**SAMPLE NTT REAPPOINTMENT LETTER - Effective July 1, 2023**

(Updated May 12, 2023)

***Non-Grant Funded NTT Faculty – Appointment Terms***

* *Appointments shall be for a term of one to eight years and shall be at least equal to or greater than the immediately preceding term of appointment, unless mutually agreed upon by the chair and the faculty member.*
* *First appointments and subsequent reappointments shall follow the following terms:*
  + *The first appointment shall be for a term of one year or greater.*
  + *If reappointed, the second appointment shall be for a term of one year or greater.*
  + *If reappointed, the third appointment shall be for a term of three years or greater.*
  + *If reappointed, the fourth appointment shall be for a term of four years or greater.*
  + *All appointments after the fourth appointment shall be for a term of at least five years and shall be presumptively renewable regardless of rank.*
* *The term “presumptively renewable” in Article 27, sections IV and V of the AAUP-AFT collective negotiations agreement means that the NTT faculty member holding such an appointment may be non-reappointed for good cause, including poor performance, or termination or material modification of the entire program~~.~~, or a drastic decrease in student enrollment in the program or department that necessitates a downsizing of the entire program or department.*

***Grant Funded NTT Faculty – Appointment Terms***

*Appointments shall be for a term of one to five years.*

***NTT Faculty Promotions – Appointment Terms***

***Effective July 1, 2023****, upon promotion to the rank of Assistant Professor, Associate Professor, Professor or Distinguished Professor, NTT faculty will receive a term equal to or greater than the term held immediately prior to promotion but in no case shall such appointment upon promotion be for a term less than:*

* + *Three years upon promotion to the rank of Assistant Professor;*
  + *Four years upon promotion to the rank of Associate Professor and the appointment shall be presumptively renewable as that term is defined above;*
  + *Five years upon promotion to the rank of Professor and the appointment shall be presumptively renewable as that term is defined above; and*
  + *Five years upon promotion to the rank of Distinguished Professor and the appointment shall be presumptively renewable as that term is defined above.*

***Reappointment of NTT Faculty Hired Into the Rank of Associate, Professor And Distinguished Professor***

***Effective July 1, 2023****, NTT faculty members hired into the rank of Associate, Professor and Distinguished Professor, upon reappointment shall have a term consistent with the terms in the above section (Appointment Terms Upon Promotion) and their appointment shall be presumptively renewable.*

Dear \_\_\_\_\_\_\_\_\_\_\_:

I am pleased to reappoint you as a(n) [*Insert Title*] in the Department of [*Insert department*], at the [*Insert Unit/School*], for a term of [*Insert one, two, three, four, five, six, seven or eight years*] effective [*Insert begin date*] through [*Insert end date*]. This is a(n) [*Insert academic year or calendar year*] appointment with an annual salary of [$*Insert salary*].

[*If this is* ***not*** *a presumptively renewable appointment, insert the following.]* This is a non-tenure track appointment and is renewable contingent upon successful reappointment. Reappointment is subject to a continuing need for the position, availability of funding, and a positive formal evaluation.

[*If this is a presumptively renewable appointment, insert the following.]* This is a non-tenure track, presumptively renewable appointment. Appointment to a contract that is presumptively renewable means that your non-reappointment may only be for good cause, including poor performance, or termination or material modification of the entire program~~.~~, or a drastic decrease in student enrollment in the program or department that necessitates a downsizing of the entire program or department.

*[Please be advised that during the term of a one-year appointment, NTTs are not required to be evaluated, though a school, unit or department may elect to do an evaluation.  If this is a one-year appointment and an evaluation will not be completed, then please delete the following sentence*:] Your reappointment evaluation will take place no later than [*Insert four, seven or twelve]* months prior to the expiration of this contract. The evaluation criteria for reappointment and/or promotion in this position are [*Insert evaluation criteria*]. The evaluation criteria can also be found at [*Insert applicable URL link*].

[*If grant-funded, insert the following.]* Since this is a grant-funded appointment, it is also contingent upon the availability of funds to support it. [*If on a visa, insert the following.]* This appointment is also contingent upon the appropriate visa status.

Your responsibilities will include the following [*Insert job responsibilities*] and other duties as assigned. These responsibilities may be amended upon written notification to you.

As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement, please refer to <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

The contractual terms of this appointment are specified on the enclosed Faculty Employment Agreement (UPF-5). Please sign and date the original and return it to [*Insert a specific person or office]* at the following address [*Insert address*]. A copy of the contractual form is enclosed for your records.

Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [*Insert a specific individual in the department*] on or before [*Insert date*]. A copy of this letter is enclosed for your records.

On behalf of the [*Insert Unit/School*], please accept our appreciation for your contributions to the Department of [*Insert department name*] and to the University. We look forward to continuing to work with you.

Sincerely,

Dean [*Insert Name*]

I accept this offer:

Signature Date

c: AAUP-AFT

Attachments: UPF-5