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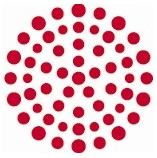


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# **CANDIDATE'S RESPONSIBILITIES**

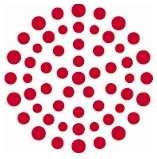
## **AND**

# **PREPARATION OF FORM 1**

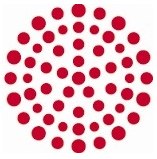


## General Tips for Effective Packet Preparation

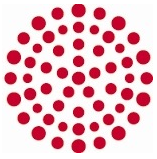
- Approach your packet as a chance to share what you do with others
- Create an image of a fully-engaged scholar
- Educate, explain, don't self-edit
- Make the Form 1 work for you—use “Other” when you need to
- Seek input from senior colleagues in and out of your department



- **TEACHING:** Include **all** the many types of teaching and advising that you do
- **SCHOLARSHIP:**
  - ❖ Jointly-authored works
  - ❖ Order of authorship
  - ❖ Status of publications or other work in progress



- Conference proceedings or other new/unconventional scholarly output venues
- Grants and contracts
- Presentations, performances, talks, shows and consultant services
- Service
  - ❖ To the profession, the University, your department and school, society at large
  - ❖ Administrative positions held



- External letters and your opportunity to request exclusion
- Communicating updates in the status of your materials during the evaluation year
- Importance of a personal statement



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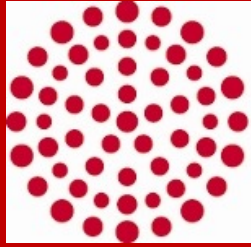


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Forms contained in packet:

- 1: Documentation of Candidate's Accomplishments
- 2: Statement of Criteria Applicable to the Candidate
- 3: Report on External Confidential Letters
- 4: Narrative of Department's Review
- 5: Narrative of Dean's Review

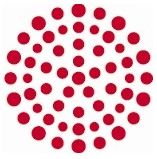


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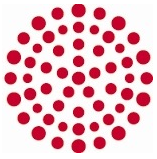
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# **The Role of a Department Chair and the Departmental Review**

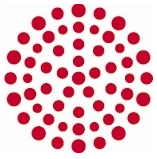


- Chair consults with candidate on preparation and presentation of Form 1
- What should a Personal Statement look like?
- What should candidates know about developing teaching portfolios?
- Chair should plan to review all materials that will go to external reviewers and establish a deadline with candidate



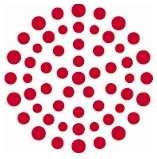


- Chair consults with candidate and dean on appropriate external reviewers
- Solicitation may include only two referees recommended by the candidate; but referees may have multiple recommendations
- There must be a minimum of 5 confidential external referees:
  - “arm’s length” letters
  - rank of referees “normally at the rank of full professor or above” for associate and full; higher for distinguished
  - chair and dean determine final list of referees

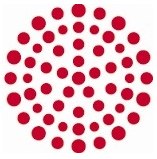


Department Chair convenes appropriate peer evaluation group:

- A minimum of 6 tenured faculty at or above rank of candidate
- Ad hoc members appointed if required; Dean must approve
- Materials reviewed in advance by committee
- Conduct of meeting



- Departmental narrative critical to informing later levels of review
- Narrative must accurately reflect the deliberations of the department and provide assessments of contributions to scholarship, teaching, and service (or criteria applicable to the candidacy)
- Draft narrative of the review is circulated to all faculty participating in review



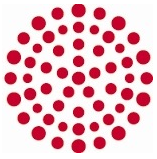
## Faculty Affiliated with More than One Department

- Primary department is responsible for overseeing review process
- The secondary department evaluates and provides a memorandum of review that accompanies the primary department's review
- Faculty who participate in the primary department's review are not permitted to participate in secondary department's review



## Additions to the Packet

- Documents (in addition to external letters) may be added to the packet after the evaluation commences. Candidate will be notified and have the right to respond to documents added.
- Any documents physically present during review; referred to during deliberations; and which the majority agree have a direct bearing on the evaluation are considered to be “additions to the packet.”



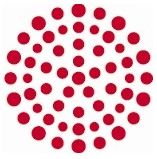
## Change in Status of Materials

Candidates may update the status of materials after submission of the packet and prior to the PRC's final recommendation when:

- The dean concurs that a significant change in the status of materials has occurred, and
- Such change occurred following initiation of the evaluation.

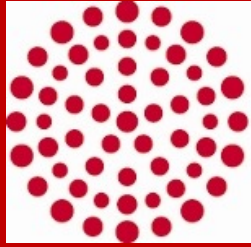


- Additions occurring before December 1 will result in the packet being returned to all levels of review for change in review/narrative if determined warranted.
- Additions occurring after December 1 are circulated only to the Dean and PRC.



- The Chair will notify the candidate of the department's recommendation within five working days after the department has met and voted.
- This is the only notice provided to the candidate until final action is taken.
- The packet then progresses to the Appointments and Promotions Committee.



