

Promotions and Reappointments Timetable for SAS Chairs

Important Deadlines

- Deadline for promotion packets to be submitted to SAS: **October 1, 2019***
- Deadline for reappointment packets to be submitted to SAS: **February 3, 2020**
- Deadline for new appointments with tenure: **October 1, 2019 or contact Dale Koznecki or Kisha Phillips for alternate deadlines**
- Deadline for Non-tenure track teaching and grant-funded promotion packets (for promotion to Associate Teaching/Research Professor, Teaching/Research Professor, and Distinguished Teaching/Research Professor): **February 3, 2020**

* *Chairs with multiple packets or exceptional circumstances should contact the Area Deans as soon as possible to set up an alternative schedule, if needed.*

FEBRUARY AND MARCH

- Discuss viability of potential cases with candidates and area dean
- Who is up for consideration? Decided by the chair in consultation with the appropriate faculty, except:
 - Up-or-out cases
 - After 6 years in rank, faculty can bring themselves up every 4 years

APRIL AND MAY

- Provide URL for *Academic Reappointment/Promotion Instructions* to promotion candidates <https://academiclaborrelations.rutgers.edu/tenured-and-tenure-track-faculty>
- Send 30-day notification letters (*Instructions*, Appendix F-1/F-2).
Text cannot be modified without prior approval.
- Chairs should consult candidate and colleagues re: referees. Draft bios of proposed referees on Form 3-a. Obtain Area Dean's written approval for list. You must have at least **seven** letters by independent referees. Referees must be "arm's length" meaning they are NOT the candidate's dissertation or thesis chair or mentor, the candidate's coauthor or collaborator, a family member of the candidate, or a personal friend of the candidate. Ordinarily, letters from individuals with whom the candidate has worked closely in the past would not be considered arm's length. Referees should normally be at the rank of full professor.
- **If a candidate has a secondary department center, bureau, institute, decanal unit or degree-granting program, the chair/director of that secondary department/unit must participate with chair in the selection of external referees and must also sign the pre-solicitation email and the solicitation letter.**
- Send pre-solicitation email to external referees (*Instructions*, Appendix G).
Text cannot be modified without prior approval.

- Work with candidate to assemble scholarly materials and draft Form 1-a (extended and transformed CV) and Personal Statement. The candidate is responsible for completing the Form 1-a, although departments are encouraged to help the candidate in this task. Give the candidate a deadline for submission of the completed Form 1-a to you (date should normally be in August).
- ****Please note:** the candidate is ***strongly encouraged*** to generate their Form 1-a by filling in their Faculty Survey at <https://oirap.rutgers.edu/facsurv>. If the candidate has any questions about that process the candidate should contact Tin Lam (tlam@irap.rutgers.edu or 848-932-7350).
- Mail solicitation letters to referees with CV, scholarly materials, personal statement (*Instructions*, Appendix G-1/G-II). ***Text cannot be modified without prior approval.***
- If it is the department's practice, appoint Reading and/or Teaching Evaluation Committees.
- Begin the process of monitoring and recording responses of referees. Solicit replacements as necessary.

JUNE, JULY AND AUGUST

- Set up a schedule for reminding and checking with referees, as appropriate. Verify that all letters are received.
- Obtain completed Form 1-a from the candidate. Verify that the Form 1-a includes all relevant information under appropriate categories and there are no duplicate entries. Sign within 10 days of receipt. **Form 1-a must be signed before the date of the department meeting.**
- Obtain Supplemental Materials from candidate (*Instructions*, Inventory Listing, Appendix H).
- Two summer tasks, as needed:
 - Work with Area Dean to identify ad hoc members of the department (if needed); need six department members at proposed rank or higher for the department vote.
 - Keep secondary unit on track to deliver a timely report.

SEPTEMBER

- If applicable, make sure the secondary department/unit evaluation memo is received ***before*** the department meeting.
- Department should expect to receive the CTAAR teaching grids from Human Resources -Academics
- Make completed Form 1-a available to all department members before department meeting.

