

## **Appointments, Reappointments and/or Promotions<sup>1</sup>** **of Non-Tenure Track Faculty**

The purpose of this document is to bring to your attention the policies and practices governing appointments, reappointments and promotions of non-tenure track (NTT) faculty. Additional information concerning non-tenure track faculty can be found in the Memorandum of Agreement between the AAUP-AFT and Rutgers regarding non-tenure track faculty (<http://academiclaborrelations.rutgers.edu/memorandum-agreement-regarding-ntt-faculty-aaup>).

Appointments of non-tenure track faculty may be for a term ranging from one year to up to five years, except grant-funded faculty appointments may be for a term of six months to five years. As of July 1, 2015, an individual who has served in a full-time non-tenure track title for at least six years within an eight year period, if reappointed thereafter, shall receive appointments of not less than two years. This two year minimum appointment does not apply to grant-funded non-tenure track faculty. There is no limit to the number of non-tenure track faculty appointments an individual may receive, except for those faculty in a Lecturer title (see Section II).

### **I. NTT Appointments (Excluding Lecturer Titles)**

All non-tenure track faculty shall receive renewable contracts, contingent upon successful reappointment, with the exception of faculty in the Lecturer title, who shall be offered non-renewable contracts (see Section II). Reappointment is subject to a continuing need for the position, adequate funding for the position, and a positive formal evaluation. Rutgers Policy 60.5.12 sets out the notice requirements for faculty holding renewable appointments. Per Policy 60.5.12, faculty holding appointments of one year or more must be given notice of non-reappointment, or of intention not to recommend reappointment as follows: four months prior to the expiration of the first year of academic service; seven months prior to the expiration of the second year of academic service; not later than twelve months in advance of the termination of the appointment in all other cases. If notice is not timely given, the contract will automatically be extended for a six month period. NTT faculty in grant-funded positions may be released prior to the end of the term if grant funding ends or is reduced during the term of the appointment. Under such circumstances the notice and six month extension requirements are not applicable.

#### **A. Evaluation of Non-Tenure Track Faculty**

Evaluations of non-tenure track faculty must take place in enough time to comply with the notification requirement set forth above. Therefore, it is recommended that evaluations be completed and forwarded to the dean one month prior to the required notice date (or to the Vice President for Information Services and University Librarian in the case of Libraries). Evaluations must take place in accordance with the above schedule even when there is not yet a clear determination as to whether there will be a need for, and/or funding for the position. When an individual has received a positive evaluation, but the need or funding for the position has not yet

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<sup>1</sup> Consideration of NTT reappointments to the same rank and NTT promotions to the rank of Assistant Professor (NTT) and equivalent are governed by the attached "Short Form." Consideration of NTT promotions equivalent to the rank of Associate Professor and above are governed by the applicable University's Academic Promotion Instructions for NTT faculty.

been established, the individual must receive, in accordance with the above schedule, notice of non-reappointment. If, at a later date, the need and/or the funding for the position are established, an offer of reappointment may be made at that time. If the need for and/or the funding for the position do not develop, no reappointment will occur, regardless of the outcome of the evaluation.

The following minimum standards apply to the frequency of the evaluation of non-tenure track faculty members:

1. During the term of a one or two year appointment, NTT faculty shall be evaluated prior to the notice period for non-reappointment as per Rutgers Policy 60.5.12.
2. During the term of a three, four or five year appointment, NTT faculty shall be evaluated twice. The second evaluation must take place in enough time to comply with the twelve month notice requirement for non-reappointment as per Rutgers Policy 60.5.12. As the first evaluation is not the evaluation for reappointment and/or promotion purposes, units are not required to utilize the Short Form for such evaluation, though they may if they so choose; units may utilize a narrative framework or any other written format they deem appropriate in order to provide assessments and guidance as needed. Use of the Short Form or written narrative format to reflect these evaluations shall be implemented consistently.

Faculty shall be provided with written evaluations of their performance.

