

**PROMOTION PACKET CHECKLIST
2018-2019**

- Correct AY year appears in the upper right corner of every page in the packet.
- Correct AY year is listed under title of FORM NO 1-a.
- Page and Form number appears on bottom of every page. Preferable to **not use** “Page _ of _”. Instead use “Page _”.
- If a shared appointment, relevant departments appear under “department” on page one and in the heading throughout the packet.
- Form 1-a is used for Associate Professor, Professor and Distinguished Professor candidates.

FORM NO. 1-a ONLY:

- “Reappointment *or* Promotion *or* Appointment as” is circled, **bolded** or underlined on page 1 *and* “with *or* without tenure” has been checked.
- Negotiated prior service is filled in if candidate claimed prior service at another institution.
- Probationary year is indicated if promotion is for tenure (*Assistant Professor packets only*).

The following applies to both Form 1-a and Form II-1:

- All entries are listed in reverse chronological order.
- If new appointment, “Present Title” should indicate the college/university that the candidate is currently employed (i.e. Associate Professor at Stanford University).
- Effective date should be 7/1/19 (in most instances.)
- College/Faculty is School of Arts & Sciences.
- Name and title of initiator appears (typically Department Chair; may be candidate him/herself = rank review.)
- Academic Degrees section has dates and institutions.
- Employment History contains date when candidate entered the tenure-stream (except if new appointment or if candidate came to Rutgers with tenure). Explanation of gaps in employment history which occurred after the Ph.D. degree was awarded. If candidate held a post doc appointment prior to employment at Rutgers, include the name(s) of the principal investigator(s) or advisor(s).
- Budgetary Distribution is indicated (AY or CY and IDR, SBR, or AES). If split appointment, include percentages (ex: 75% French, 25% Women’s and Gender Studies) Most instances, it will be AY IDR.
- Information is included only once; items are not duplicated.

TEACHING

(All entries listed in **reverse chronological order**; only include information in teaching section since last successful evaluation.)

- The teaching chart is to be used only for typical classroom teaching (including lecture courses, seminars, colloquia, etc.) in credit-bearing courses that involve formal and consistent evaluative processes, typically the Student Instructional Rating Form. Independent studies and other forms of student mentorship or advising, including dissertation supervision, are to be listed under items 3 to 6; do not list these on the teaching chart.
- **Sample course: (Women's Studies, F03) has been deleted from the top of the teaching chart.**
- Teaching chart includes all teaching assignments for every semester since the last successful evaluation (with exception of candidates coming up for Associate Professor), including assignment for fall of the current year (i.e., Fall 2018). All leaves (sabbatical, CFL, LWOS, must be accounted for and shown as a line on the chart.
- MOI column (mode of instruction) which means lecture, laboratory, recitation, seminar or other, as appropriate is filled in. Main audience (Aud) column which means graduate students, undergraduate majors, undergraduate non-majors is filled in as well as Responsibilities (Resp) column.
- Missing evaluations are explained with a note in the grid or with a footnote (ex: evaluations were not conducted, TEC did not exist prior to 1993; candidate on leave.)
- Information in teaching chart has been reviewed for accuracy (enrollment # equals or is more than # of evaluation responses – if evaluation responses are greater than enrollment, verify that an explanation is provided, i.e. cross-listed course, audited course; teaching effectiveness and course quality are indicated.)
- Independent studies and other forms of student mentorship (dissertation supervision) are not included in teaching chart.
- Information under section number 2 coincides with information in teaching chart.
- Section number 3 includes years, whether undergraduate or graduate students and whether the work supervised was an independent study, honors thesis or research internship. *List each student only once.* Title of the project should be provided, if relevant.

- Section number 4 specifies graduate student supervision completed and in progress, such as: (A) doctoral thesis supervised as primary advisor, (B) membership on doctoral thesis committees or other, (C) master's thesis supervised as primary advisor, and (D) membership on master's thesis committee or other. List each student once only.
- Section number 5 lists postdoctoral trainees, including names and years of training.
- Section number 6 contains type of advisement and approximate number of advisees per year (*strongly encouraged to include advisement.*)
- Information in Section number 7 coincides with information in the teaching chart, and for textbooks anthologies and software, indicates the scope of dissemination.
- Section number 8 refers to workshops/programs candidate participated in *to enhance* his/her *own* teaching.
- Section number 9 Syllabi- should have something entered.
- Section number 10 includes prizes and awards related to **Teaching**.
- Section number 11 other should include items related to **Teaching**.
- **Teaching B should not be filled out**

SCHOLARSHIP

(All entries must be listed in reverse chronological order; include information at Rutgers and elsewhere, if applicable. Include all information, regardless of rank.)

