

2024-2025 NTT Promotion Guidelines and Timeline

Completed promotion packets for non-tenure track faculty should be submitted directly to the Provost's Office at Rutgers–New Brunswick. Instructions and forms can be found on the website for [University Labor Relations](#). Further instructions, guidelines, recommendations, and a suggested timeline for submissions are provided below.

Forms and Instructions

- Use the correct and most current forms and follow the most recent set of instructions from University Labor Relations: <https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>.
 - Complete the forms thoroughly and accurately.
 - Faculty seeking promotion to the Assistant Professor level should complete the “short-form”.
 - Faculty seeking promotion to the level of Associate Professor or above should complete Form NTT-1A.
 - Content for entries in Form NTT-1A should appear in only one location on the form.
 - If content is repeated, note the previous section where it was first included.
 - If teaching is among the criteria for promotion, faculty are required to include at least one additional piece of evidence of effective teaching above and beyond student instructional ratings.
 - For most faculty, this will be a peer observation of teaching.
 - Teaching Professors and Professors of Professional Practice at Rutgers–New Brunswick are also strongly encouraged to consider including a teaching portfolio as additional evidence, which may include a variety of components.
 - Please see this website for more information: <https://otear.rutgers.edu/teaching/teaching-portfolios/>

Personal Narrative Statements

- Promotion candidates are strongly encouraged to attend the promotion workshop and personal narrative workshops offered at the Center for Faculty Success in the fall. Personal narrative statements are not required but if submitted should speak to all relevant criteria for promotion, e.g., teaching, scholarship, and service. Promotion candidates are encouraged to make clear if community engaged work is part of a candidate's portfolio and also describe inclusion and equity work if it is central to the portfolio.

External Referees

- Except for those being considered for promotion within the Teaching Title Series, a minimum of four external confidential letters of evaluation from qualified persons are required.
 - External referees should be selected on the basis of their standing in the field and the institutions with which they are associated.
 - Referees should normally be at the rank of full professor or above, but must at least be at the candidate's proposed rank or equivalent.
 - For cases involving publicly-engaged scholarship and/or community-engaged scholarship, additional referees can be community members or partners/stakeholders.
- External confidential letters may be solicited and submitted as part of the evaluation of faculty in the Teaching Title series, but are not required.

Department (or equivalent) Assessment and Narrative

- A positive departmental recommendation requires a positive vote by a minimum of two-thirds of those voting.
 - Total votes include those voting positively, negatively, and abstaining.
 - Negatives votes and abstentions are non-positive.
 - Negative votes and abstentions must be addressed in the department narrative on Form NTT-4 or in the comments on the “short-form”.
 - Those wishing to recuse themselves because of a conflict should do so before the meeting.
 - Recusals and absences must be listed and briefly explained on Form NTT-4.

General Guidelines

- *It is the responsibility of all parties to identify and correct errors in packets.*
 - When received by the Provost’s Office, NTT promotion packets will have been reviewed by (at least) the department or equivalent governing body, a unit-level committee, and the Dean’s Office.
 - If omissions or errors in any of the components of the packet from any of the parties are identified during these reviews, please work to correct them prior to submission.
 - Proposals submitted to the Provost’s Office with errors may be returned for corrections, which could jeopardize timely review and completion by the effective date for the promotion.
- Please ensure that submitted packets and materials are searchable if scans of documents are included.

Full packets and any other documents for review should be submitted via email by unit representatives to:

Melissa Wong, melissa.wong@rutgers.edu

Ask your Chair, Associate Dean, Dean, and/or the Vice Provost for Academic Affairs if you have questions.

David Shreiber
Vice Provost for Academic Affairs
shreiber@nbcpr.rutgers.edu

Timeline: Below is a suggested timeline to ensure completion of review by the academic unit and submission to the Provost's Office by April 15, 2025.

June 15-July 12: Units prepare a list of the non-tenure track faculty in their unit who will be evaluated for reappointment and/or promotion this year, indicating the name of the candidate, department, current rank, proposed rank, NetID, date of hire, and date of last promotion, if applicable. The due date, July 12, 2024, is set by OEVPA. This information is sent to:

- Jude McLane, Director for Faculty Affairs and Administration (mclane@oq.rutgers.edu)

Mid-September: Faculty on this list are invited to the promotion workshop hosted by the Vice Provost for Faculty Affairs at the Center for Faculty Success.

If external letters are to be solicited*:

Mid-October:

- Faculty submit materials to include with the solicitation to the Chair (e.g. CV; personal statements describing scholarship, teaching, and service; teaching portfolio or other evidence; etc).
- Chair prepares a list of potential external referees for approval by the Dean following the guidelines in the NTT Promotion and Reappointment Instructions (currently Section F).

November 1: Chair sends pre-solicitation letter.

November 21: Chair sends solicitation letter and relevant candidate materials.

December 15 – January 15: Chair receives external letters.

In all cases:

January 2: Candidate submits final packet to the Chair and forms are signed.

January 2-31: Departments hold meetings, vote, and prepare Form 4/Department Narrative.

February 1: Deadline for departments to send promotion packets to unit leadership.

February 1 – March 15: A&P meetings; review and composition of Dean's narratives; and packet corrections.

February – April 1: Submit packets to Provost's Office.

April 15: Deadline for initial submission to Provost's Office.

May 15: Deadline for returning submission to Provost's Office following corrections for consideration in the current promotion cycle.

June 15: Announcements by Provost about outcomes.

June 15-30: Preparation of new appointment letters, depending on the outcome of the promotion process and adherence to the timeline, for new contracts to be sent to faculty.

*Four (4) external letters are required for promotion to Research Professor and Professor of Professional Practice tracks at-and-above associate level. Letters may be solicited for promotion in the Teaching Professor track, but are not required.