



## RUTGERS POLICY

**Section:** 60.5.15

**Section Title:** HR/Faculty

**Policy Name:** Application of Criteria for Appointments, Reappointments and Promotions

**Formerly Book:** 3.3.19

**Approval Authority:** Board of Governors

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

**Responsible Office:** Office of Academic Affairs

**Originally Issued:** 11/10/61

**Revisions:** 12/10/99

**Policy:**

### **APPLICATION OF CRITERIA FOR APPOINTMENTS, REAPPOINTMENTS AND PROMOTIONS**

- A. General Principles. Those faculty members who have made the most important contributions to the University and have discharged their duties with the greatest distinction will be considered for promotion. Continued growth and continued contributions are required for all ranks. Advancement to a higher rank is not automatic. The several criteria described in Section 60.5.14 (formerly Book 3.3.18), Criteria for Appointments, Reappointments and Promotions, are not mutually exclusive but rather overlapping and complementary. It should be noted that the criteria are expressed in terms of the individual's accomplishments and not in terms of earned degrees, although these are important. In regard to accomplishment in teaching, undergraduate instruction may be the primary teaching responsibility of some faculty members. Other faculty members may have their primary teaching responsibility in the guidance and development of advanced degree candidates. In either instance, the criteria set forth in Section 60.5.14 shall apply equally.

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- B. Responsibility of Department Chairs. One of the responsibilities of department chairs is to evaluate periodically members of their department and to report these evaluations as required; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; and generally to promote the effectiveness of the department, college, and University by every appropriate means. Since these are duties required of department chairs, junior members of the staff should not hesitate at any time to discuss with their department chair the quality of their own services and the outlook for their future.
  
- C. Peer Review. Informed judgments concerning a faculty member's accomplishments can be made only by qualified colleagues. Such subjective judgment by persons competent to evaluate duties, responsibilities, services, and accomplishments will protect the interest of professors themselves, the department, the college, the University, and the students better than any objective rating that could be devised.

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## RUTGERS POLICY

**Section:** 60.5.16

**Section Title:** HR/Faculty

**Policy Name:** Promotion to Associate Professor or Equivalent Ranks

**Formerly Book:** 3.3.20

**Approval Authority:** Board of Governors

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

**Responsible Office:** Office of Academic Affairs

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**Policy:**

### PROMOTION TO ASSOCIATE PROFESSOR OR EQUIVALENT RANKS

- A. General Principles. The most critical step in the promotion process is the step from assistant professor (or equivalent rank) to associate professor (or equivalent rank), since this appointment normally involves academic tenure and means, in effect, that the University has abandoned its freedom of action with respect to the retention of a particular individual. After one has attained a tenured associate professorship, he or she still has freedom to resign, but the University no longer has freedom to dismiss, except as provided in Sections governing dismissal of faculty.

For this reason the greatest care is exercised in promoting faculty members to the rank of associate professor or equivalent ranks. To attain this rank, a person must be adjudged to be someone who can be counted on to participate with colleagues in the determination or formulation of University policy and development with respect to his or her field of scholarship. There is something rather different in kind as well as in quality to be sought in an associate professor as distinct from an assistant professor.

- B. At Rutgers, as at other distinguished universities, the following considerations shall apply for tenure considerations and for promotion to associate professor, or equivalent ranks, which usually accompany tenure:

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- (1) General Teaching/Research Faculty and Extension Specialists in Cook College and/or the New Jersey Agricultural Experiment Station. For general teaching/research faculty, scholarship, including research accomplishment, is the primary criterion. Excellence in scholarship, as defined in the criterion under Section 60.5.14, is necessary to the achievement of tenure; effective teaching, as defined in the criterion Section 60.5.14, is also normally a condition for the achievement of tenure. Only in rare instances where an individual's scholarship has enabled his/her teaching to achieve national recognition, that is, to make an impressive and recognized impact on teaching in the discipline as a whole, not limited to this University, may teaching become a principal basis for tenure. Significant accomplishments in the activities specified under the criterion of service will strengthen a candidacy for tenure. Such accomplishments are expected in a member of the profession, but cannot replace scholarship and research or teaching effectiveness as a justification for tenure.
- (2) Faculty Members with Appointments in the Creative and Performing Arts. For faculty with appointments in the creative or performing arts, scholarship and/or artistic accomplishment is the primary criterion. Excellence in scholarship and/or artistic accomplishment, as defined in the criteria under Section 60.5.14, is necessary to the achievement of tenure; effective teaching, as defined in the criterion under Section 60.5.14, is also normally a condition for the achievement of tenure. Only in rare instances where an individual's scholarship and/or artistic accomplishment has enabled his/her teaching to achieve national recognition, that is, to make an impressive and recognized impact on the art form or on teaching in the discipline as a whole, not limited to this University, may teaching become a principal basis for tenure. Significant accomplishments in the activities specified under the criterion of service will strengthen a candidacy for tenure. Such accomplishments are expected in a member of the profession, but cannot replace scholarship and/or artistic accomplishment or teaching effectiveness as a justification for tenure.
- (3) Library Faculty. For library faculty, librarianship is the primary criterion. Excellence in librarianship, as defined in the criterion under Section 60.5.14, is necessary to the achievement of tenure; demonstrated scholarship, as defined in the criterion under Section 60.5.14, is also normally a condition for the achievement of tenure. Significant accomplishments in the activities specified under the criterion of service will strengthen a candidacy for tenure. Such accomplishments are expected in a member of the profession, but cannot replace librarianship and scholarship as a justification for tenure.
- (4) County Agents. For county agents, extension practice is the primary criterion. Excellence in extension practice, as defined in the criterion under Section 60.5.14, is necessary to the achievement of tenure; effective teaching, as defined in the criterion under Section 60.5.14, is also normally a condition for the achievement of tenure. Significant accomplishments in the activities specified under the criterion of service will strengthen a candidacy for tenure. Such accomplishments are expected in a member of the profession, but cannot replace extension practice or teaching as

