



RUTGERS POLICY

Section: 60.5.5

Section Title: HR/Faculty

Policy Name: Faculty Personnel Actions - Procedures

Formerly Book: 3.3.7

Approval Authority: Board of Governors

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Office of Academic Affairs

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Errors or changes? Ischulze@rci.rutgers.edu

- 1. Policy Statement**

The policy outlines procedures for those individuals responsible for making recommendations for academic appointments, reappointments, and promotions to a particular rank; prescribes the composition of the University Promotion Review Committee; and provides criteria for consideration in making these decisions.
- 2. Reason for Policy**

To provide guidelines on recommendations for academic appointments, reappointments, and promotions to a particular rank
To ensure that all university academic departments follow the same procedures with regard to faculty personnel actions
- 3. Who Should Read Policy**

Individuals involved in faculty personnel actions
- 4. Related Documents**

[Policy Section 60.5.14](#), Criteria for Appointments, Reappointments, and Promotions
[Policy Section 60.1.8](#), University Policy on Equal Employment Opportunity and Affirmative Action
- 5. Contacts**

Office of the Executive Vice President for Academic Affairs
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All regulations and procedures are subject to amendment.

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6. The Policy

60.5.5 FACULTY PERSONNEL ACTIONS—PROCEDURES

I. Policy Statement

Recommendations for academic appointments, reappointments, and promotions to a particular rank normally originate at the departmental level and are made to the president through the provost or other appropriate officer by deans of faculties, with the advice of a faculty committee on appointments and promotions, and with the recommendation of the tenured faculty at, or above, that particular rank in the appropriate department.

A department committee shall provide documented evidence of the candidate's professional qualifications. Nontenured faculty and students may present their views to this committee, and this committee should seek their opinions where appropriate.

In departments having fewer than six tenured faculty members at or above the rank for which candidates are to be considered for reappointment or promotion, the dean shall appoint an appropriate number of tenured faculty members from related disciplines in the same faculty, college, or school or from the same discipline in other units of the University, to act as *ex officio* members of the department for the purpose of obtaining and reviewing documented evidence of the candidate's professional qualifications. Such *ex officio* department members, together with any tenured member of the department of appropriate rank, shall total not fewer than six persons. In selecting the *ex officio* members, the dean shall consult with the chair of the faculty member's department.

II. University Promotion Review Committee

All recommendations shall be made to the President of the University through the office of the Executive Vice President for Academic Affairs. In making his or her decisions, the President shall be advised by the University Promotion Review Committee, consisting of the Vice President for Research and Graduate Education, the Vice President for Undergraduate Education, the Provost-Camden, the Provost-Newark, and five faculty members at or above the rank of Professor to be named by the president of the University. The Promotion Review Committee shall be chaired by the Executive Vice President for Academic Affairs, who shall preside without vote except in the event of a tie of the voting members.

III. Approval of Faculty Personnel Actions

- A. The President refers to the Board of Governors all appointments and promotions which involve the acquiring of academic tenure, providing sufficient information about the candidate to enable the Board to arrive at an informed decision in each case. The same procedure will be followed whenever a person is to be promoted from one tenure rank to another.
- B. The President of the University, or his or her designee, shall be the responsible officer for making all non-tenured appointments, reappointments, and promotions.
- C. Those responsible for academic appointments, reappointments, and promotions are to (1) base their recommendation of the candidate's professional qualifications on the criteria as defined in Section 60.5.14, "Criteria for Appointments, Reappointments and Promotions", and in accordance with Section 60.1.8, "University Policy on Equal Employment Opportunity and

Affirmative Action;" (2) seek excellence; (3) utilize the judgments of faculty peers, normally including some faculty at other institutions where the position ordinarily carries tenure; and (4) utilize opinions of students, especially those with majors in the appropriate department.