide a written explanation for the proposed exclusion of any individuals.

If you have had time excluded from the probationary period due to (i) the COVID-19 pandemic, (ii) a parental or medical leave of absence, or (iii) a leave of absence without pay, you may, upon written request, choose to have University evaluators, evaluative bodies, and outside evaluators informed that your record is to be reviewed in the same manner as the record of a faculty member with the normal probationary period. If you elect to do this, please complete and submit Supplemental Form 2, question 2.

Due to the COVID-19 pandemic, you may request that external evaluators be asked to appropriately take into account the impact of the pandemic on your scholarship, teaching and/or service for academic year 2019/2020 and/or academic year 2020/2021 as may be reflected in the record for review. If you elect to do this, please complete and submit

¹ Exclude paragraphs 2 and 3 from the 30-Day Notification Letter to individuals to be considered for reappointment without tenure

Supplemental Form 2, question 1. Additionally, due to the COVID-19 pandemic, you have the option of excluding teaching evaluations from the Spring 2020, Fall 2020 and/or Spring 2021 semester from your packet. If you elect to do this, please complete Supplemental Form 1. Additionally, you may also elect to address the impact of the pandemic on your productivity during academic year 2019/2020 and academic year 2020/2021 by discussing same in a written personal statement that you may include with your packet.

If you have any questions about the reappointment/promotion process, please contact me promptly. The current [Academic Reappointment/Promotion Instructions](https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-faculty), forms and appendices can be accessed at <https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-faculty>.

Sincerely,
(Chairperson)

c: (Dean)