**OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

**Promotion Packet Overview 2025-2026**

**General Guidelines**

**FOR CANDIDATES:**

Teaching grid - account for every semester since your last successful evaluation even if there was no teaching during a particular semester or even if there was no evaluation. In the case of candidates for tenure, list the teaching assignments for the entire probationary period. Explain if there is no teaching (e.g. sabbatical leave).

Explain contribution to co-authored work.

* + Explain any publishing conventions for the field at the beginning of the scholarship section
  + Be consistent in formatting, i.e. if including impact factors for journals, include for ALL journals, not just a select few
  + Clearly explain contribution to jointly-authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, including whether they were the primary contact or corresponding author.

**Examples include, but are not limited to:**

* I was the primary corresponding or co-corresponding author.This paper was developed jointly. I designed the survey instrument, directed the data collection effort, established contacts with all the hospitals, did the background research, supervised the data analysis, and wrote the first draft of the paper. Professor (collaborator) was involved with conceptualization and commented on the draft. Professor (collaborator) did data entry and analysis.
* Project leader and corresponding author. 40% effort
* Corresponding author: conceived the idea, supervised [work], and wrote manuscript
* Corresponding author; 75% writing; 60% method; in charge of idea generation, and theory, method and results writing.
* 95% data analysis; 30% writing; in charge of most data analysis, and method/results writing.

If co-principal investigator on grants, include percentage effort and identify the principal investigator or co-principal investigator(s).

Candidates being considered for promotion to the rank of Professor I, who have been in rank as an Associate Professor for ten full years or more (*i.e.*, are in their 11th year or beyond), can indicate on Form 2 whether or not they wish to be considered as a ten-year case.

The personal statement should address ALL applicable criteria, (e.g. teaching as broadly defined, scholarship, service), and future research/teaching trajectory.

**FOR CHAIRS, UNIT DIRECTORS, DEANS, & LIBRARIAN:**

If the candidate's book is the primary evidence of scholarship for consideration of promotion, the book should be published or “in press,” meaning that final revisions have been completed and the book has entered the production stage.

If the publisher has sent written confirmation that the book is in press, include that it the packet.

Ensure reviewers see the final version of the manuscript – the version that is in press.

If Chair or Unit Director disagrees with the information a candidate presented on Form 1, within 10 working days of receipt, the Chair or Unit Director must submit written arguments of dissent and attach it to the candidate’s packet.

Some evaluation of teaching should be available even for external (new hire) candidates.

If there is a Reading Committee, it must apply to all candidates in the department for that year; committee reviews candidate’s **scholarly** work; committee **does not** make a recommendation regarding the promotion. Chair consults with tenured members of the department in determining whether to have a reading committee.

For this academic year only, each promotion packet is currently required to have a **minimum number of five** external confidential **arm’s length** letters of evaluation from qualified persons. Non-arm’s length letters will not count towards the minimum requirement. These letters must be obtained by the candidate's department chair and/or by the candidate's dean.

**Arm’s length letters are defined as those from external referees who are NOT the candidate’s dissertation or thesis chair or mentor, the candidate’s coauthor or collaborator, the candidate’s former professor, a family member of the candidate, or a personal friend of the candidate. Letters from individuals with whom the candidate has worked closely in the past will not be considered arm’s length. For instance, co-authored papers, collaborative grants and co-advised students are examples of prior candidate-referee interactions that disqualify arm’s length referees.**  **If a non-arm’s length letter is included, it must be in addition to the minimum requirement, and the department chair should indicate the reason for soliciting a letter from that individual on Form 3-a.**

External referees should be selected on the basis of their standing in the field and the institutions with which they are associated. Explanations of external referees’ area of expertise and suitability to serve as a reviewer should be detailed on Form 3a.

* **Promotion to associate professor with tenure:** external referees should be at the rank of tenured full professor (or equivalent) or above, but must at least be at the candidate’s proposed rank or equivalent.  Justification for the selection and suitability of these reviewers must be provided on Form 3a.
* **Promotion to full professor with tenure:** external referees must be at the rank of tenured full professor (or equivalent) or higher.
* **Promotion to distinguished professor with tenure:** referees should hold equivalent titles to the proposed rank and/or demonstrate distinguished standing in the field.

