

Faculty Promotion & Reappointment Process Packet Handout

**SCHOOL OF ARTS AND SCIENCES
2018-2019**

- **TIMETABLE for SAS CHAIRS**
- **PRE-SOLICITATION /
SOLICITATION LETTERS**
- **GUIDELINES**
- **ORDER OF FORMS**

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Promotions and Reappointments Timetable for SAS Chairs

Important Deadlines

- **Deadline for promotion packets to be submitted to SAS: October 1, 2018***
- **Deadline for reappointment packets to be submitted to SAS: February 1, 2019**
- **Deadline for new appointments with tenure: October 1, 2018 or contact Dale Koznecki or Kisha Phillips for alternate deadlines**
- **Deadline for Non-tenure track teaching and grant-funded promotion packets (for promotion to Associate Teaching/Research Professor, Teaching/Research Professor, and Distinguished Teaching/Research Professor): February 1, 2019**

* *Chairs with multiple packets or exceptional circumstances should contact the Area Deans as soon as possible to set up an alternative schedule, if needed.*

FEBRUARY AND MARCH

- Discuss viability of potential cases with candidates and area dean
- Who is up for consideration? Decided by the chair in consultation with the appropriate faculty, except:
 - Up-or-out cases
 - After 6 years in rank, faculty can bring themselves up every 4 years

APRIL AND MAY

- Provide URL for *Academic Reappointment/Promotion Instructions* to promotion candidates
<http://ruweb.rutgers.edu/oldqueens/FACpromotions.shtml>
- Send 30-day notification letters (*Instructions*, Appendix F-1/F-2).
Text cannot be modified without prior approval.
- Chairs should consult candidate and colleagues re: referees. Draft bios of proposed referees on Form 3-a. Obtain Area Dean's written approval for list. You must have at least **seven** letters by independent referees.
- **If a candidate has a secondary department/unit, chair/director of secondary department/unit must participate with chair in the selection of external referees and must also sign the pre-solicitation email and the solicitation letter.**
- Send pre-solicitation email to external referees (*Instructions*, Appendix G).
Text cannot be modified without prior approval.

- Work with candidate to assemble scholarly materials and draft Form 1-a (extended and transformed CV) and Personal Statement. The candidate is responsible for completing the Form 1-a, although departments are encouraged to help the candidate in this task. Give the candidate a deadline for submission of the completed Form 1-a to you (date should normally be in August).
- **Please note:** the candidate is *strongly encouraged* to generate their Form 1-a by filling in their Faculty Survey at <https://oirap.rutgers.edu/facsurv>. If the candidate has any questions about that process the candidate should contact Marie Paulette Matis (matis@oldqueens.rutgers.edu or 848-932-7329).
- Mail solicitation letters to referees with CV, scholarly materials, personal statement (*Instructions*, Appendix G-1/G-II). ***Text cannot be modified without prior approval.***
 - If it is the department's practice, appoint Reading and/or Teaching Evaluation Committees.
 - Begin the process of monitoring and recording responses of referees. Solicit replacements as necessary.

JUNE, JULY AND AUGUST

- Set up a schedule for reminding and checking with referees, as appropriate. Verify that all letters are received.
- Obtain completed Form 1-a from candidate. Verify that the Form 1-a includes all relevant information under appropriate categories and there are no duplicate entries. Sign within 10 days of receipt. **Form 1-a must be signed before the date of the department meeting.**
- Obtain Supplemental Materials from candidate (*Instructions*, Inventory Listing, Appendix H).
- Two summer tasks, as needed:
 - Work with Area Dean to identify ad hoc members of the department (if needed); need six department members at proposed rank or higher for the department vote.
 - Keep secondary unit on track to deliver a timely report.

SEPTEMBER

- If applicable, make sure the secondary department/unit evaluation memo is received *before* the department meeting.
- Make completed Form 1-a available to all department members before department meeting.