#### B. Movement within the Non-Tenure Track Title Series

1. During the period of July 1, 2015 through June 30, 2017, non-tenure track faculty members holding the rank equivalent of Instructor with six consecutive years of full-time service at the rank equivalents of Assistant Instructor/Instructor shall be considered for promotion to the next higher rank. Thereafter, non-tenure track faculty members holding the rank equivalent of Instructor with six consecutive years of full-time service at that rank equivalent shall be considered for promotion to the next higher rank.
2. Non-tenure track faculty with six consecutive years of full-time service in the same rank shall be considered for promotion to the next higher rank, if requested.
3. Non-tenure track faculty may choose not to be considered for promotion, without prejudice to their continued employment or level of compensation within the department or unit.
4. All other requests from non-tenure track faculty members to be considered for promotion may be granted at the department's or unit's discretion.

#### C. Criteria for Evaluation, Reappointment and Promotion

In addition to the criteria for evaluation, reappointment and promotion set forth in faculty appointment letters (see Section I.E), criteria for evaluation, reappointment and promotion shall be established by each University department or unit for each non-tenure track title series in use

in such department or unit.

Such criteria shall be clearly delineated by the appropriate unit (department or decanal) on its website, and an individual in the appropriate Dean's<sup>2</sup> office shall be identified to respond to inquiries from non-tenure track faculty.

#### D. Reappointment and/or Promotion Evaluation Forms

There are two different methods of evaluation for reappointment and/or promotion of non-tenure track faculty; the “Short Form” and the applicable promotion instructions (i.e., the *Academic Promotion Instructions for Non-Tenure Track Faculty* and the *Academic Promotion Instructions for Non-Tenure Track University Library Faculty*).

##### Short Form

Departments and Libraries units shall use the appropriate *Short Form* for evaluation of individuals holding non-tenure track appointments for reappointment to the same rank and/or promotion up to and including the rank of Assistant Professor (non-tenure track), or equivalent. NTT faculty members shall be evaluated by the department and principal investigator (if applicable); department chair/director; dean; and/or the designee of the University; NTT Libraries faculty shall be evaluated by the unit, AUL/Unit Director and the Vice President for Information Services and University Librarian.<sup>3</sup> A small standing departmental or unit personnel committee, or an ad hoc advisory committee, may act in the place of the entire department or unit. Criteria used to evaluate NTT faculty for reappointment and/or promotion, and the application of such criteria, shall be consistent with University Policy Sections **60.5.14(A)** and 60.5.15 and shall be consistent with the faculty member’s responsibilities set forth in the appointment/reappointment letter. Units/departments may require candidates to complete the Recommendation Information Form (Form NTT-1 or Form NTT-1-L) contained in the *Academic Promotion Instructions for Non-Tenure Track Faculty* or *Academic Promotion Instructions for Non-Tenure Track University Library Faculty* in lieu of the *Short Form*; if the unit/department requires completion of a Form NTT-1 or Form NTT-1-L, it shall be attached to the Short Form, and such requirement shall apply to all individuals at the same rank within the same title series in that unit/department in that same year.

##### Academic Promotion Instructions

The promotion forms and procedures contained in the [Academic Promotion Instructions for Non-Tenure Track Faculty](#) or [Academic Promotion Instructions for Non-Tenure Track University Library Faculty](#) **must** be used for all non-tenure track promotion evaluations to the rank equivalents of Associate Professor or above (See Appendix A).

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<sup>2</sup> or an individual in the Vice President for Information Services and University Librarian's office in the case of Libraries.

<sup>3</sup> Certain units of the University may also utilize an Advisory Committee on Appointments and Promotions (A&P Committee). When a unit decides to use an A&P Committee, it shall apply to all candidates at the same rank within the same title series in that unit/department in that same year.

## E. Appointment/Reappointment Letters

Appointment/Reappointment letters shall clearly state that the appointment is renewable, contingent upon successful reappointment<sup>4</sup>. Appointment/Reappointment letters shall also include the following: annual salary; title/rank; effective dates and term of appointment; notification date for reappointment; notice that the position is covered under the Recognition Clause of the Rutgers-AAUP-AFT Agreement; the faculty member's responsibilities, which may be amended upon written notice to the faculty member; and the evaluation criteria for reappointment and promotion/reappointment. If applicable, the letter should clearly state that the position is grant-funded and will automatically conclude in the event of the expiration or reduction of funding. Sample appointment and reappointment letters can be found at <http://academiclaborrelations.rutgers.edu/resources/resources> A copy of the appointment letter shall be forwarded to the AAUP-AFT.

