

# **NTT Faculty Promotion Process**

**(Promotions to Associate Level and Above)**

## **Packet Handout**

**SCHOOL OF ARTS AND SCIENCES**

**2023-2024**

**-TIMETABLE for SAS CHAIRS**

**-GUIDELINES**

**-ORDER OF FORMS**

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# NTT Promotions (Associate and Above) Timetable for SAS Chairs

## OCTOBER AND NOVEMBER

- Refer to the SAS established criteria for NTT promotion and determine which NTT faculty (if any) will be going up for promotion to Associate rank or higher. SAS criteria for NTT can be found here: <http://sasooa.rutgers.edu/documents/ooa/organizational-research-data-management/training-documents/non-tenure-track/867-sas-ntt-general-criteria-1/file>
- Provide URL for *2023-24 Academic Reappointment/Promotion Instructions for Non-Tenure Track Faculty (non-libraries)* to **NTT promotion** candidates: [Academic Promotions for Non-Tenure Track Non-Library Faculty | Office of Labor Relations | Rutgers University](#)
- Send 30-day notification letters to promotion candidates (*Instructions*, Appendix D-1). Text cannot be modified without prior approval.
- If applicable, notify secondary department/unit of upcoming promotion.
- ***Please make sure that you are using the correct forms. They are found at the same link as the instructions link and read “NTT” Form 1-a, etc.***
- Work with promotion candidate to assemble scholarly materials and draft Form NTT 1-a and Personal Statement. The candidate is responsible for completing Form NTT 1-a, although departments are encouraged to help the candidate in this task. Give the candidate a deadline for submission of completed Form NTT 1-a to you. While a Personal Statement is not required, it is advisable and is helpful to those levels of review who may not be familiar with the candidate’s field. Note that the candidate is encouraged to generate Form NTT 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 ([tiam@irap.rutgers.edu](mailto:tiam@irap.rutgers.edu)) or 848-932-7350.
- If outside letters are needed, contact & request letters. A total of four (4) outside letters are needed for any title within the Research or Professional Practice series. Teaching series does NOT need outside letter writers.

## JANUARY

- If applicable, make sure the secondary department/unit evaluation memo is received before the promotion department meeting.
- Hold department meeting to consider promotion cases. Draft department narrative; invite comment from attendees at decision meeting.

**FEBRUARY 1, 2024 – Deadline for all NTT promotion packets (Associate and above) 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 promotion decisions are made by the Chancellor’s Office/Academic Affairs by the end of Spring semester.

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

# **NTT Promotion Packet (Associate and Above) General Guidelines**

## **I. NTT 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 “Promotion to”

Department: if shared appointment, include secondary unit

Budgetary Information: indicate percentages (e.g., English 75%, Women’s, Gender and Sexuality 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 2017 courses). In addition, you will need to identify semesters when the faculty member was not teaching and provide the reason (e.g., LWOS, 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. SUPPLEMENTAL FORM NO. NTT-1 - (Teaching titles who wish to or not to exclude teaching evaluations)**

### **III. NTT FORM NO. 2 (Criteria Applicable to this Candidate)**

### **IV. NTT FORM NO. 4 (Department 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

### **V. Inventory Listing of Supplemental Materials**

- 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; the online version is sufficient
- If hard copies of supplemental materials are submitted, include a second copy of the Inventory Listing with the materials

**ORDER OF FORMS**  
**Organization of NTT Promotion Packets**  
**(Associate and Above)**

- NTT FORM NO. 1-a
- SUPPLEMENTAL FORM NO. NTT-1
- NTT FORM NO. 2 (Criteria)
- NTT FORM 3 and 3a (if letters are needed)
- NTT 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

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