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Barbara A. Lee

Senior Vice President for Academic Affairs

March 11, 2020

To: Chancellors, Deans, Directors, and Department Chairs

From: Barbara A. Lee *Barbara A. Lee*
Senior Vice President for Academic Affairs

Subject: 2020-2021 Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty (Non-Libraries) in the AAUP-AFT Negotiations Unit

The 2020-2021 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 on the Internet: <https://academiclaborrelations.rutgers.edu/academic-reappointmentpromotion-tenured-and-tenure-track-faculty-non-libraries-aaup-aft-negotiations>. Forms 1-a through 1-d are also available from the output menu of the online Faculty Survey Database: <https://oirap.rutgers.edu/facsurv/>. This is the suggested and preferred method to generate Forms 1-a through 1-d. If you have questions concerning the Faculty Survey Database, please contact Tin Lam (tlam@irap.rutgers.edu or 848-932-7350). These Instructions supersede any previous versions and must be used for cases to be considered in the 2020-2021 academic year. Changes to the 2020-2021 Instructions and Appendices have been highlighted or marked with an asterisk. Changes include a revised Dean's Report Form 5 and the following changes to the Instructions:

- New language covering the Ten Year Rule at Section D (Notification to Candidate)
- New solicitation letters to external reviewers for candidates who have chosen to be reviewed under the Ten Year Rule
- Addition of Rutgers Policy 60.5.1, Statement on Professional Ethics, as a supplement to the criteria for evaluating faculty for promotion and tenure
- New language on peer observations, evaluations and other evidence of the quality of teaching at Section J (Responsibilities of the Department Chair), Sub-section Departmental Report
- Revised language on timing of submission of significant changes to the promotion packet
- Language requiring the dean to check a box on Form 5 that they have reviewed the contents of the candidate's personnel file



Changes to the Appendices include the following:

- A statement on professional ethics (Rutgers Policy 60.5.1) at Appendix D, Section II (Application of Criteria)
- New language in the solicitation letter to external reviewers that addresses the issue of “engaged scholarship” for those faculty who conduct that type of research (Appendices G-1 to G-2)
- New sample solicitation letters for those faculty evaluated under the Ten Year Rule at Appendices G1 to G4

Please forward to me a list of the faculty in your unit who will be evaluated for reappointment, promotion, and/or tenure this year, indicating the name of the candidate, department, proposed rank, and date of last promotion, if applicable. For reappointment candidates, include date of hire. Please send this information to Jude McLane (mclane@oq.rutgers.edu) by Friday, May 29, 2020.

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 my office no later than November 1, 2020; all other packets are due no later than December 1, 2020.

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 shortly.

If you have any questions regarding the 2020-2021 Academic Reappointment/Promotion Instructions feel free to contact Paula Mercado Hak, Assistant Vice President for Academic Labor Relations, at paula.hak@rutgers.edu or 848-932-7174. Thank you.

c: G. Gigliotti
T. Lam
J. McLane
P. Mercado Hak