

Candidate's Name:

Date:

Department:

2014-2015

FORM NO. 1-a

RECOMMENDATION INFORMATION FORM  
FOR  
GENERAL TEACHING/RESEARCH FACULTY

Candidate's Name:

Present Title:

Evaluated for Appointment as, Reappointment as or Promotion to:

with tenure  without tenure (check one)

Effective Date:

College/Faculty:

Department:

Instructions: This form is ordinarily completed by the candidate who wishes to be considered for reappointment and/or promotion, or for any required evaluation for reappointment or promotion. The evaluation may be initiated by a prospective candidate's dean, the appropriate chancellor, the Executive Vice President for Academic Affairs, or a personnel committee. All groups involved in the process must indicate their advisory judgments on the appropriate forms.

Entries should be listed in reverse chronological order, that is, the most recent, first.

This evaluation is initiated by:

(If this evaluation is being conducted pursuant to the "rank review"<sup>1</sup> (self-initiated) provision described in Section C of the Instructions, indicate that the evaluation is initiated by the candidate.)

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<sup>1</sup> "Rank review" refers to the circumstance where an evaluation is granted by request of a tenured faculty member who has been at the same rank for six years and has not been evaluated for the past four years.

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Academic Degrees (institutions and dates):

Employment History. Include employment prior to Rutgers, Rutgers employment with dates and date when candidate entered the tenure stream, and appointments within Rutgers, e.g., memberships in organized research centers, collegiate fellowships or interdisciplinary programs. If candidate held a post doc appointment prior to employment at Rutgers, include the name(s) of the principal investigator(s) or advisor(s):

1. Budgetary distribution since last evaluation. Indicate AY or CY, and IDR (instruction and departmental research), AES (agriculture and experiment station), or other.
2. Indicate negotiated prior service (a maximum of 3 years applied toward tenure at Rutgers University for service at other institutions - see Rutgers Policy, section 60.5.13):
3. Indicate number of years of service negotiated in "adjunct" status (section 60.5.13):
4. If applicable, the candidate is in which probationary year (e.g., 5th, 6th)? \_\_\_\_\_.  
If applicable, list any time out of the tenure stream.

**Teaching A** (See ***Teaching B*** for *Cook Extension Specialists*)

1. Using the format in the example below, list in reverse chronological order, the teaching assignments of the candidate for every semester since the last successful evaluation, including the assignment for **fall 2014**. In the case of candidates for tenure, list the teaching assignments for the entire probationary period. If there is no formal teaching assignment for a semester, then indicate "none" and give the reason (sabbatical leave, chairperson of major committee, leave without pay, etc.). The teaching chart is to be used only for typical classroom teaching (including lecture courses, seminars, colloquia, etc.) in credit-bearing courses that involve formal and consistent evaluative processes, typically the Student Instructional Rating Form. Independent studies and other forms of student mentorship or advising, including dissertation supervision, are to be listed under items 3 to 6; do not list these on the teaching chart.

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Course Information:

For each course, include year, semester, course title and number, number of credits, mode of instruction, main audience, responsibilities and enrollment.<sup>2</sup>

Course Evaluation:

For each course for which summary student evaluation data are available, include the number of student evaluation responses received, and the instructor and departmental mean values for questions 9 and 10 on the University's Student Instructional Rating Form. If units use a different rating form, please indicate maximum rating value. If evaluations are not included for a specific course, please account for missing evaluations.

Example:

- COURSE INFORMATION -								- COURSE EVALUATION -				
S/ Yr	Course Title	Number	Cr	MOI	Aud	Resp	Enrl	Evaluation Responses	Teaching Effectiveness (Max = 5)		Course Quality (Max = 5)	
									Instructor	Dept Mean	Instructor	Dept Mean
i.e.: F03	Women's Studies	161:111:11	3	Lec	unm	Total	55	50	4.44	4.10	4.19	4.20

<sup>2</sup> "Mode of instruction" (MOI) means lecture, laboratory, recitation, seminar, or other, as appropriate.

"Main audience" (Aud) means the group most likely to take the course (graduate students, undergraduate majors, undergraduate non-majors or other).

