

## Appointments, Reappointments and/or Promotions of Non-Tenure Track Faculty in Rutgers Biomedical and Health Sciences (RBHS)<sup>1</sup>

The purpose of this document is to bring to your attention the policies and practices governing appointments, reappointments and promotions of RBHS non-tenure track (NTT) faculty (this document does not apply to faculty in the School of Pharmacy or to faculty in the College of Nursing who are in the AAUP-AFT unit). Additional information concerning non-tenure track faculty can be found in the [RBHS Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty \(“A & P Guidelines”\)](#).

The duration of appointments of Teaching, Clinical and Professional Practice non-tenure track faculty may be for terms ranging from one year to up to seven years and is determined by the faculty member’s academic rank and time in rank, as well as whether the appointment is initial or a renewal. (See Appendix A and Section II (B) of the A & P Guidelines for more specific information regarding NTT Faculty appointment terms.) There is no limit to the number of non-tenure track faculty appointments an individual may receive, except for those faculty in the Lecturer and Instructor titles (see Section II (A)).<sup>2</sup>

### A. Reappointment and/or Promotion Evaluation Forms

There are two different methods of evaluation for reappointment and/or promotion of non-tenure track faculty; the “Short Form” and the promotion instructions (i.e., the *Academic Promotion Instructions for Non-Tenure Track Faculty*). Please be advised that all final decisions on NTT promotions will rest with the Chancellor, and final decisions on NTT reappointments will rest with the Deans.

#### Short Form

Departments/units shall use the attached [Short Form](#) for evaluation of individuals holding non-tenure track appointments for reappointment to the same rank and/or promotion up to and including the rank of Assistant Professor (non-tenure track), or equivalent. The department chair/division dean is responsible for completing the evaluation forms. NTT faculty members shall be evaluated by the department; the department chair/division dean; dean; and/or the Chancellor.<sup>3</sup> A small standing departmental or unit personnel committee, or an ad hoc advisory committee may act in the place of the entire department or unit. Criteria used to evaluate NTT faculty for reappointment and/or promotion, and the application of such criteria, shall be

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<sup>1</sup> This form does not apply to faculty in RBHS who are in the AAUP-AFT negotiations unit. Consideration of NTT reappointments to the same rank and NTT promotions to the ranks of RBHS Instructor and Assistant Professor (NTT) and equivalent are governed by the attached “Short Form.” Consideration of NTT promotions equivalent to the rank of Associate Professor and above are governed by the applicable University’s Academic Promotion Instructions for NTT faculty.

<sup>2</sup> Faculty may maintain the rank of full time RBHS Lecturer for up to nine years; a one-year terminal year will be awarded for year ten. Faculty may be part time RBHS Lecturers indefinitely. Faculty serving as RBHS Instructor must meet the criteria for promotion by the end of the third year in rank or will receive a one-year terminal non-renewable appointment.

<sup>3</sup> Certain units of the University may also utilize an Advisory Committee on Appointments and Promotions (A&P Committee). When a unit decides to use an A&P Committee, it shall apply to all candidates at the same rank within the same title series in that unit/department in that same year.

consistent with the A & P Guidelines and the faculty member's responsibilities as set forth in the appointment/reappointment letter. Please note, promotion to RBHS Instructor and promotion to the rank of Assistant Professor (non-tenure track) require 3 non-arm's length letters of evaluation (See Appendix D). The candidate may suggest potential evaluators; however, the selection of confidential letter writers must be made by the chair and/or dean. The department chair will request, in writing, the confidential letters of evaluation.

*Academic Promotion Instructions*

The promotion forms and procedures contained in the [Academic Promotion Instructions for Non-Tenure Track Faculty](#) **must** be used for all non-tenure track promotion evaluations to the rank equivalents of Associate Professor or above (See Appendix B).

**Contact the RBHS Office of Faculty Affairs (973-972-7595 or [rbhsfacultyaffairs@rbhs.rutgers.edu](mailto:rbhsfacultyaffairs@rbhs.rutgers.edu)) information regarding non-tenure track faculty appointments, reappointments, and/or promotions.**

**Appendix A**  
**TERMS ASSOCIATED WITH NON-TENURE TRACK FACULTY TITLES**

The RBHS Policies and Guidelines Governing Appointments, Promotions, and Professional Activities (A & P Guidelines) of the Faculty speak to the length of faculty appointments. Please find below a brief summary of the non-tenure tracks below.

