March 26, 2019

Chairs: Please forward this memo to all tenured Associate Professors and Professors in your Department.

To: Department Chairs and Faculty

From: Dale S. Koznecki
        Assistant Director- Human Resources

Re: Promotion under Rank Review during the 2019-2020 Promotion Cycle

Section C of the *2019-20120 Academic Reappointment/Promotion Instructions* defines rank review as follows:

Rank Review
*A tenured faculty member may request of the department chair that he/she be evaluated for promotion. The request shall be granted for tenured faculty members who have been **at least six years in rank and have not been evaluated for at least four years**[1]. Such evaluation shall be carried through each level of review, including that of the Promotion Review Committee, unless withdrawn by the candidate.*

[1]For purposes of this four-year period, withdrawal after the candidate signs Form 1 constitutes an evaluation.

If you are eligible and would like to be considered for promotion under rank review during the 2019-20 promotion cycle, please let your department chair know immediately, if you have not done so already. After your eligibility has been confirmed, your chair will issue you a notification letter (see attached: Appendix F-2, Sample 30-day Notification Letter). If you are uncertain about your eligibility and are considering coming up for promotion, please email me at (humanresources@sas.rutgers.edu) and I will check your eligibility.

For your information, the 2019-20 reappointment/promotion instructions can be downloaded at https://academiclaborrelations.rutgers.edu/academic-reappointmentpromotion-tenured-and-tenure-track-faculty-non-libraries-aaup-aft-negotiations.

Attached: Sample 30-day Notification Letter (Appendix F-2)

Cc: P. March
        J. Masschaele
        T. Vosseler
        L. Covey
        R. Ransome
        M. Stephens
        D. Vicario