

# **Faculty Reappointment Process Packet Handout**

**SCHOOL OF ARTS AND SCIENCES  
2019-2020**

- **TIMETABLE for SAS CHAIRS**
- **GUIDELINES**
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# Reappointments Timetable for SAS Chairs

## OCTOBER AND NOVEMBER

- Provide URL for *2019-20 Academic Reappointment/Promotion Instructions* to **reappointment** candidates <https://academiclaborrelations.rutgers.edu/tenured-and-tenure-track-faculty>
- Send 30-day notification letters to reappointment candidates (*Instructions*, Appendix F-1). Text cannot be modified without prior approval.
- If applicable, notify secondary department/unit of upcoming reappointment.
- Work with reappointment 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 completed Form 1-a to you (date should normally be in December).

Note that the candidate is encouraged to generate 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 Tin Lam, Institutional Research ([tlam@irap.rutgers.edu](mailto:tlam@irap.rutgers.edu)) or 848-932-7350.

## JANUARY

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

**FEBRUARY 3, 2020 – Deadline for all reappointment packets to reach the Dean’s Office. Communicate with Human Resources-Academics if you expect any delay.**

- Deliver original hardcopy of the signed packet to the SAS Human Resources-Academics, Scott Hall, Room 238
- Upload packet into the SAS online Packet Depository (<https://secure.sas.rutgers.edu/apps/packet>) . 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 Human Resource-Academics, Scott Hall, Room 238.

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**

- Final reappointment decisions are made in the Dean's Office in late April or May.

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

# Reappointment Packet General Guidelines

## I. FORM NO. 1-a

--- For page numbering, put page 1, page 2, etc. 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 “Reappointment as”

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) produces Teaching Charts for use in reappointment packets. The charts are provided.

The charts will be “pre-filled” with most of the required information. You will need to insert any missing information (e.g., Fall 2015 courses). In addition, you will need to identify semesters when the faculty member was not teaching and provide the reason (e.g., sabbatical, CFL); this may be done by footnote. If particular evaluations are not available, provide footnotes explaining their absence.

If you choose not to use the CTAAR charts, you must complete the teaching charts on your own.

Provide footnotes if additional explanation is necessary.

Do not include Independent Study Courses on teaching charts.

### C. Scholarship

Explain contribution to co-authored work.

### D. Service

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

## III. FORM NO. 4 (Departmental Narrative)

Information in narrative must coincide with information in Form 1-a

Address negative votes and/or abstentions in the narrative

Last page - TWO checks

2/3 vote is necessary to be credited as “positive” vote; include positive, negative and abstaining

For ad hoc department members, include home department name

Include the reason for faculty who were absent (e.g., on sabbatical leave)

Attachments follow FORM 4

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

#### **IV. Inventory Listing of Supplemental Materials (Appendix H)**

Must be signed by the candidate and chair

Put candidate’s name on the form

Do NOT include a copy of the personal statement and the CV as part of the supplemental materials

If the supplemental materials are in the Packet Depository System, do not include a hardcopy as well; the online version is sufficient

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

**ORDER OF FORMS**  
**Organization of Reappointment Packets**

- FORM NO. 1-a
- FORM NO. 2 (Criteria)
- 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)

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