

Reappointments Timetable for SAS Chairs

OCTOBER AND NOVEMBER

- Provide URL for *2019-20 Academic Reappointment/Promotion Instructions* to **reappointment** candidates <https://academiclaborrelations.rutgers.edu/tenured-and-tenure-track-faculty>
- Send 30-day notification letters to reappointment candidates (*Instructions*, Appendix F-1). Text cannot be modified without prior approval.
- If applicable, notify secondary department/unit of upcoming reappointment.
- Work with reappointment candidate to assemble scholarly materials and draft Form 1-a and 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 completed Form 1-a to you (date should normally be in December).

Note that the candidate is encouraged to generate 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, Institutional Research (tlam@irap.rutgers.edu) or 848-932-7350.

JANUARY

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

FEBRUARY 3, 2020 – Deadline for all reappointment packets to reach the Dean’s Office. Communicate with Human Resources-Academics if you expect any delay.

- Deliver **original hardcopy** of the signed packet to the SAS Human Resources-Academics, Scott Hall, Room 238
- Upload packet into the SAS online Packet Depository (<https://secure.sas.rutgers.edu/apps/packet>) . 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 Resource-Academics, Scott Hall, Room 238.

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.

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

APRIL AND MAY

- Final reappointment decisions are made in the Dean's Office in late April or May.

Note: The official instructions are the Academic Reappointment/Promotion Instructions distributed by the Office of the Executive Vice President for Academic Affairs each year.