- Lead the department meeting on the candidacy. As chair, vote, unless the candidate's proposed rank is higher than your own.
- *Notify the candidate in writing of the outcome (positive or negative recommendation, not actual votes), immediately. **This is mandatory and must occur within 5 days of the meeting.***
- Draft the department narrative; invite comment from attendees at decision meeting.

OCTOBER 1, 2019* - Deadline for promotion packets to be submitted to SAS Dean's Office

- Deliver ***original hardcopy*** of the signed packet to the SAS Human Resources, Room 238, Scott Hall. Do not staple or use tabs or separators.
- Prior to delivery, upload packet into the SAS Online Packet Depository** (<https://secure.sas.rutgers.edu/apps/packet/main>). Be sure to click on "FINAL: Submit to SAS Dean's Office."
- Submit supplemental materials via the SAS Online Packet Depository and/or hard copy delivery to the SAS Human Resources, Room 238, Scott Hall. Can be provided in any combination of hard copy, Sakai link or flash drive.

We will continue to use the Packet Depository System to address questions and concerns regarding the packet. As comments are entered into the system an email notification will be sent directly to you, asking you to log into the Packet Depository System to view said comments. You have the ability to respond to their questions or ask questions of your own, directly in the Packet Depository System.

**Please see the Packet Depository Training Guide for more information about the interactive process between the Dean's Office and the department.

OCTOBER AND NOVEMBER

- You will be notified of the date of the applicable A&P meeting(s) and asked for contact information. Please make yourself available by phone during the A&P Committee meeting; its members may have questions about the case.
- Keep Human Resources-Academics and Area Dean apprised of material changes in the candidate's publications, grants, etc.
- If the Dean is considering a decision different from the Department's, you will be asked to meet with the Dean to discuss concerns.
- Provide URL for *Academic Reappointment/Promotion Instructions* to **reappointment** candidates and NTT promotion candidates.
<https://academiclaborrelations.rutgers.edu/academic-reappointments-promotions>
- Send 30-day notification letters to reappointment and NTT promotion candidates (*Instructions*, Appendix F-1). ***Text cannot be modified without prior approval.***

- If applicable, notify secondary department/unit of upcoming reappointment.
- Work with reappointment/NTT candidate to assemble scholarly materials and draft Form 1-a and a Personal Statement. The candidate is responsible for completing Form 1-a, although departments are encouraged to help the candidate in this task. **Give the candidate a deadline for submission of the completed Form 1-a to you (date should normally be in December).**

****Please note:** the candidate is *strongly encouraged* to generate their Form 1-a by filling in their Faculty Survey at <https://oirap.rutgers.edu/facsurv>. If the candidate has any questions about that process the candidate should contact Tin Lam (tlam@irap.rutgers.edu or 848-932-7350).

JANUARY

- If applicable, make sure the secondary department/unit evaluation memo is received *before* the reappointment/NTT department meeting.
- Hold department meeting to consider reappointment/NTT cases. Draft department narrative; invite comment from attendees at decision meeting.
- **Goal of reappointment reviews:** careful review and discussion with the candidate of record regarding progress and expectations for tenure.

FEBRUARY 3, 2020 – Deadline for all reappointment and NTT promotion packets (to Associate and Above) to be submitted to the SAS Dean’s Office.

Communicate with SAS if you expect any delay.

- Deliver *original hardcopy* of the signed packet to SAS Human Resources, Room 238, Scott Hall.
- Upload packet into the SAS Online Packet Depository. (<https://secure.sas.rutgers.edu/apps/packet/main>). Be sure to click on “FINAL: Submit to SAS Dean’s Office.”
- Submit supplemental materials via the SAS Online Packet Depository and/or hard copy delivery to the SAS Dean’s Office.

We will continue to use the packet depository system to address questions and concerns regarding the packet. As comments are entered into the system an email notification will be sent directly to you, asking you to log into the Packet Depository to view said comments. You have the ability to respond to their questions or ask questions of your own, directly in the Packet Depository System.

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APRIL AND MAY

- Most promotion and tenure decisions are made official at the meeting of the Board of Governors in mid-April.
- Final reappointment decisions are made in the Dean's Office in late April or May.

JUNE

- Remaining promotion and tenure decision are made official at the meeting of the Board of Governors in mid-June.