For cases involving publicly-engaged scholarship and/or community-engaged scholarship, additional referees can be community members or partners/stakeholders.

External referees should be from peer/aspirational institutions and/or programs.

Form 3a should include an explanation as to WHY the reviewer was selected. E.g., leader in the field, major publications/awards/honors, top school/program in the specific field, etc.

External letters are not required for reappointment without tenure, but are required for reappointments with tenure, promotions with tenure, promotions to the ranks of Professor and Distinguished Professor, and for new appointments with tenure.

Negative responses to the pre-solicitation letter are maintained in the department and not included in the packet or on Form 3.

If a referee responds positively to a pre-solicitation letter, receives the packet, then declines/fails to write, their name should appear on Form 3 and a completed Form 3-a should be included in the packet, together with the response declining to write/letter not received, if applicable.

Solicitation letters must be correct for title, e.g. Distinguished Professor or Artist, etc., and show current AND proposed tenure status as well as nature of action, e.g. reappointment, promotion or appointment.

Individuals who voted in the department cannot serve on that candidate’s A & P committee.

Individuals who participated in the evaluation of the candidate at the primary department cannot participate in the secondary department, unit or program evaluation.

Members of the PRC cannot attend or vote in the departmental or A&P meeting.

Reappointment packets, usually reviewed in the spring, come to closure in the Dean’s/Chancellor’s office.

**NARRATIVES:**

Describe anticipated teaching responsibilities for new appointments in department or Dean’s narrative.

Teaching is broadly defined to include mentoring, etc.; it is not limited to “podium” lecturing.

Narratives must not identify external referees in any way other than by number.

Department or Dean’s narrative must address the necessity of an early evaluation.

Department report should acknowledge any non-arm’s-length letters and explain the purpose of their deliberate inclusion (e.g. to provide context for collaborations/contributions, etc.).

Department and/or Dean’s reports should clarify the issue of scholarly independence where necessary. Are the collaborators complementary co-authors? Who is the driving force – candidate, co-authors, both? Do collaborators and candidate bring different but equally important skill sets to the project?

Department/Dean narratives must address negative letters, negative votes, abstentions and low teaching scores or evaluations/slow starts/other issues raised by external reviewers.

Form 4 (department narrative) must include a list of eligible faculty in attendance and those not in attendance plus a brief explanation for the absence.

Dean’s narrative must address concerns expressed by earlier levels of review.

All eligible faculty in the department are expected to attend the department meeting. Faculty members who have a conflict of interest with the candidate must be recused from the participating in the discussion or vote. Recusals should be listed with those faculty not in attendance.

To access the following documents, please go to the URL indicated:

* Academic Reappointment/Promotion Instructions, forms and appendices for tenured and tenure-track faculty (non-libraries): <https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-faculty>
* Academic Reappointment/Promotion Instructions, forms and appendices for tenured and tenure-track Library faculty: <https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-library-faculty>
* Academic Reappointment/Promotion Instructions, forms and appendices for non-tenure track faculty (non-libraries): <https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>
* Academic Reappointment/Promotion Instructions, forms and appendices for non-tenure track Library faculty: <https://laborrelations.rutgers.edu/faculty/non-tenure-track-university-libraries>

Forms 1-a through 1-d and 1-L are also available from the output menu of the online Faculty Survey Database (<https://oirap.rutgers.edu/facsurv/>). If you have questions concerning the Faculty Survey Database, please contact Tin Lam ([tlam@irap.rutgers.edu](mailto:tlam@irap.rutgers.edu) or 848-932-7350).

**Please contact the Office of University Labor Relations, Angela Mullis, Associate Vice President for Faculty Affairs, or Judith McLane, Director for Faculty Affairs and Administration, with questions/comments concerning the Academic Reappointment/Promotion Instructions**

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