- Verify that title of dissertation, date and director are listed in Section number 1; date of dissertation matches date of academic degree
- Verify that all entries in this section are numbered, starting with #1 in each subsection (i.e., if there are three “refereed journal articles published” and another three “accepted or in press”, each section should be numbered one to three.)
- Section numbers 2, 3 and 4 (A, B, & C) include title, press/journal, date or expected date of publication or date of acceptance, **page numbers (length) or number of pages**, and list of authors; candidate's contribution is explained on all jointly-authored works. For works in progress indicate status (second review, submitted, in preparation; *if submitted please state where.*)
- Section number 5 and 6 includes whether publication is permanently archived.
- Section numbers 7 and 8 must include page numbers. For “works in progress” indicate status (second review, submitted, in preparation; *if submitted please state where.*)

- Section number 9 lists conference presentations, lectures, and demonstrations in the following categories: (A) keynote or plenary address, (B) other invited addresses, and (C) other presentations, lectures, demonstrations. ***Indicate location of all of these. Include city, state and country (other than USA) for each.***
- Section number 10 must be specific, including expected date of submission/completion and *approximate number of pages*, if possible (i.e. encyclopedia entries.)
- Section number 11 includes name of the fellowship, period of award and amount awarded.
- Section number 12 specifies name of institution awarding grant, period of award, amount awarded, and role (either PI or Co-PI; if candidate's role is anything other than PI, percentage of effort is indicated). All previous grants should be listed. Identify the principal investigator or co-principal investigator(s).
- Section number 13 lists all the pending grants or grants currently under review. Specify name of institution awarding grant, period of award, amount awarded, and role (either PI or Co-PI; if candidate's role is anything other than PI, percentage of effort is indicated.)
- Section number 14 lists contracts, other than book contracts.
- Section number 15 includes prizes and awards related to **Scholarship**.
- Ensure there are translations for titles of all publications and conference presentations, lectures and demonstrations that are in a foreign language.

SERVICE

(All entries must be listed in reverse chronological order; include information at Rutgers and elsewhere, if applicable. Include all information regardless of rank.)

- Section number 1 pertains to contributions to the academic profession (e.g.: referee of professional journals, grant reviewer, service on editorial boards, etc.)
- Section number 2 refers to department, school, or university contributions (e.g.: chair of department, member of search committee, member of SAS A&P committee for Non-tenured faculty); dates indicated for each item.
- Section number 3 lists contributions to society at large (if available.)
- Section number 4 includes prizes and awards related to **Service**.
- Last page contains candidate's certification that a URL to of the *Academic Reappointment/Promotion Instructions* was provided and that information appearing in packet is correct; Chair has certified that information in packet is accurate; ensure that both the candidate and chair have signed, dated and names printed. If candidate is a new appointment, you may see "outside candidate" instead of the candidate's signature.

FORM NO. 2

- Criteria in Section Number 1 are teaching, scholarship and service.
- Section Number 2 applies only to candidates up for promotion to Professor I; if candidate is up for PI, please verify that yes or no is checked.
- Section Number 3 *must be answered for Promotion to Professor (only)*. If yes is checked, please Human Resources-Academics via an email, as the balance among the criteria applicable to their appointment will alter to provide increased consideration to excellent and significant contributions to teaching and service.
- Both candidate and department chair have signed and dated Form 2 *prior to the date of the department meeting*. Candidate and Chair names should be printed.

FORM NO. 3

- A minimum of 7 referees have written evaluations.
- All external referees are listed, including those who did not respond; note any discrepancies between Form 3 and Form 3-a's (ex: same institution and title appear on both forms, letterhead matches institution affiliation, Relationship to the candidate is indicated and matches information listed on the Form 3a.)
- Indicate if letter received via fax or e-mail, and response dates for each (All should be filled in even if there is no response, it should say "no response").
- Check response received dates on Form 3 to see if it matches date stamped on letter.
- Verify that Preliminary solicitation letters and responses are not reported on this form.
- An explanation should be provided for letters arriving after the department meeting.

SAMPLE SOLICITATION LETTER

- Sample letter of solicitation is attached to Form 3; date on solicitation letter matches letter sent date on Form 3, if not, write on sample letter "same as letter dated _____ and sent to the following people _____."
- Appropriate solicitation letter was used (Appendix G-I for Associate Professor and Professor, Appendix G-II for Distinguished.)

- Department, college/school/faculty, tenured/untentured, current rank and name, associate prof /professor, with/without tenure, tenure effective date match information on page one of Form 1a.
- **Sample should be clearly marked to indicate that the same letter was sent to all external confidential referees, listing them by name. If the solicitation letter was sent on different dates, verify that the sample solicitation letter includes a note regarding dates when the letters were sent and to whom.**
- If a shared appointment, verify that the chair/director of the secondary department/unit also signed the solicitation letter.

