

## **Mason Gross School of the Arts**

### **Teaching Track: Policies for Appointment, Evaluation, 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 teaching-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://laborrelations.rutgers.edu/sites/default/files/document/NTT\\_Appointments\\_Reappointments\\_and\\_or\\_Promotions\\_7-23-19.pdf](https://laborrelations.rutgers.edu/sites/default/files/document/NTT_Appointments_Reappointments_and_or_Promotions_7-23-19.pdf). 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. The reappointment evaluation requires use of the university’s “Short Form” and adherence to all the policies and procedures stipulated there.** Other evaluations are mid-appointment evaluations designed to provide feedback to the NTT faculty member about their work. Mid-appointment evaluations should use Mason Gross’s Mid-Appointment Evaluation Form for NTT Faculty, available at <https://www.masongross.rutgers.edu/resources/faculty-staff/>.

<b>Duration of contract</b>	<b>Normal evaluation schedule</b>
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

For mid-appointment evaluations, the department chair/director will send Mason Gross’s Mid-Appointment Evaluation Form 30 days in advance of its due date.

For reappointment evaluations, 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. The Short Form enumerates the materials to be included.

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 reappointment cases, the evaluation committee normally includes 3–5 faculty members at or above the rank of the faculty member being evaluated.

In addition to reappointment cases, the “Short Form” is used for applications for promotion to the assistant level. For promotion to the associate level or higher, the NTT Form 1b must be used (see below), and the process is more extensive.

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

Promotions on the Teaching Track are governed by university policies outlined at <https://laborrelations.rutgers.edu/faculty/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 timelines:

**Timeline 1: Promotion review schedule for NTT faculty who wish to put themselves up for promotion immediately after six years at rank:**

Date	Steps in the promotion review process
No later than April 1 of Year 6	Faculty member discusses potential external reviewers with department chair/director
April 1–May 1 of Year 6	<ul style="list-style-type: none"> <li>○ Department chair/director confirms selection of external reviewers with the dean</li> <li>○ Department chair/director sends requests for letters to external reviewers</li> </ul>
June 1 of Year 6	<ul style="list-style-type: none"> <li>○ Department chair/director sends 30-day letter notifying faculty member that the promotion review will commence on July 1</li> <li>○ Faculty member submits drafts of personal statement, CV, and any other materials on which they want feedback to the department chair/director and associate dean for academic affairs</li> </ul>
July 1 of Year 7 (i.e. the <b>very first day of Year 7</b> )	Faculty member submits the final version of the personal statement, CV, and supporting materials to the department chair/director, so that they can be distributed to external reviewers
July of Year 7	Department chair/director sends materials to external reviewers
September 1 of Year 7	<ul style="list-style-type: none"> <li>● Faculty member submits drafts of the NTT Form 1b, the NTT Appendix F to the department chair/director</li> <li>● External reviewers submit their letters</li> </ul>
October 1 of Year 7	Faculty member submits final version of all forms, appendices, personal statement, CV, and supporting materials for the full review
Within Year 7	Review by department, school A&P committee, dean, and chancellor-provost’s office. <b>If successful, the promotion is effective retroactively to July 1 of Year 7.</b>

**Timeline 2: Promotion review schedule for NTT faculty who wish to put themselves up for promotion at any later point:**

Date	Steps in the promotion review process
No later than April 1 of Year A	Faculty member discusses potential external reviewers with department chair/director
April 1 of Year A	<ul style="list-style-type: none"> <li>○ Department chair/director sends 30-day letter notifying faculty member that the promotion review will commence on May 1</li> <li>○ Faculty member submits drafts of personal statement, CV, and any other materials on which they want feedback to the department chair/director and associate dean for academic affairs</li> </ul>
April 1–May 1 of Year A	<ul style="list-style-type: none"> <li>○ Department chair/director confirms selection of external reviewers with the dean</li> <li>○ Department chair/director sends requests for letters to external reviewers</li> </ul>
May 1 of Year A	Faculty member submits the final version of the personal statement, CV, and supporting materials to the department chair/director, so that they can be distributed to external reviewers
May of Year A	Department chair/director sends materials to external reviewers
September 1 of Year B	<ul style="list-style-type: none"> <li>● Faculty member submits drafts of the NTT Form 1b, the NTT Appendix F to the department chair/director</li> <li>● External reviewers submit their letters</li> </ul>
October 1 of Year B	Faculty member submits final version of all forms, appendices, personal statement, CV, and supporting materials for the full review
Within Year B	Review by department, school A&P committee, dean, and chancellor-provost’s office. <b>If successful, the promotion is effective July 1 of Year C. The promotion is not effective retroactively.</b>

It should be understood that NTT faculty members are **not required** to be evaluated for promotion after 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 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, if that is consistent with department policy. 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.

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### **Sabbaticals**

After six years of service, Teaching Track faculty may 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.