June 15, 2022

To: Chancellors, Deans, Directors, and Department Chairs

From: Prabhas V. Moghe
Executive Vice President for Academic Affairs
Distinguished Professor

Subject: 2022-2023 Academic Promotion Instructions for Non-Tenure Track Faculty (Non-libraries) in the AAUP-AFT Negotiations Unit

Please be advised that the 2022-2023 Academic Promotion Instructions for non-tenure track faculty (non-libraries), including forms and appendices, are now available online at the following link:
https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries.

Forms NTT 1-a through 1-c are also available from the output menu of the online Faculty Survey Database:
https://oirap.rutgers.edu/facsurvey/. This is the suggested and preferred method to generate Forms NTT 1-a through 1-c. If you have questions concerning the Faculty Survey Database, please contact Tin Lam (tlam@irap.rutgers.edu). These Instructions supersede any previous versions and must be used for cases to be considered in the 2022-2023 academic year.

Changes to the 2022-2023 Instructions and Appendices are noted in yellow highlight. Below are some highlights of the changes:

- Updating language for improved readability and flow, including removing extraneous sections and duplication.
- Adding form sections to allow for listing of innovation disclosures, patents, and other entrepreneurial endeavors (if applicable), which we are increasingly seeing in the "Other" section of forms submitted.
- Introducing subset areas to list media interviews/op-eds (if applicable) due to the increasing number of these items.
- Recommending the departmental report acknowledge, and where possible explain, any negative votes or abstentions.
- Raising awareness by calling attention to the Rutgers University Statement on Professional Ethics.
- Underscoring the personal statement should speak to all relevant criteria, and departments are advised to send the personal statement (if submitted), together with the candidate's CV and samples of scholarship, to the external evaluators to assist with their review of the candidate.

Please prepare a list of the non-tenure track faculty in your unit who will be evaluated for reappointment and/or promotion this year, indicating the name of the candidate, department, current rank, proposed rank, netID, date of hire, and date of last promotion, if applicable. Please send this information to Jude McLane, Manager, Special Projects (mclane@oa.rutgers.edu) by Friday, August 12, 2022.

Consistent with past practice, the teaching grid required for inclusion in the candidate’s packet will be sent from the Center for Teaching Advancement and Assessment Research to the units. A Microsoft Word document will be provided for each candidate, containing all relevant material from the Student
Instructional Ratings Survey. Information concerning the course title, credits, mode of instruction, audience and responsibilities will need to be added before the grid is included in the candidate’s packet. Candidates and departments are responsible for assuring the accuracy of the data.

If you have any questions regarding the 2022-2023 Academic Promotion Instructions, please feel free to contact the Office of University Labor Relations (oulr@oulr.rutgers.edu or paula.mercadohak@rutgers.edu), Angela Mullis, Associate Vice President for Academic Affairs (amullis@oq.rutgers.edu) or Jude McLane, Manager, Special Projects (mclane@oq.rutgers.edu).

Thank you.

c: M. Anszperger
    D. Cohen
    G. Gigliotti
    T. Lam
    J. McLane
    P. Mercado Hak
    A. Mullis