

2025-2026 NTT Promotion Guidelines and Timeline

Introduction

The promotion process for non-tenure track (NTT) faculty is a lengthy, rigorous, summative evaluation that occurs at multiple levels, starting with the the department (or center/institute), then the academic unit, and finally the Office of the Provost at Rutgers–New Brunswick. NTT candidates are evaluated on their accomplishments and the impact that they have made as a Rutgers faculty member in specific criteria, including teaching, scholarship, professional practice, clinical practice, librarianship, and/or service that are defined by their unit.

The guidelines and timelines described in this document are focused on the review process, which nominally requires 4-4.5 months to complete. However, planning and preparing for promotion review should begin well in advance of the review period. From their start, faculty should understand the expectations for the accomplishments and impact that will be required for promotion, as well as best practices and approaches to document and communicate these accomplishments and impact in materials that will be included in the promotion packet. Active mentoring can play a critical role in faculty success, and campus-wide resources are available through the [Rutgers–New Brunswick Center for Faculty Success](#).

Completed promotion packets for non-tenure track faculty following full review by a unit should be submitted directly to the Office of the Provost at Rutgers–New Brunswick by designated personnel within a unit. Instructions and forms can be found on the website for [University Labor Relations](#). These instructions from University Academic Affairs include descriptions of general criteria and expectations for promotion for the various non-tenure track faculty titles. Each academic unit may further define criteria for their faculty. Unit guidelines for NTT appointment, reappointment, and promotion should be published and available to faculty. Further instructions, guidelines, recommendations, and suggested timelines for submissions are provided below.

Process Overview

As described in the suggested timelines (Table 1 and Table 2), the formal review process will nominally require 4-4.5 months to complete. Promotions may have an effective date of July 1, September 1, or January 1. It is recommended to submit final packets with any corrections to the Office of the Provost at least 45 days in advance of the desired effective date to allow for review and, when successful, processing of the promotion and new appointment.

Eligibility for Promotion

Eligibility periods that prescribe the length of time a faculty member must be in their rank before they can be considered for promotion are generally established by units and can differ among units, faculty titles, and ranks. Units may elect to make an exception and consider promotion prior to the end of an eligibility period as their guidelines allow.

Per guidelines provided by the Office of University Labor Relations, another exception exists for Instructors who have been in that rank for at least 4 years and all other NTTs (Assistant Professors, Associate Professors, and Professors) who have been in that rank for at least 6 years. In these cases, the faculty may request review for promotion, and that request for review shall be honored. This is often referred to as “rank review.” See [this document from OULR](#) for more information.

Unless an exception is granted, faculty should not submit materials for promotion review until they are eligible. In these cases, the recommended effective date for the promotion would be the first standard date (July 1, September 1, or January 1) following review and promotion approval.

For cases where the faculty member is eligible for promotion and the potential effective date for promotion coincides with the start date of a contract for re-appointment in the faculty's current position, it is recommended to run parallel, separate review processes: one for reappointment and one for promotion. If the promotion is successful, this will allow the faculty member to begin their new contract period at their new rank; if it is unsuccessful but the faculty is to be reappointed, the faculty may begin their new contract period at their current rank.

Regardless of the desired effective date, units are encouraged to identify the non-tenure track faculty who plan to submit materials for promotion in the upcoming year (July-June). Units are asked to prepare and submit a list, indicating the name of the candidate, department, current rank, proposed rank, NetID, date of hire, and date of last promotion, if applicable, to University Academic Affairs (UAA). The due date is announced by UAA and is typically during the summer. This information is sent to: Jude McLane, Director for Faculty Affairs and Administration (mclane@oq.rutgers.edu). Faculty on this list are invited to promotion workshops hosted by the Vice Provost for Faculty Affairs at the Center for Faculty Success throughout the year.

Forms and Instructions

- Use the correct and most current forms and follow the most recent set of instructions from University Labor Relations: <https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>.
 - Faculty are encouraged to use the [Faculty Survey](#) to input their information and generate their forms.
 - Complete the forms thoroughly and accurately.
 - Faculty seeking promotion to the Assistant Professor level should complete the “short-form” unless the unit or department has adopted Form NTT-1A/B/C for these promotions.
 - Faculty seeking promotion to the level of Associate Professor or above should complete Form NTT-1A/B/C (depending on type of faculty).
 - Content for entries in Form NTT-1A/B/C should appear in only one location on the form.
 - If content is repeated, note the previous section where it was first included.
 - The criteria for promotion, which may differ among units, are listed on Form NTT-2. This form references Appendix C of the UAA instructions. Only the criteria that are relevant and prescribed by the unit should be included on Form NTT-2.
 - As an example, Appendix C lists teaching, scholarship and/or service as the possible criteria for teaching faculty. If a unit specifies that teaching and service are criteria for their teaching faculty, but scholarship is not, this should be reflected on Form NTT-2.
 - In this example, the accomplishments in and impact of scholarship may still be described in subsequent narratives (e.g. Form NTT-4, NTT-5, Advisory Committee Report).
 - If teaching is among the criteria for promotion, faculty are required to include at least one additional piece of evidence of effective teaching above and beyond student instructional ratings.
 - For most faculty, this will be a peer observation of teaching.
 - Faculty whose main responsibilities are teaching (typically those who are Teaching Professors and Professors of Professional Practice) at Rutgers–New Brunswick are also strongly encouraged to consider including a teaching portfolio as additional evidence, which may include a variety of components.

