


March 30, 2018

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

To: Department Chairs and Faculty  
From: Dale S. Koznecki   
Acting Assistant Director

Re: Promotion under Rank Review during the 2018-2019 Promotion Cycle

Section C of the *2018-2019 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<sup>1</sup>. Such evaluation shall be carried through each level of review, including that of the Promotion Review Committee, unless withdrawn by the candidate.*

<sup>1</sup>*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 2018-19 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 2018-19 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  
J. Williams  
K. Breslauer  
R. Ransome  
R. Schroeder  
M. Stephens