"Responsibilities" (Resp) describes the candidate's participation in the course, e.g.:

The candidate essentially had total responsibility for the course, i.e., for the design of the syllabus, the choice of text, the great majority of lectures or other form of class leadership, grading and the writing of examinations; and/or

the candidate had responsibilities beyond those described above, e.g., the administration of a large introductory lecture or laboratory course. Describe those responsibilities; and/or

the candidate had shared responsibility. If the candidate had shared responsibility, describe the nature of that responsibility or explain fraction of candidate's effort (e.g., taught two lecture sections for 0.5 semester; organized series of invited lectures; 50%); and/or

other. Describe the candidate's participation.

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2. Special honors courses, interdisciplinary courses or collegiate mission courses taught. Also list international courses taught on campus or abroad.
  
3. List by year, the undergraduate and graduate students whose independent studies, honors theses and research internships were supervised since the last successful evaluation and explain the nature of the work supervised. Provide also the title of the project, if relevant. List each student once only.
  
4. List by year of completion, the graduate students whose Doctoral and Master's theses were supervised since the last successful evaluation. Also include those currently being supervised. List each student once only.
  - A. Doctoral theses supervised as primary advisor.
  - B. Membership on doctoral theses committees or other (specify).
  - C. Master's theses supervised as primary advisor.
  - D. Membership on Master's theses committees or other (specify).
  
5. Postdoctoral trainees (identify by name and years of training).
  
6. Academic advisement (describe role in departmental and collegiate student advisement programs, including international student advising, and approximate number of advisees per year).
  
7. Curriculum development (list textbooks, anthologies or other edited collections, software programs to enhance learning, grant support for curriculum or course development, newly created courses and/or programs, major revisions of existing courses and/or programs, etc.). For textbooks, anthologies and software, indicate scope of dissemination, i.e., local, statewide, national or international.

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8. Instructional development. List activities aimed at enhancing classroom teaching (e.g., participation in workshops or programs offered at professional conferences or by the Center for Teaching Advancement and Assessment Research, etc.).
9. Syllabi. Provide links to course syllabi (including course learning goals and assessment methods), or related course materials, if available.
10. Prizes and awards.
11. Other.

**Teaching B** (For SEBS Extension Specialists only.)

1. Using the format in the example below, list in reverse chronological order the extension classes/courses/presentations taught since the last successful evaluation, including the assignment for fall 2014. In the case of candidates for tenure, list the extension classes/courses/presentations taught for the entire probationary period. If there is no formal teaching for an extended period, then indicate "none" and give the reason (sabbatical leave, chairperson of a major committee, leave without pay, etc.).

Class/Course/Presentation Information:

For each class/course/presentation, include date, program/event/location, title of presentation, program duration, main audience, responsibilities and enrollment.<sup>3</sup>

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<sup>3</sup> "Main Audience" (Audience) means the group most likely to take the course.

"Responsibilities" (Resp) describes the candidate's participation in the class/course, e.g.:

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**Class/Course/Presentation Evaluation:**

For each course for which summary audience data are available, include the number of audience evaluation responses received, and the instructor mean values for questions 9 and 10 on the Rutgers Cooperative Extension Instruction Evaluation form. If units use a different rating form, please indicate maximum rating value. If evaluations are not included for a specific course, please account for missing evaluations.

Class/Course/Presentation Information							Class/Course/Presentation Evaluation		
							Evaluation Responses	Teaching Effectiveness (Max = 5)	Program Content (Max = 5)
Date	Program/Event/Location	Title of Presentation	Program Duration	Audience	Resp.	Enrolled		Instructor Mean	Instructor Mean
i.e.: 6/24/02	North Jersey Ornamental Horticulture Conf/Turf Day/Bergen County	Irrigation Management of Turf	3 hr. lec.	Industry Professional	Total	250	200	4.25	4.50

2. Extension volunteers and/or paraprofessionals trained or counseled.

3. Curriculum and/or program development.

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The candidate essentially had total responsibility for the course, i.e., for the design of the program, the choice of materials, the great majority of lectures or other form of group leadership, grading and the writing of examinations, if possible; and/or

the candidate had responsibilities beyond those described above, e.g., the overall responsibility for a program. Describe those responsibilities; and/or

the candidate had shared responsibility. Describe the nature of that responsibility.

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4. Development of audio-visual, media and computer materials.

5. Prizes and awards.

Scholarship

List of publications<sup>4</sup> (please provide all entries in reverse chronological order). **Where applicable, include an explanation of the candidate's contribution to all jointly-authored works.** Please number all entries, starting with the number 1 in each subsection.