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justification for tenure.

- (5) Extension Specialists. For extension specialists, extension scholarship is the primary criterion. Excellence in extension scholarship, as defined in the criterion under Section 60.5.14, is necessary to the achievement of tenure; effective teaching, as defined in the criterion under Section 60.5.14, is also normally a condition for the achievement of tenure. Significant accomplishments in the activities specified under the criterion of service will strengthen a candidacy for tenure. Such accomplishments are expected in a member of the profession, but cannot replace extension scholarship or teaching as a justification for tenure.
- (6) Clinical Faculty. Clinical faculty appointments are not tenure-track. Nevertheless, promotion of a clinical faculty member to the senior ranks implies that certain standards of excellence have been met. For these faculty, clinical practice is the primary criterion. Excellence in clinical practice, as defined in the criteria under Section 60.5.14, is required for promotion to Associate Clinical Professor. Effective teaching, particularly teaching that utilizes the faculty member's clinical practice, is also a necessary condition for promotion to the senior ranks. Significant accomplishments in activities specified under the criterion of service will also strengthen a candidacy for promotion to the senior ranks. Such accomplishments are expected in a member of the profession, but cannot replace clinical practice or teaching as a justification for such a promotion.

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## **RUTGERS POLICY**

**Section:** 60.5.17

**Section Title:** HR/Faculty

**Policy Name:** Promotion to Professor or Equivalent Ranks

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**Approval Authority:** Board of Governors

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**Responsible Office:** Office of Academic Affairs

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**Policy:**

### **PROMOTION TO PROFESSOR OR EQUIVALENT RANKS**

- A. Professor is the highest academic rank. An individual promoted to this rank should have made substantial progress and demonstrated further distinction beyond that required at the associate professor level.
- B. Rigorous standards are applied for the assessment of scholarship, artistic accomplishment, librarianship, extension practice, extension scholarship and clinical practice in consideration for promotion to professor or equivalent ranks. However, over a number of years, tenured faculty take on a variety of roles in a University community and in their professions, and, over time, the types of contributions faculty make may appropriately change. The vitality of the University community depends on the commitment of many of its senior faculty to teaching and to its internal affairs, as well as to the expansion of knowledge. In the instance of associate professors who have remained in that rank for ten years after the grant of tenure, the balance among the criteria applicable to their appointment alters to provide increased consideration to excellent and significant contributions to teaching and to service.

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- C. Within the rank of professor, the designation of professor II is reserved for those faculty in the University (usually already in the rank of professor) who have achieved scholarly eminence in their discipline and fields of inquiry. The standard for promotion to Professor II is significantly higher than that applied in promotion to professor.

The most significant area of consideration in determining promotion to professor II for general teaching/research faculty is scholarship; for faculty with appointments in the creative and performing arts is scholarship and/or artistic accomplishment; for library faculty is scholarship and/or librarianship; for county agents is extension practice; for clinical faculty is clinical practice and for extension specialists is extension scholarship. Only those faculty who have demonstrated outstanding achievement in those areas by earning significant recognition inside and outside the University are eligible for promotion to professor II. Typically, such recognition is reflected in national and international reputation in one's discipline. Teaching and service also apply to the general evaluation of a candidate for promotion to professor II. A candidate for promotion to professor II should be an exemplary member of the University faculty who consistently has demonstrated a high standard of achievement in all professorial roles.

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## **RUTGERS POLICY**

**Section:** 60.5.18

**Section Title:** HR/Faculty

**Policy Name:** Assistant Professor on Tenure

**Formerly Book:** 3.3.22

**Approval Authority:** Board of Governors

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

**Responsible Office:** Office of Academic Affairs

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**Policy:**

### **ASSISTANT PROFESSOR ON TENURE**

- A. There may be the need in the University for a few positions with duties of such a limited or routine character that the appointment of a person above the rank of assistant professor to such a position could not be justified, but which might be filled permanently by a person who is willing to continue working indefinitely without change of rank. Individuals appointed to such positions should be notified, at the time of appointment, as to the nature of the appointment, as it is defined herein.
- B. A person appointed to such a position, after serving the probationary period, may be reappointed as Assistant Professor on Tenure and enjoy thereafter the privilege of tenure. Only persons whose initial appointment or reappointment was specifically to a position designated as one with duties of limited or routine character may receive tenure as an assistant professor, and such individuals may expect advancement to higher ranks only if the requirements of the position change and are satisfied by the incumbent.

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