



Mid-Appointment Evaluation Form for NTT Faculty

This form should be used by all NTT faculty member undergoing a mid-appointment evaluation (not a reappointment evaluation). Reappointment evaluations must use the university's short form. Chairs/Directors should notify NTT faculty members at least 30 days before the deadline for submission of this form.

Criteria for NTT appointments at Mason Gross may be found at <https://www.masongross.rutgers.edu/resources/faculty-staff/> (under "Non-Tenure Track, Full-Time Faculty").

Part 1: To be completed by the NTT faculty member undergoing evaluation.

Name: _____ Date of Evaluation: _____
Title: _____ Date of Initial Hire: _____
Years of Current Contract (e.g. 7/1/23–6/30/25): _____

The responsibilities outlined in my current appointment letter include:

___ Teaching
___ Scholarship or Artistic Accomplishment
___ Service

Please summarize your recent work in the area of **teaching**:

Please summarize your recent work in the area of **scholarship or artistic accomplishment**:

Please summarize your recent work in the area of **service**:

Please describe your aspirations for professional growth in future years:

Optional: Faculty members may submit a personal statement, CV, statement of teaching philosophy, samples of their work, or other materials to support their evaluation. These are best submitted via a link to an online folder, though a PDF is also acceptable.

☐ I opt to include some or all of the supplemental materials described above. If I am providing them as a link to an online folder, the link is:

☐ I opt not to include any of the supplemental materials described above.

Part 2: To be completed by a small committee of 2–3 faculty members at or above the rank of the faculty member being evaluated. If it is consistent with department policy, the faculty committee may include both tenure-track and NTT faculty.

Commentary of the faculty committee:

Names of the faculty committee members:

Date of the committee evaluation:

Part 3: To be completed by the department chair/director.

Prior to completion of this evaluation:

___ I have reviewed the faculty member's current appointment letter.

___ I have reviewed all the faculty member's SIRS evaluations since their last informational or contract evaluation.

___ (If applicable) I have reviewed the materials that the faculty member has submitted in support of this evaluation (e.g. personal statement, CV, statement of teaching philosophy, samples of their work, etc.).

___ (If applicable) I have reviewed the faculty member's most recent mid-appointment or reappointment evaluation.

Chair/Director's Commentary:

Signature

Date

Part 4: To be completed by the dean.

Dean's Commentary:

Signature

Date

This form should be sent electronically to the faculty member being evaluated. A copy should also be placed in the faculty member's personnel file. If the faculty member provides a response, the version with the response should replace the original version in the faculty member's personnel file.

Part 5 (optional): To be completed by the NTT faculty member undergoing evaluation.

Faculty member's response:

Signature

Date

This form should be sent electronically to the faculty member being evaluated. A copy should also be placed in the faculty member's personnel file.