

Mason Gross School of the Arts

Teaching Track: Policies for Appointment and Promotion

This document is a school-specific supplement to the university-wide policies governing appointment, reappointment, and promotion of faculty on the Teaching Track. The university-wide documents are available at <https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>.

General Criteria

Faculty members with appointments on the Teaching Track in Mason Gross School of the Arts will complement Tenure-Track and Professional Practice-track faculty to enrich the arts training and education of our students. Teaching faculty will be expected to have significant instructional and in many cases administrative experience in their fields. They will be expected to bring this experience to classroom or online teaching or both, to student mentoring and advising, to curriculum development, and, where appropriate, to administrative duties.

The criteria for reappointment and promotion for teaching professors will be heavily weighted towards excellence in teaching, advising, and, where appropriate, administrative work. While teaching faculty will be expected to have arts credentials upon being hired and remain active in their fields, reappointment, promotion, and merit salary increases will be based first and foremost on their work within the school and the university.

Appointment

Searches are generally conducted for full-time positions. Prior to initiating a search, the dean and department chair/director will meet to discuss the assignment of new or open faculty lines. Then, subject to the dean's approval, the chair/director will appoint a search committee of four or five faculty members from the department. Recommendations for a hire are made to the dean, who makes the final decision on the appointment.

Ranks and Appointment Terms

Instructors may be appointed to one of five ranks: Teaching Instructor, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, or Distinguished Teaching Professor. In general, most new appointments to Mason Gross NTT-track lines will begin at the Teaching Instructor rank. However, there may be exceptions.

Criteria for Appointment, Reappointment and Promotion

University criteria for NTT faculty for appointment, reappointment and promotion can be found at: [Policy 60.5.14](#). Mason Gross School of the Arts has its own criteria, available at <https://www.masongross.rutgers.edu/resources/faculty-staff/>.

Appointment Terms will be as follows:

Faculty on the Teaching Track may be appointed to renewable contracts of between one and seven years, though most initial contracts are for one year. The duration of the contract is

determined by university policy and the needs of the department. Reappointment depends upon successful evaluations and continuing need and funding for the position. Teaching Track titles can be reappointed multiple times at the same rank. Guidelines for promotion to higher ranks are outlined below.

Evaluation and Reappointment

NTT evaluations at Mason Gross must comply with university policy as outlined in the document “Appointments, Reappointments, and/or Promotions of Non-Tenure Track Faculty,” located at <https://academiclaborrelations.rutgers.edu/non-tenure-track-faculty-non-libraries>. As stipulated there,

1. During the term of a one- or two-year appointment, NTT faculty shall be evaluated at least once.
2. During the term of a three-, four-, or five-year appointment, NTT faculty shall be evaluated at least twice.
3. During the term of a six- or seven-year appointment, NTT faculty shall be evaluated at least three times.

Normally, Mason Gross will follow the evaluation schedule outlined below, though there may be exceptions to this schedule based on special circumstances. The evaluation in the penultimate year of the contract is the reappointment review. Others are standard performance evaluations designed to provide feedback to the NTT faculty member about their work.

Duration of contract	Normal evaluation schedule
1 year	If in the first year of academic service, no later than February 1 of that year (non-reappointment notification happens by March 1); otherwise, spring of that one year.
2 years	Spring of Year 1
3 years	Spring of Years 1 & 2
4 years	Spring of Years 1 & 3
5 years	Spring of Years 2 & 4
6 years	Spring of Years 1, 3, & 5
7 years	Spring of Years 2, 4, & 6

The department chair/director will give NTT faculty members 30 days’ notice of an upcoming evaluation and ask that they submit a dossier of relevant materials. Evaluation dossiers normally include a CV, personal statement, sample teaching materials, and materials representative of the faculty member’s work in the field.

Upon submission of the dossier, the chair/director will convene a committee to review the dossier and write an evaluation of the NTT faculty member’s work. For non-promotion cases, the evaluation committee normally includes 3–5 faculty members at or above the rank of the faculty member being evaluated.

The “Short Form” is used for all non-promotion evaluations and for promotion to the assistant level. For promotion to the associate level or higher, the NTT Form 1b must be used (see below).

Promotion to the Rank of Associate, Full, or Distinguished Teaching Professor

Promotions on the Teaching Track are governed by university policies outlined at <https://academiclaborrelations.rutgers.edu/non-tenure-track-faculty-non-libraries>. As stated there,

Non-tenure track faculty with six consecutive years of full-time service in the same rank shall be considered for promotion to the next higher rank, if requested (i.e., rank review). All other requests from non-tenure track faculty members to be considered for promotion may be granted at the department’s or unit’s discretion.

In order to comply with this policy while also affording the NTT faculty member the opportunity to be promoted effective at the start of year 7, Mason Gross has implemented the following policy:

- If an Assistant Teaching Professor wishes to be considered for promotion to the associate rank in year 7 and, if successful, make that promotion retroactive to July 1 of year 7, the following steps must take place:
 - In April of Year 6, the Assistant Professor notifies their department chair/director of their intent to request a promotion evaluation.
 - In April of Year 6, the Assistant Professor discusses potential external reviewers with the department chair/director.
 - On June 1 of Year 6, the department chair/director sends the assistant professor a 30-day letter notifying them that the promotion evaluation will commence on July 1 of Year 7.
 - **By July 1 (i.e., the very first day) of Year 7, the Assistant Professor submits the complete promotion dossier to their department chair/director.**
 - If the promotion case is successful, the promotion will be retroactive to July 1 of Year 7.
- **In all other cases** following six consecutive years at rank, the schedule for NTT promotions will follow the same timeline as tenure-track promotions: The NTT faculty member submits the initial application in May of Year A; the promotion case works its way through the department, school, and university levels in Year B; and, if successful, the promotion is effective July 1 of Year C.

It should be understood that NTT faculty members are **not required** to be evaluated for promotion precisely at the end of six years. This is an important distinction from the tenure-track faculty reviews for reappointment and promotion. The NTT faculty member’s schedule of evaluations, reappointments, and promotions will depend on whether and when the NTT faculty member goes up for promotion from one rank to the next and whether each promotion review is successful. The same principle applies in all cases: “Non-tenure track faculty with six consecutive years of full-time service in the same rank shall be considered for promotion to the next higher rank, if requested (i.e., rank review). All other requests from non-tenure track faculty members to be considered for promotion may be granted at the department’s or unit’s discretion.”

Voting: At the departmental level, per university policy, *a minimum of six tenured faculty members* at or above the rank for which candidates are to be considered for reappointment or promotion are required to vote on the recommendation with respect to each candidate. Tenured faculty must be at least 50% FTE in order to vote. Non-tenured faculty members may participate in reappointment or promotion cases, as determined by the department. If there are not sufficient voting faculty within a department to meet the six-vote minimum, the dean shall appoint an appropriate number of faculty members at or above the appropriate rank from related disciplines in the same faculty, college, or school or from the same discipline in other units of the University, to act as *ad hoc* members of the department for the purpose of obtaining and reviewing documented evidence of the candidate's professional qualifications.

Sabbaticals

After six years of service, Professional Practice faculty may also request consideration for a paid sabbatical leave. Such requests will be evaluated by the dean on a case-by-case basis. Consideration will be given to faculty who request a paid sabbatical leave in order to complete a specific project. In such cases, Mason Gross will uphold the policies and procedures set forth under the university's annual Sabbatical Leave Program.