Tenure-Track Template 5-24-16

Dear Dr. \_\_\_\_\_\_\_\_\_,

I am writing to confirm your assignment to the tenure track in the [*Insert /Department/Unit/School*], effective July 1, 2016.

 The guidelines for promotion within the tenure track and award of tenure are outlined in the Rutgers Biomedical and Health Sciences Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty located at the following website: [http://academiclaborrelations.rutgers.edu/sites/academiclaborrelations/files/A&P%20Guidelines\_RBHS.pdf](http://academiclaborrelations.rutgers.edu/sites/academiclaborrelations/files/A%26P%20Guidelines_RBHS.pdf). The responsibilities of a tenure-track faculty member can be found in the Guidelines.

Appointment and promotion to the tenure track are based primarily on leadership in laboratory, translational, clinical or health care research, or any other research relevant to the health sciences. Tenure may be granted only to faculty on the tenure-track. Excellence in teaching and health care activities (if applicable) are also expected.

All faculty, regardless of rank, who are on the tenure track, who have been appointed to the tenure track nine or more years before enactment of the guidelines, must be considered for tenure within five years of enactment of these guidelines if they select to continue on the tenure track. Faculty who have been appointed to the tenure track less than nine years before enactment of these guidelines will have five years plus the difference in the time remaining between the years lapsed since appointment on the tenure track and nine years to be considered for tenure. For faculty transferring to the tenure track, the timetable for promotion and the granting of tenure shall remain nine years total from their initial appointment or promotion to Assistant Professor on the non-tenure track, plus one additional year. If an Associate Professor transfers from a non-tenure track Associate Professor position, he/she will have a total of four years from the time of their appointment as Associate Professor on the tenure track to be considered for tenure.

Your tenure track formal review for reappointment will take place no later than three years from July 1, 2016 (reappointment evaluation will take place during academic year 2018-2019) or during the year ending your current contract, whichever comes first.

 Rutgers Biomedical and Health Sciences is committed to your career development. Accordingly, faculty being reappointed effective July 1, 2016 will receive a reappointment letter outlining their responsibilities and the responsibilities and commitment of the institution. Those faculty who are in mid-contract will receive a letter outlining their responsibilities and the responsibilities and commitment of the institution following their annual evaluation.

Please note, appointment on the tenure-track is not indicative of the likelihood of a faculty member attaining tenure.

We look forward to continuing to work with you.

Sincerely,

Dean [*Insert Name*]

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

I acknowledge this assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

C: AAUP-BHSNJ