FORM NO. 3-a

(One must be provided for each requested external letter, need minimum of 7)

- Information is provided for the following:
 - Referee Name (listed exactly as stated in letter)
 - Title (listed exactly as stated in letter)
 - Institutional Affiliation (Letterhead is from appropriate institution; listed exactly as stated in letter)
 - Relationship to candidate (A) - Double check the relationship of the writer to the candidate as stated in the referees letter; is anything else mentioned in the letter, such as co-authorship?– if professional acquaintance/past mentor/other- please explain
 - Knowledge of candidate’s work (B)
 - Referee recommended by (C)
 - Field of expertise
 - Explanation of referee’s professional standing - In the explanation of referee’s professional standing – make sure there is more than what is stated above under field of expertise, title, etc. (Books, journals, etc.)
- Referee is full professor; if associate professor, appropriateness of solicitation is explained under referee’s professional standing (ex: although an associate professor, a leading scholar in the field of...)
- Skim through external letters and note if any negative statements.
- If there is a letter, it should follow Form No. 3-a immediately.
- Make sure the received date on the letter matches that of Form 3, if date is not stamped on “received” then use date of letter.
- All letters are signed and on letterhead; if not signed and/or not on letterhead, please include 1st page of email message as proof of authorship. If the email exchange contains material information please include in its entirety.

- Letters in a foreign language should be translated. The name and relationship of the translator to the candidate should be listed on the translated letter.
- Flag any other letters (i.e., pre-solicitation letters) that might not correspond, and should not be included in the packet; (It is the chair's responsibility to keep a copy of the preliminary solicitation letters or emails, a list of recipients of the preliminary solicitation letter, dates sent and responses, confidentially, in the department until evaluations, grievances, remands, etc. are completed.)
- CVs or biosketches of the external referees are not included.

FORM 4 (Departmental Narrative)

- Double-check all facts (dates, titles, quotes). All information in Form 4 should coincide with information in Form 1-a/ (ex: check number of journal articles mentioned in Form 4 to make sure they match articles listed in Form 1-a/II-1).
- **Make sure referees are not identified; simply refer to them by NUMBER ONLY without any descriptors of their academic standing or their institution.**
- Teaching should go first, followed by scholarship, then service.
- Negative votes (if open ballot) and abstentions are addressed in the narrative.
- Negative external letters are addressed in the narrative.
- Department checked “recommends” or “does not recommend” and “reappointment, tenure and promotion, tenure, promotion, or appointment with tenure” (*A positive departmental recommendation requires a positive vote of a minimum of 2/3 of those voting.*)
- Number eligible to vote adds up to the number of faculty members listed (voting members plus those unable to attend); members who voted are listed and those missing are listed by name. List reason for absence. Chairs will vote on all personnel actions except those concerning ranks higher than their own.
- Verify that a minimum of 6 voting members participated in the meeting.
- If ad hoc committee, member's names and department affiliation are included, and names match those on approved ad hoc chart.
- Department chair signed and dated Form 4 (he/she should be included as attending departmental evaluation meeting.)
- If new appointment, teaching statement is included, or is addressed in department narrative (indicating what candidate will be teaching (generally or specifically) and why he/she would be of benefit to RU students.)

- Check date of the meeting. No letters should have been received after that. If so, then chair needs to make the letter available to all voting people. (An explanation should be provided on the Form 3, if letter was received after the department meeting date.)

Form 4 Attachments, if applicable

(Attachments to Form 4, if any, are checked off on last page of narrative)

- Reading Committee Report
 - If Reading Committee Report attached, please flag for Personnel Manager, who will check if it was attached for all candidates in department.
 - The reading committee shall not make a recommendation on the reappointment or promotion.
- Collegiate Dean Report (if candidate is a faculty fellow)
 - The Collegiate Dean Report shall not make a recommendation on the reappointment or promotion.
- Report from Secondary Department Unit
 - For all secondary departments, a secondary department report must be attached.
 - Please treat this narrative, exactly as the department narrative (Form 4), and check all facts.
 - If faculty members are listed, verify that faculty members only voted once – either in the primary department or in the secondary department/unit, but not both, date on report should be *before* the primary department meeting.

Personal Statement

- Verify that information in the personal statement corresponds with information presented in Form 1a/Form II-1.

ORDER OF FORMS

Organization of Promotion Packets

- FORM NO. 1-a
- FORM NO. 2 (Criteria)
- FORM NO. 3 (External Confidential Letters)
- Sample Letter
- FORM NO. 3-a (one for each requested external letter)
- Original letters from external referees; also include copies of e-mail messages and faxes (place after corresponding Form 3-a)
- FORM NO. 4 (Department Narrative)

Attachments if applicable:

Reading Committee Report (place after Form 5 when packet complete)

Collegiate Dean Report

Report from Secondary Department/Unit (place after Form 4 when packet complete)

- Personal Statement (not mandatory, but HIGHLY recommended)
- CV
- Inventory Listing of Supplemental Materials (Appendix H) signed by the candidate and chair

***** If hard copies of supplemental materials are submitted, also include a second copy of the Inventory Listing (Appendix H) with the materials*****