- Lead the department meeting on the candidacy. As chair, vote, unless the candidate's proposed rank is higher than your own.
- *Notify the candidate in writing of the outcome (positive or negative recommendation, not actual votes), immediately. **This is mandatory and must occur within 5 days of the meeting).***
- Draft the department narrative; invite comment from attendees at decision meeting.

OCTOBER 1, 2018* - Deadline for promotion packets to be submitted to SAS Dean's Office

- Deliver original hardcopy of the signed packet to the SAS Dean's Office, Room 001.
- Prior to delivery, upload packet into the SAS Online Packet Depository** (<https://secure.sas.rutgers.edu/apps/packet/main>). Be sure to click on "FINAL: Submit to SAS Dean's Office."
- Submit supplemental materials via the SAS Online Packet Depository and/or hard copy delivery to the SAS Dean's Office.

We will continue to use the Packet Depository System to address questions and concerns regarding the packet. As comments are entered into the system an email notification will be sent directly to you, asking you to log into the Packet Depository System to view said comments. You have the ability to respond to their questions or ask questions of your own, directly in the Packet Depository System.

**Please see the Packet Depository Training Guide for more information about the interactive process between the Dean's Office and the department.

OCTOBER AND NOVEMBER

- You will be notified of the date of the applicable A&P meeting(s) and asked for contact information. Please make yourself available by phone during the A&P Committee meeting; its members may have questions about the case.
- Keep Human Resources-Academics and Area Dean apprised of material changes in the candidate's publications, grants, etc.
- If the Dean is considering a decision different from the Department's, you will be asked to meet with the Dean to discuss concerns.
- Provide URL for *Academic Reappointment/Promotion Instructions to reappointment* candidates and NTT promotion candidates.
<http://ruweb.rutgers.edu/oldqueens/FACpromotions.shtml>

- Send 30-day notification letters to reappointment and NTT candidates (*Instructions, Appendix F-1*). ***Text cannot be modified without prior approval.***
- If applicable, notify secondary department/unit of upcoming reappointment.
- Work with reappointment/NTT candidate to assemble scholarly materials and draft Form 1-a and Personal Statement. The candidate is responsible for completing Form 1-a, although departments are encouraged to help the candidate in this task. **Give the candidate a deadline for submission of the completed Form 1-a to you (date should normally be in December).**

****Please note:** the candidate is ***strongly encouraged*** to generate their Form 1-a by filling in their Faculty Survey at <https://oirap.rutgers.edu/facsurv>. If the candidate has any questions about that process the candidate should contact Marie Paulette Matis (matis@oldqueens.rutgers.edu or 848-932-7329).

JANUARY

- If applicable, make sure the secondary department/unit evaluation memo is received ***before*** the reappointment/NTT department meeting.
- Hold department meeting to consider reappointment/NTT cases. Draft department narrative; invite comment from attendees at decision meeting.
- **Goal of reappointment reviews:** careful review and discussion with the candidate of record regarding progress and expectations for tenure.

FEBRUARY 1, 2019 – Deadline for all reappointment and NTT promotion packets to be submitted to the SAS Dean’s Office.

Communicate with SAS if you expect any delay.

- Deliver ***original hardcopy*** of the signed packet to the SAS Dean’s Office, Room 001.
- Upload packet into the SAS Online Packet Depository. (<https://secure.sas.rutgers.edu/apps/packet/main>). Be sure to click on “FINAL: Submit to SAS Dean’s Office.”
- Submit supplemental materials via the SAS Online Packet Depository and/or hard copy delivery to the SAS Dean’s Office.

We will continue to use the packet depository system to address questions and concerns regarding the packet. As comments are entered into the system an email notification will be sent directly to you, asking you to log into the Packet Depository to view said comments. You have the ability to respond to their questions or ask questions of your own, directly in the Packet Depository System.

****Please see the Packet Depository Training Guide for more information about the interactive process between the Dean’s office and the department.**

APRIL AND MAY

- Most promotion and tenure decisions are made official at the meeting of the Board of Governors in mid-April.
- Final reappointment decisions are made in the Dean's Office in late April or May.

