




Prabhas V. Moghe
Executive Vice President for Academic Affairs
Distinguished Professor
Rutgers, The State University of New Jersey
Winants Hall, 7 College Avenue, New Brunswick, NJ 08901
evpaa@rutgers.edu • p. 848-932-2600 • f. 732-932-6783

April 29, 2021

To: Chancellors, Deans, Directors, and Department Chairs

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

Subject: 2021-2022 Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty (Non-Libraries) in the AAUP-AFT Negotiations Unit

Please be advised that the 2021-2022 Academic Reappointment/Promotion Instructions for tenured and tenure-track faculty (non-libraries) in the AAUP-AFT Negotiations Unit, including forms and appendices, are now available at the following URL: <https://academiclaborrelations.rutgers.edu/academic-reappointmentpromotion-tenured-and-tenure-track-faculty-non-libraries-aaup-aft-negotiations>. Consistent with prior years, Forms 1-a through 1-d are available from the output menu of the online Faculty Survey Database, the suggested and preferred method to generate Forms 1-a through 1-d, at the following URL: <https://oirap.rutgers.edu/facsurv/>. 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 2021-2022 academic year. Changes to the 2021-2022 Instructions, as well as the appendices, promotion packet overview and forms, are noted in yellow highlight. The 2021-2022 Instructions, as well as the Appendices and forms, incorporate the changes set forth in the April 6, 2020 Addendum to the 2020-2021 Academic Reappointment/Promotion Instructions, Appendices and forms. Below are some highlights of the changes:

- New supplemental form 1 has been added to provide candidates with the option to exclude teaching evaluations from certain semesters from reappointment, tenure and promotion packets.
- New supplemental form 2 has been added to provide candidates with the option to request that University evaluators, evaluative bodies and external evaluators consider the impact of the COVID-19 pandemic.
- At least one written report of a peer observation of the candidate's teaching may be included with the promotion dossier, if available.
- Due to the impact of the COVID-19 pandemic, for this academic year only, a minimum of five external confidential arm's length letters of evaluation from qualified persons are required.
- Due to the impact of the COVID-19 pandemic, meetings held to consider a candidate may be conducted via video conferencing provided the identity of each attendee can be verified.
- All levels of review are to evaluate the record of a faculty member opting to have time excluded from the probationary period due to (i) the COVID-19 pandemic, (ii) a parental or medical leave of absence, or (iii) a leave of absence without pay, in the same manner as the record of a faculty member without such an exclusion.



- Prior to the solicitation of external letters, the candidate meets with the chair to informally discuss any experts the candidate contemplates recommending on their list, which the candidate will then provide to the chair for consideration. The only experts deemed “recommended by the candidate” will be those included in the list submitted to the chair for consideration that do not already appear on the chair’s list.

Please forward a list of the faculty in your unit who will be evaluated for reappointment, promotion, and/or tenure this year to Jude McLane, Manager, Special Projects (mclane@oq.rutgers.edu), by Friday, May 28, 2021. Please ensure that your list includes the following information for each candidate: full name, department, current and proposed rank, netID and date of last promotion, if applicable. For reappointment candidates, please include the date of hire.

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.

Please note, completed packets for faculty being considered for tenure are due in the Office of the EVPAA no later than November 1, 2021; all other packets are due no later than December 1, 2021.

Please be advised that revised instructions for tenured and tenure-track Library faculty, non-tenure track faculty (non-libraries) and non-tenure track Library faculty will be sent out in the next few weeks.

If you have any questions regarding the 2021-2022 Academic Reappointment/Promotion Instructions, please feel free to contact Paula Mercado Hak, Assistant Vice President for Academic Labor Relations (paula.mercadohak@rutgers.edu), Angela Mullis, Associate Vice President for Academic Affairs (amullis@oq.rutgers.edu) or Judith McLane, Manager, Special Projects (mclane@oq.rutgers.edu).

Thank you.

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