1. Title of dissertation, date and name of director.

2. Books (give title, press, date of publication, page numbers and list of authors as it appears in the publication). **Where applicable, include an explanation of the candidate's contribution to jointly-authored works.**

A. Published. Number all entries in Section 2A, starting with the number 1 in each subsection a, b, and c.

(a) Authored

(b) Edited

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<sup>4</sup> In cases in which candidates have publications in a foreign language, reviews or comments on these publications from appropriate referees should be included in the packet. For materials distributed by foreign publishers, or awards from other nations, a description of the press or award and its reputation should be included in the narrative.

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(c) Chapters in books

B. Accepted or in Press. Number all entries in Section 2B, starting with the number 1 in each subsection a, b, and c.

(a) Authored

(b) Edited

(c) Chapters in books

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation). Number all entries in Section 2C, starting with the number 1.

3. Journal articles (refereed). Give title, journal, date, page numbers and list of authors as it appears in the publication. Number all entries in Section 3, starting with the number 1 in each subsection A, B, and C. **Where applicable, include an explanation of the candidate's contribution to jointly-authored works.**

A. Published.

B. Accepted or in Press.

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation).

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4. Journal articles (not refereed). Give title, journal, date, page numbers and list of authors as it appears in the publication. Number all entries in Section 4, starting with the number 1 in each subsection A, B, and C. **Where applicable, include an explanation of the candidate's contribution to jointly-authored works.**

A. Published

B. Accepted or in Press

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation).

5. Electronic publications (refereed). If not listed under #3 above, give title of publication, journal or other applicable name, network citation, e.g., uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived. **Where applicable, include an explanation of the candidate's contribution to jointly-authored works.**

6. Electronic publications (not refereed). If not listed under #4 above, give title of publication, journal or other applicable name, network citation, e.g., uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived. **Where applicable, include an explanation of the candidate's contribution to jointly-authored works.**

7. Published conference proceedings. Number all entries in Section 7, starting with the number 1 in each subsection A, B, and C. **Where applicable, include an explanation of the candidate's contribution to jointly-authored works.**

A. Published

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B. Accepted or in Press

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation).

8. Notes, book reviews, abstracts (be specific, as above). Number all entries in Section 8, starting with the number 1 in each subsection A, B, and C. **Where applicable, include an explanation of the candidate's contribution to jointly-authored works.**

A. Published

B. Accepted or in Press

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation).

9. Conference presentations, lectures, demonstrations. Number all entries in Section 9, starting with the number 1 in each subsection A, B, and C.

A. Keynote or plenary addresses

B. Other invited addresses

C. Other presentations, lectures, demonstrations

10. Other (be specific, as above).

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11. Fellowships (give name of the fellowship, period of the award and amount awarded).

12. Grants Received.

(a) External – Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s).

(b) Internal – Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s).

(c) International Studies and Programs Grants - Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s).

13. Grants pending/currently under review (be specific as above).

14. Contracts (*not book contracts*) - Indicate (i) period of the contract, (ii) amount awarded.

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15. Prizes and awards.

Service

1. Contributions to the advancement of the academic profession.
  
2. Contributions to the effective operation of the University, including contributions to the department, school or college.
  
3. Administrative positions held (e.g. Department Chair, Associate Dean, Area Dean, Undergraduate Campus Dean, Graduate Program Director, major committee or taskforce head, etc.).
  
4. Contributions to society at large (list significant contributions to local, national, or international communities that have not been listed elsewhere).
  
5. Prizes and awards.

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Candidate's Certification

Check:

I have been informed of the URL where a copy of the Academic Reappointment/Promotion Instructions can be accessed.

The above information is accurate.

Departmental Certification

The above information is accurate.

The above information is inaccurate.\*

\_\_\_\_\_  
Signature of Candidate                      Date

\_\_\_\_\_  
Signature of                                      Date  
Department Chair

\_\_\_\_\_  
Print Name of Candidate

\_\_\_\_\_  
Print Name of Department Chair

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\*Note: If the department chair disagrees with the information presented in Form 1-a above, he/she must submit written arguments of dissent within ten working days, explaining the specific points of disagreement. Such dissent shall be attached to Form 1-a, and made part of the candidate's reappointment/promotion packet.