JUNE

- Remaining promotion and tenure decision are made official at the meeting of the Board of Governors in mid-June.

Pre-Solicitation and Solicitation Letters for External Referees

Pre-Solicitation Letter

For all candidates: use Appendix G

May send via email

Do not include letters/emails in packet

Chair must keep copy of letters/emails, list of recipients, dates sent, and responses

Solicitation Letter

For individuals who are candidates for promotion to Associate Professor for Professor:
use Appendix G-1

For individuals who are candidates for promotion to Distinguished Professor:
use Appendix G-II

For new appointees with tenure:
contact Dale Koznecki/Kisha Phillips for special wording

BE CAREFUL:

- For candidates whose work focuses on a foreign country, at least one letter of support should be requested from an authority native to the country under study.
- Any changes in the text of the pre-solicitation or the solicitation letter must be approved by Central prior to sending the letter to external reviewers - contact Dale Koznecki/Kisha Phillips.
- Include all required information in the first paragraph of the pre- solicitation letter and the solicitation letter (e.g., department name, tenured or untenured, current rank, proposed title, effective date, etc.).

SHARED APPOINTMENTS:

- Chair/director of secondary department/unit must participate with chair in the selection of external referees.
- Chair/director of secondary department/unit must also sign the pre-solicitation email and the solicitation letter.

Note: The official instructions are the Academic Reappointment/Promotion Instructions distributed by the Office of the Executive Vice President for Academic Affairs each year.

Promotion Packet General Guidelines

I. FORM NO. 1-a

--- For page numbering, put page 1, page 2, instead of page 1 of 25, 2 of 25, etc.

(Reason: this will make it easier if you need to make changes to the Form 1-a that cause a change in the page numbers)

--- Put the Certification and signatures on a separate page; do not put a page number on this page *(Reason: so that you do not need to have the form re-signed if there are changes to the Form 1-a that cause a change in the page numbers)*

A. Candidate Information

- Put “XX” before “Appointment as, or Reappointment as, or Promotion to” OR underline or **BOLD** these words.
- Department: if shared appointment, include secondary unit.
- Budgetary Information: indicate percentages (e.g., English 75%, Women’s and Gender Studies 25%).

B. Teaching

**** Teaching Charts****

- The Center for Teaching Advancement and Assessment Research (CTAAR) will produce Teaching Charts for use in promotion packets for current faculty. We have been told that the Office for Academic Affairs will forward the CTAAR charts to the various deans’ offices by mid-August. The charts will be forwarded to you as soon as they are received.
- The charts will be “pre-filled” with most of the required information. You will need to insert any missing information (e.g., Fall 2017 courses). In addition, you will need to identify semesters when the faculty member was not teaching and provide the reason (e.g., sabbatical, CFL, LWOS). This may be done by footnote. If particular evaluations are not available, provide footnote explaining their absence.
- If you choose not to use the CTAAR charts, you must complete the teaching chart on your own. *It is strongly recommended that you use the CTAAR charts.*
- Include footnotes at end of Teaching Grid if additional explanation is necessary.
- Do not include Independent Study Courses on teaching charts.

C. Scholarship

- List all entries in reverse chronological order.
- Explain contribution to co-authored work. Make sure to give percentage (%) amount attributed to candidate.
- Enter location (city, state and country (other than USA) as applicable for all presentations, lectures, conferences, etc.)

D. Service

E. Signature Page

- Must be signed and dated *before* date of the department meeting.

