

MGSA NTT Evaluation Schedule and Procedures

Annual timetable for NTT evaluations and promotions to the rank of Assistant Teaching Professor only:

October 1	Dean’s office sends each department a list of NTT faculty members to be evaluated later that year. <i>Note which faculty members who have a one-year NTT contract that is presumptively renewable, they must be reviewed on the calendar schedule below. This does not apply to NTT Lecturer contracts that are one-year non-renewable who are not evaluated</i>
February 1	Dean’s office sends a reminder to each department, again including a list of NTT faculty members to be evaluated later that year.
March 1	Department chair sends 30-day letters to NTT faculty informing them that they should submit materials for review. Department chair forms evaluation committees. (Use the MGSA-specific template for the 30-day letter.)
April 1–May 1	Evaluation committees meet.
May 15	Department chair sends short forms to the dean’s office.

For NTT faculty members on a one-year presumptively renewable contract must follow the schedule below in their first year of academic service (this does not apply to NTT Lecturers who are on a non-renewable contract):

December 1	If applicable, dean’s office sends a reminder to each department indicating that <i>NTT faculty one a one-year presumptively renewable contract</i> must be evaluated by February 1.
December 15	If applicable, department chair sends 30-day letters to <i>NTT faculty one a one-year presumptively renewable contract</i> informing them that they should submit materials for review. (Use the MGSA-specific template for the 30-day letter.)
January 15– January 22	If applicable, evaluation committees for <i>NTT faculty one a one-year presumptively renewable contract</i> meet.
February 1	If applicable, department chair sends short forms to the dean’s office for <i>NTT faculty in their first year of academic service</i> .
March 1	<i>NTT faculty on a one-year renewable contract</i> is notified of evaluation

NTT evaluation schedule:

NTT faculty should, by default, be evaluated on the following schedule. This schedule can be modified if necessary. This chart is to be used by the dean’s office and not be distributed widely. However, NTT faculty should be informed of when they will be evaluated.

Duration of contract	Default 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).
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

Notes:

- The university’s forms and instructions for evaluation, reappointment, and promotion of NTT faculty can be found at <https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>
- The criteria for professional-practice-track and teaching-track faculty can be found at <https://www.masongross.rutgers.edu/wp-content/uploads/2025/10/Criteria-for-Professional-Practice-Faculty-Dec-2014-Accessible.pdf>
- NTT 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 NTT faculty members to be considered for promotion may be granted at the department's or unit's discretion.
- 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.
- Evaluation committees (not for promotion) should normally include 4-5 faculty members (but the minimum is 3) at or above the rank of the faculty member being evaluated.
- In cases where the candidate is **not applying for promotion**, the evaluation committee should normally include 4–5 faculty members (but the minimum is 3) at or above the rank of the faculty member being evaluated.
- For candidates seeking **promotion to the assistant level**, committees should normally include 4–5 faculty members at or above the associate level.
- For candidates seeking **promotion to associate level or above**, the Academic Promotion Instructions for NTT faculty must be followed: “a minimum of six 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.”

Notification of non-reappointment per university policy:

First year of academic service	4 months prior to expiration of contract
Second year of academic service	7 months prior to expiration of contract
All others	12 months prior to expiration of contract