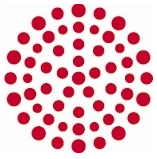


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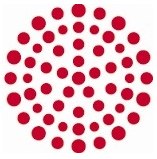
# **APPOINTMENTS AND PROMOTIONS (A&P) COMMITTEE REVIEW**



- Advisory Committees on Appointments and Promotions typically consist of three to four tenured faculty members from allied disciplines
  - A&P committees are school-wide standing committees though not all Schools have A&P committees



- A&P members do not participate in the evaluation of an appointment, reappointment or promotion to a rank higher than his or her own
- Members who participate in the review of candidates in their own department may not participate in consideration at the level of the A&P.
- The A&P, at its discretion, may invite the department chair to meet with the committee to amplify the department's report.



The responsibility of an A&P committee is to:

1. Conduct a substantive and independent evaluation related to a candidacy; and to
2. Provide the dean a detailed written report with regard to the committee's assessment and recommendation concerning a candidacy.

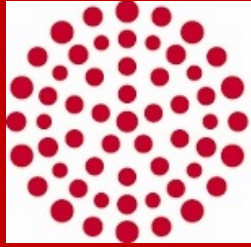


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- Preparation for committee meeting
- Discussion of “Packet” according to criteria
- Committee vote
- A memorandum reflecting the committee’s evaluation is appended to the packet.

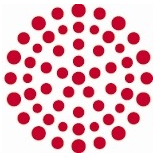


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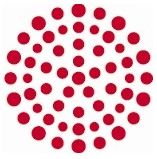


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# **DEAN'S LEVEL OF REVIEW**

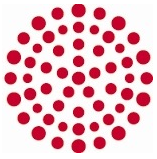


- The dean has primary responsibility for ensuring the quality and the rigor of evaluations in their unit.
  - Following the recommendations of both the department and the A&P Committee, the dean makes an independent recommendation.
- All pertinent information is considered, including material in the candidate's personnel file.

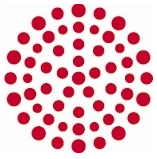


- The A&P's advice is attached to the dean's recommendation and forwarded to the PRC.
- If the department and dean recommends against the candidacy, the packet is not forwarded to the PRC unless the candidacy is being conducted pursuant to "rank review."



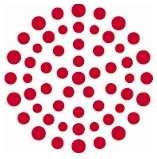


- The dean's narrative will address accomplishments in research, teaching and service as appropriate to the candidate's appointment.
- The dean provides specific justification for the recommendation and advances the packet with all required forms to the PRC



## Tenure Track Reappointments:

- Final decisions on tenure-track reappointments in New Brunswick rest with the deans.
- In Camden and Newark, final decisions on reappointments rest with the chancellors.



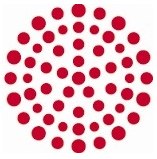
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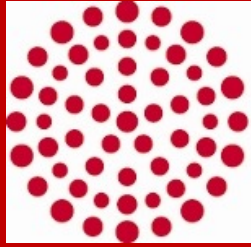
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## Promotions in the tenured ranks:

The PRC is the final level of evaluation where either or both of the departmental or the dean's recommendation are positive, or where both the departmental and dean's recommendation are negative but the review is initiated by the candidate pursuant to rank review.



- The President will formally notify candidates in the case of a positive promotion action by the Board of Governors.
- Deans are responsible for notification to candidates when the promotion action is negative.

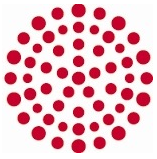


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# **PROMOTION REVIEW COMMITTEE (THE PRC)**

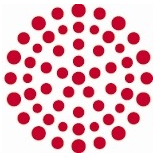


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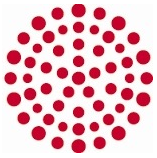


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The final substantive level of review rests with the PRC which is charged with advising the President from a University-wide perspective on appointments, reappointments and promotions involving the award of tenure and on promotions to or within the tenured ranks.



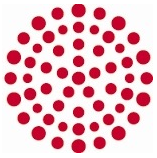
- The Committee is chaired by the Executive Vice President for Academic Affairs, who presides without vote except in the event of a tie vote.
- Faculty appointments are made typically for four-year terms. Members are chosen for their scholarly distinction as individuals and, collectively, to reflect the diversity of the academic enterprise at Rutgers.
- Members of the Committee do not participate at any other level of the evaluation process. No member is responsible for representation of a particular unit or discipline.



## The Committee's Responsibilities are to:

- Examine the evidence in each case in relation to applicable criteria
- Ensure that the prior process of decanal judgment and peer review has integrity
- Confirm that appropriate evidence and analysis have been presented and that the dean has applied the highest, University-wide standard of quality
- Make a recommendation concerning the candidacy



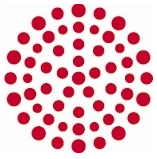


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If the Committee, on first review, seeks additional information from the dean or may be inclined to differ with the dean's recommendation, the Committee will provide an opportunity for the dean to meet with the Committee to explain their views before the Committee makes a final recommendation in regard to the candidate.

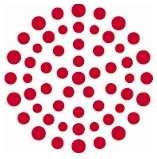


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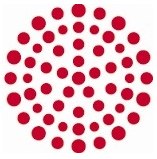


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The Committee records its recommendation, clearly explaining its basis, in a memorandum to the President attached to the candidate's packet.



- The President will discuss with the PRC those cases where it is the President's intention to present a different recommendation from that of the PRC.
- The President submits their recommendations to the Board of Governors.



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- Tenure decisions are announced at the April Board of Governors meeting.
- Promotion decisions are announced following the April and June BOG meetings.