II. FORM NO. 2 (Criteria Applicable to this Candidate)

III. FORM NO. 3 (Report on External Confidential Letters)

- List **ALL** referees who responded positively to the Pre-Solicitation and were sent a Solicitation letter, even if they did not send a letter.
- List referee's name, institute of affiliation, and relationship to candidate. Make sure this is the same on both the Form 3 and 3-a.
- Attach one sample solicitation letter, even if letter was sent on different days. *Include a note at top of letter that states that "the same letter was sent to all referees". If sent on different days, list names & dates sent. Do not use Adobe Typewriter for this. It does not show up when printed from our system.*
- Need a minimum of 7 letters of evaluation (8-10 are the norm).
- Provide explanation for letters that arrive after department meeting.
- Include typed version of any handwritten letters.
- **BE CAREFUL:** If the writer sent both a hard copy letter and an emailed copy, enter the received date of each format under "Response Rec'd Date." Do not list the date on the letter itself. Date stamp letters, faxes and e-mails when they arrive in the Department to facilitate this process.

IV. FORM NO. 3-a (Letter cover sheet) and EXTERNAL LETTERS

- Use biosketches from external referees to complete Form 3-a's.
- Biosketches and cv's should be kept in the department.
- Place Forms 3-a and letters in the same order as they appear on Form 3 listing.
- Include completed Form 3-a even if referee did not respond.
- List full title of referee (same as it appears on referee's letterhead).
- Explain rank lower than Professor I.
- Provide a comprehensive description in the field and standing of evaluator.

- Check external letters: if letterhead differs from evaluator's institution of affiliation, (listed on Form 3-a), explain discrepancy (e.g. currently on leave at UCLA).
- Check that "relationship to candidate" corresponds with what is written in the letter.
- Make sure "relationship to candidate" on Form 3 and Form 3-a's are consistent.

V. FORM NO. 4 (Departmental Narrative)

- Must not identify external referees. Refer to them by # that corresponds with their listing on Form 3. E.g. Referee #5.
- Information in narrative must coincide with information in Form 1- a/II-1.
- Address negative votes and/or abstentions in the narrative.
- Address negative external letters in the narrative.
- Describe anticipated teaching responsibilities for new appointments.
- Address necessity of an early evaluation (5th year), if applicable.
- Last page - TWO checks.
- 2/3 vote (66%) is necessary to be credited as "positive" vote; include positive, negative and abstaining.
- For ad hoc department members, include home department name.
- List by name all department members at the meeting who voted and list all who are absent. Include the reason for faculty who were absent (e.g., on sabbatical leave).
- Department meeting must take place after the date of signature on Form 1a.
- Narrative must be dated after the date of department meeting.

Attachments that follow FORM 4 (if necessary)

- If Reading Committee Report attached, must be attached for all candidates in department.
- If shared appointment, attach memorandum from Secondary Department/Unit.
- ***Reports must be dated before date of departmental meeting.***

ORDER OF FORMS

Organization of Promotion Packets

- FORM NO. 1-a
- FORM NO. 2 (Criteria)
- FORM NO. 3 (External Confidential Letters)
 - If the writer sent both a hard copy letter and an emailed copy, enter the received date of each format on Form 3.
- Sample Letter
- FORM NO. 3-a (one for each requested external letter)
- External Letters – order of preference
 - signed original hard copy letter
 - if you have this, do not include any email correspondence
 - signed emailed letter on letterhead
 - if you have this, do not include any email correspondence
 - signed emailed letter not on letterhead
 - include only the first page of email correspondence that identifies the institution
 - put the one page email correspondence behind the letter
 - unsigned emailed letter on letterhead
 - include only the first page of email correspondence that identifies the letter writer
 - put the one page email correspondence behind the letter

Additional Information Regarding External Letters:

- include other emails only if they have material information. For example, if the writer agreed to write, but then lost everything in a flood and ended up writing only a short email, or if there is a material reference to the candidate in the email exchange (ex: I have followed X's work and think X is a terrific candidate, deserving of tenure/promotion...)
- FORM NO. 4 (Department Narrative)
 - Attachments if applicable:
 - Reading Committee Report
 - Report from Secondary Department/Unit
- Personal Statement (not mandatory, but HIGHLY recommended)
- CV
- Inventory Listing of Supplemental Materials (Appendix H) signed by the candidate and chair (mandatory)

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