

January 11, 2018

To: SAS Department Chairs and Directors

From: Dale S. Koznecki  
Acting Assistant Director, Human Resources - Academics

RE: March 1<sup>st</sup> Reappointment Notification for Non-Tenure-Track (NTT) Faculty

This letter serves as a reminder that it is time to process reappointment notifications for Non-Tenure-Track (NTT) faculty that fall into the March 2018 reappointment period. In accordance with collective bargaining agreements between the University and the faculty union, NTT faculty holding appointments of three years or more must be given one year notice of non-reappointment, or of intention not to recommend reappointment, as follows: four months prior to the expiration of the first year of academic service; seven months prior to the expiration of the second year of academic service; not later than twelve months in advance of the termination of the appointment in all other cases. NTT faculty that fall within these categories must be notified by the University in writing of their reappointment status for the coming year prior to **March 1, 2018**.

**As such, all pertinent notification information should be entered into the NTT system by the appropriate preparers and approved by Chairs, Business and Personnel Approvers as soon as possible (please have the attached justification form completed and uploaded into the NTT system to be reviewed by the Area Dean). Preparers should make sure to notify their Chair and Business/Personnel Approver when they need to go in to review and approve.**

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## **IMPORTANT**

- NTT notification and appointment requests and departmental approvals are processed in the SAS web-based appointment request system at <http://sas.rutgers.edu/custom/appointment/>. Log in to the system using your NetID and password.
- Please review the information in the NTT system against your departmental records and update the NTT system, and include all of the relevant attachments.
- As of January 1, 2014, all contracts offered to NTT faculty receiving letters of appointment and reappointment shall be renewable contracts, subject to successful reappointment, with the exception of faculty in the temporary title of Lecturer, who shall be offered non-renewable contracts.
- NTT faculty with six years of full time service in the same rank shall be considered for the next higher rank, if requested.
- Non-Grant funded NTTs who are Full Time and have been successfully re-appointed after 6 years of service will have appointments for at least 2 year durations thereafter.

- The NTT Lecturer title shall be used when an appointment to a faculty position is expected to be temporary or limited duration. Appointments of temporary or limited duration may include
- appointments to fill the positions of faculty members on sabbaticals or leaves of absence, and for terminal year appointments pursuant to University Policy 60.5.10. Appointments to the lecturer title shall not exceed three consecutive years.
- Conduct the regular academic evaluations as described below for your state and non-state funded NTT faculty and make your recommendations accordingly.

**NTT faculty holding appointments of one year or more must be evaluated and given notice of non-reappointment, or of intention not to recommend reappointment, as follows:**

- **four months prior to the expiration if the first year of academic service;**
- **seven months prior to the expiration of the second year of academic service;**
- **not later than twelve months in advance of the termination of the appointment in other cases.**

**If notice is not timely given, the contract will automatically be extended for a six month period. The notice and six month extension requirements in this section are not applicable if a grant-funded NTT faculty is released during the term of a contract if grant funding ends or is reduced.**

**During the term of a three, four or five year appointment, NTT faculty shall be evaluated twice.**

- Please contact Vice Dean Susan Lawrence ([slawrence@sas.rutgers.edu](mailto:slawrence@sas.rutgers.edu)) if you have any questions about NTT appointments.
- Payroll information is entered directly into the HCM/RIAS III online system. Learning resources for HCM/RIAS III Human Resources and Payroll System can be found at <http://rias.rutgers.edu/trainingess.htm#hr>. Note that a copy of the signed offer letter MUST be uploaded to the appointment request via the HCM/RIAS III template-based hire attachment

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Attached is a copy of the *Faculty Evaluation Form-Annual Appointment* to be used for individuals holding NTT appointments. These academic evaluations are conducted by the department and approved by the Dean. A small standing departmental personnel committee, or an ad hoc advisory committee, may act in the place of the entire department. Please consult your department records to determine if any individuals are due for such an evaluation. When you enter your information into the NTT system for the March 1st recommendations, please make sure to upload the original evaluation form with all appropriate signatures and a copy of the faculty member's current vita.

If you have any questions about your candidates or the procedure, please contact Kisha Phillips at [kishap@sas.rutgers.edu](mailto:kishap@sas.rutgers.edu) or 848-932-6427.

c: P. March  
J. Masschaele  
S. Lawrence  
K. Breslauer  
M. Stephens  
R. Schroeder  
R. Ransome  
J. Williams  
K. Rosenblum  
J. DiPaolo

Attachments:

Faculty Evaluation Form  
NTT Justification form  
NTT Title Criteria