Teaching, Clinical, Professional Practice:

Assistant Professor: 1 – 3 year appointment

After 3 reappointments AND 9 consecutive years: 2-5 year appointment

Associate Professor:

- Initial Appointment: 1 – 5 years
- Promoted to Associate Professor or Initial Associate Professor appointment renewed: 2 – 5 year appointments
- After 10 years as Associate Professor: 3 – 5 year appointments

Professor:

- Initial Appointment: 1 – 5 years
- Promoted to Professor or Initial Professor appointment renewed: 3 – 5 year appointments
- After 10 years as Professor: 3-7 year appointments

Distinguished Professor:

- Initial Appointment: 1 – 5 years
- Promoted to Distinguished Professor or Initial Distinguished Professor appointment renewed: 3 – 5 year appointments
- After 10 years as Distinguished Professor: 3-7 year appointments

Research (all ranks): 1 – 3 year appointment

After 3 reappointments AND 9 consecutive years: 2-4 year appointment

## **Appendix B**

Consideration of non-tenure track promotions to the titles listed below must be conducted in accordance with the [Academic Promotion Instructions for Non-Tenure Track Faculty](#).

### Rank of Associate Professor

Associate Professor, Teaching Track  
Associate Professor, Clinical Track  
Associate Professor, Professional Practice Track  
Associate Professor, Research Track

### Rank of Professor

Professor, Teaching Track  
Professor, Clinical Track  
Professor, Professional Practice Track  
Professor, Research Track

### Rank of Distinguished Professor

Distinguished Professor, Teaching Track  
Distinguished Professor, Clinical Track  
Distinguished Professor, Professional Practice Track  
Distinguished Professor, Research Track

**Appendix C**  
**APPROVAL STEPS REQUIRED FOR REAPPOINTMENT OF ALL NON-TENURE**  
**TRACK FACULTY TO THE SAME RANK, RBHS LECTURER AND RBHS**  
**INSTRUCTOR (Complete “Short Form”)**

Titles/Tracks	Department evaluation/vote*	Department Chair/Director’s Recommendation	Dean’s Recommendation/Determination
RBHS Lecturer or RBHS Instructor		x	x
NTT - Clinical Track	x	x	x
NTT- Teaching Track	x	x	x
NTT- Research Track	x	x	x
NTT- Professional Practice Track	x	x	x

\* A small standing departmental or unit personnel committee, or an ad hoc advisory committee, may act in the place of the entire department or unit. Faculty must be at or above the rank for which the candidate is being evaluated.

## Appendix D

### APPROVAL STEPS REQUIRED FOR PROMOTION OF NON-TENURE TRACK FACULTY TO THE RANK OF RBHS INSTRUCTOR AND ASSISTANT PROFESSOR (NON-TENURE TRACK) <sup>4</sup> (Complete “Short Form”)

Title	Letters of Evaluation*	Department evaluation/vote**	Department Chair/Director’s Recommendation	Dean’s Recommendation	Chancellor
RBHS Instructor	3 Non-Arm’s Length Letters	x	x	x	x
Assistant Professor, Clinical Track	3 Non-Arm’s Length Letters	x	x	x	x
Assistant Professor, Teaching Track	3 Non-Arm’s Length Letters	x	x	x	x
Assistant Professor, Research Track	3 Non-Arm’s Length Letters	x	x	x	x
Assistant Professor, Professional Practice Track	3 Non-Arm’s Length Letters	x	x	x	x

\*Promotions to RBHS Instructor and to the rank of Assistant Professor (non-tenure track) require 3 non-arm’s length letters. Non-arm’s length letters may be from reviewers who have a relationship with the candidate such as collaborator, mentor, co-trainee, co-worker or former co-worker, etc.

\*\*A small standing departmental or unit personnel committee, or an ad hoc advisory committee, may act in the place of the entire department or unit. Faculty must be at or above the rank for which the candidate is being evaluated.

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<sup>4</sup> Consideration of NTT promotions to the ranks of non-tenure track Associate Professor, non-tenure track Professor and non-tenure track Distinguished Professor must be conducted in accordance with the [Academic Promotion Instructions for Non-Tenure Track Faculty](#) (see Appendix B).