## II. Lecturer Appointments

The Lecturer title shall be used when an appointment to a non-tenure track position is expected to be of temporary or limited duration and can be made for a term ranging from one semester to one year. Appointments of temporary or limited duration may include, for example, appointments to fill positions of faculty members on sabbaticals or leaves of absence, and for terminal year appointments. Appointments to the Lecturer title shall not exceed three consecutive years. Individuals appointed as Lecturer are not eligible for reappointment to that position nor is any formal evaluation conducted.

Individuals with the title Lecturer do not receive any notice of expiration of their appointment beyond that which is contained in the appointment letter. The appointment letter **should clearly state that the appointment is non-renewable and that there is no expectation of continued employment beyond the term of the appointment.** In addition, the appointment letter shall include the following: effective date and term of appointment, annual salary, title/rank, and the faculty member's responsibilities. If applicable, the letter should also state that the position is covered by the collective negotiations agreement between Rutgers University and the AAUP-AFT.

**Contact the Office of Academic Labor Relations (848-932-7174) for information regarding non-tenure track faculty appointments, reappointments, and/or promotions.**

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<sup>4</sup> except for those NTT faculty appointed in the Lecturer title

**FACULTY EVALUATION SHORT FORM (NON-LIBRARIES)**

**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](#). 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, 2015, 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 2 years (this 2 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:





**FACULTY EVALUATION SHORT FORM (NON-LIBRARIES)**

*Final decisions on NTT promotions to the rank of Assistant Professor (NTT) and equivalent will rest with the Chancellors, and final decisions on NTT reappointments (regardless of rank) will rest with the Deans.*

III. Chancellor/designee's Commentary (optional)

The Chancellor/designee's Determination (check the appropriate terms):

Approves Promotion   
 Does Not Approve

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

**LIBRARIES FACULTY EVALUATION SHORT FORM**

**TO BE USED FOR NON-TENURE TRACK LIBRARY FACULTY REAPPOINTMENTS TO THE SAME RANK, AND/OR PROMOTIONS TO LIBRARIAN OF PRACTICE III.**

(All Librarian of Practice promotion evaluations to Librarian of Practice II or Librarian of Practice I must be conducted in accordance with the [Academic Promotion Instructions for Non-Tenure Track University Library Faculty](#).)

Candidate's Name \_\_\_\_\_  
Unit \_\_\_\_\_ Date \_\_\_\_\_  
Present Title \_\_\_\_\_ Proposed Title \_\_\_\_\_  
Proposed Term of Appointment\* (Appointment Dates) \_\_\_\_\_

**\* As of July 1, 2015, 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 2 years (this 2 year minimum does not apply to grant-funded NTT faculty).**

**Statement of Principal Assignment.** Criteria used to evaluate NTT Libraries 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 Libraries' 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 unit.

1. Librarianship:

2. Service:



**LIBRARIES FACULTY EVALUATION SHORT FORM**

III. Vice President for Information Services and University Librarian's Commentary:

The Vice President for Information Services and University Librarian's Determination (check the appropriate terms):

\_\_\_ Approves

\_\_\_ Does Not Approve

Reappointment \_\_\_

Promotion \_\_\_

Vice President for Information Services and University Librarian

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**APPENDIX A**  
**NON-TENURE TRACK FACULTY TITLES EQUIVALENT TO THE RANK OF**  
**ASSOCIATE PROFESSOR AND ABOVE**

Consideration of NTT promotions to the titles listed below must be conducted in accordance with the [Academic Promotion Instructions for Non-Tenure Track Faculty](#) or [Academic Promotion Instructions for Non-Tenure Track University Library Faculty](#).

Clinical Associate Professor  
Associate Research Professor  
Clinical Associate Professor Law  
Associate Teaching Professor  
Associate Professor of Professional Practice  
Librarian of Practice II

Clinical Professor  
Research Professor  
Clinical Professor Law  
Teaching Professor  
Professor of Professional Practice  
Librarian of Practice I

Distinguished Clinical Professor  
Distinguished Research Professor  
Distinguished Clinical Professor Law  
Distinguished Teaching Professor  
Distinguished Professor of Professional Practice