



## RUTGERS POLICY

**Section:** 60.5.10

**Section Title:** HR/Faculty

**Policy Name:** Term Appointments

**Formerly Book:** 3.3.14

**Approval Authority:** Board of Governors

**Responsible Executive:** Executive Vice President for Academic Affairs

**Responsible Office:** Office of Academic Affairs

**Originally Issued:** 11/10/1961

**Revisions:** 6/9/2000, 2/9/2007

### TERM APPOINTMENTS

- A. Appointments to the rank of instructor and assistant professor are made for limited terms with the understanding that deans and directors of academic units of the University will give faculty members written notice of non-reappointment in conformity with Section 60.5.12 (formerly Book 3.3.16), the University policy on "Notice."
- B. Assistant professorships ordinarily carry three-year terms which are probationary. The University has indicated, by appointment or promotion to an assistant professorship, some measure of confidence in the likelihood of a person's continuing growth. The term is limited because the promise may not be fulfilled or because the University may not be in a position to reappoint even a satisfactory assistant professor. It is ordinarily the policy of the University not to appoint an assistant professor for a second term unless there is reasonable expectation that at the end of that time there will be opportunity for further promotion, if he or she has qualified. In case of doubt, appointments for one-or two-year terms may be made. In all cases, after two years' service, a terminal year will be available at the rank of lecturer. No recommendation for promotion will be accepted in this terminal year, and its purpose is to allow the faculty member time to seek other employment.
- C. Appointments to non-tenure-track assistant professorships are appointments for a single three-year term and shall carry no expectation of appointment beyond the appointment term. The title of the appointment shall be Assistant Professor AY Non-Tenure Track or Assistant Professor CY Non-Tenure Track and this title shall be used in all formal and contractual correspondence. The letter of appointment shall explicitly state the fixed term of appointment, the specific responsibilities of the position, and shall constitute the requisite termination notice. Faculty members serving as non-tenure track assistant professors are not precluded from applying for or being offered other University positions, including tenure-track appointments; however, no preference is to be accorded them in the selection process for other positions. If an individual who has held a non-tenure track

assistant professorship is subsequently appointed to a tenure-track position, service in the non-tenure track position may be credited to service in a tenure-track position only on the written request of the faculty member.

- D. Full-time appointments as clinical faculty members are non-tenure track term appointments which may be made at any appropriate rank and which ordinarily shall be for a renewable term of not less than three years. The letter of appointment for clinical faculty shall explicitly state the fixed term of appointment, non-availability of tenure, and the specific responsibilities of the position. Faculty members in clinical positions are not precluded from applying for or being offered other University positions, including tenure-track appointments; however, no preference is to be accorded to them in the selection process for other positions. If an individual who has held a clinical appointment is subsequently appointed to a tenure-track position, service in a full-time clinical position ordinarily will not be credited to service in a tenure-track position.
- E. Lecturers are officers of instruction whose connection with the University is temporary or whose service is discontinuous.
- F. Term appointments, if renewable, should be judged by the criteria applicable to the appointment as set forth in Section 60.5.14 (formerly Book 3.3.18), the University policy on "Criteria for Appointments, Reappointments and Promotions."