June 23, 2022

Memorandum to: Chancellor Strom, Provosts, Deans, Directors, and Department Chairs

 From: Prabhas V. Moghe, Ph.D.

Executive Vice President for Academic Affairs

Distinguished Professor

Subject: 2022-2023 Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty in Rutgers Biomedical and Health Sciences (RBHS)

The 2022-2023 Academic Reappointment/Promotion Instructions for tenured and tenure-track faculty in the AAUP-BHSNJ Negotiations Unit, including forms and appendices, are now available at: <https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/academic-reappointment-promotion-instructions/>. 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).

The 2022-2023 Instructions and Forms supersede any previous versions and must be used for cases to be considered in the 2022-2023 academic year. Changes to the 2022-2023 Instructions, as well as the appendices, promotion packet overview and forms, are noted in yellow highlight.

Through collective input, including conversations at the EVPAA Academic Strategy Roundtable meetings, feedback from Chancellors/Provosts and other members of leadership, and the university-wide Evaluation of Teaching Working Group, the following proposed measures were implemented in this version of the Instructions:

* Creating flexibility for departments/units to develop their own plans re: the evaluation of teaching by allowing for more options of evidence rather than peer observation alone (as noted in the 2020-2021 instructions that were relaxed due to the pandemic).
* Updating language for improved readability and flow, including removing extraneous sections and duplication.
* Adding form sections to allow for listing of innovation disclosures, patents, and other entrepreneurial endeavors (if applicable), which we are increasingly seeing in the "Other" section of forms submitted.
* Introducing subset areas to list media interviews/op-eds (if applicable) due to the increasing number of these items.
* Recommending the departmental report acknowledge, and where possible explain, any negative votes or abstentions.
* Raising awareness by calling attention to the Rutgers University Statement on Professional Ethics, and including it in Appendix D.
* Underscoring the personal statement should speak to all relevant criteria, and departments are advised to send the personal statement (if submitted), together with the candidate's CV and samples of scholarship, to the external evaluators to assist with their review of the candidate.
* Continuing with the requirement of a minimum of five external confidential arm’s length letters of evaluation, preferably seven, due to the continuing impact of the pandemic

**Please note that completed recommendations for appointment with tenure, reappointment on the tenure track, or promotion with tenure are due in the Office of the Executive Vice President for Academic Affairs no later than November 1, 2022; completed recommendations for promotion within the tenured ranks are due no later than December 1, 2022**.

If you have any questions regarding the 2022-2023 Academic Promotion Instructions feel free to contact the RBHS Office of Faculty Affairs at [rbhsfacultyaffairs@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu) or 973-972-7595. Thank you.

c: D. Cohen

P. Hak

T. Lam

J. McLane

M. Mullane

A. Mullis