- Please see this website for more information:
<https://otear.rutgers.edu/teaching/teaching-portfolios/>

Personal Narrative Statements

- Promotion candidates are strongly encouraged to consult the Center for Faculty Success for workshops related to the promotion process and materials, including personal narratives.
- Personal narrative statements are not required, but if submitted should speak to all relevant criteria for promotion (e.g. teaching, scholarship, and service).
- Promotion candidates are encouraged to make clear if publicly- and/or community-engaged work is part of the candidate's portfolio and also describe inclusion and equity work if it is central to the portfolio. Guidelines for evaluating publicly- and/or community-engaged work can be found [here](#).

External Referees

- Except for those being considered for promotion within the Teaching Title Series, a minimum of four external confidential letters of evaluation from qualified persons are required.
 - External referees should be selected on the basis of their standing in the field and the institutions with which they are associated.
 - Referees with experience in reviewing and assessing promotion cases for similar ranks and titles within the field may be appropriate selections.
 - Referees should normally be at the rank of full professor or above, but must at least be at the candidate's proposed rank or equivalent.
 - There is not a University-level requirement that external letters for NTT promotion review be "arm's length," though they must be confidential. Again, Unit-level policies that are transparent on this issue can help with consistency.
 - For cases involving publicly-engaged scholarship and/or community-engaged scholarship, *additional* referees can be community members or partners/stakeholders.
- External and/or internal confidential letters may be solicited and submitted as part of the evaluation of faculty in the Teaching Title series, but are not required.
- A separate Form NTT-3a is required for each external referee. Departments are encouraged to describe the rationale for selection of the different referees. This may be particularly valuable at subsequent levels of review, where reviewers may be further removed as subject matter experts and when stakeholders from outside of the academy are solicited.

Department (or equivalent) Assessment and Narrative

- A positive departmental recommendation requires a positive vote by a minimum of two-thirds of those voting.
 - Total votes include those voting positively, negatively, and abstaining.
 - Negative votes and abstentions are non-positive.
 - Negative votes and abstentions must be addressed in the department narrative on Form NTT-4 or in the comments on the "short-form".
 - Those wishing to recuse themselves because of a conflict should do so before the meeting.
 - Recusals and absences must be listed and briefly explained on Form NTT-4.

General Guidelines

- *It is the responsibility of all parties to identify and correct errors in packets.*

- When received by the Office of the Provost, NTT promotion packets will have been reviewed by (at least) the department or equivalent governing body, a unit-level committee, and the Dean's Office.
- If omissions or errors in any of the components of the packet from any of the parties are identified during these reviews, please work to correct them prior to submission.
- Promotion packets submitted to the Office of the Provost with errors may be returned for corrections, which could jeopardize timely review and completion by the effective date for the promotion.
- A list of common errors is provided at the end of this document in Appendix A.
- Please ensure that the following are included:
 - All materials, including appended material, in packets that are submitted to the Office of the Provost, or otherwise ensure that appended materials are available and accessible for review.
 - School or Department-specific criteria in packets being forwarded to the Office of the Provost.
 - A copy of the candidate's current appointment letter.
- Please ensure that submitted packets and materials are searchable if scans of documents are included.

**Full packets and any other documents for review should be submitted via email by
unit representatives to:**

Melissa Wong, melissa.wong@rutgers.edu

Ask your Chair, Associate Dean, Dean, and/or the Vice Provost for Academic Affairs if you have questions.

David Shreiber
Vice Provost for Academic Affairs
shreiber@nbcprutgers.edu

APPENDIX A – COMMON ERRORS IN THE PROMOTION PROCESS

Faculty Eligibility:

- Each unit has guidelines describing when faculty are eligible to be considered for promotion. If an exception is to be made, if allowed by the unit's guidelines, the exception and rationale should be acknowledged in NTT-4 and/or NTT-5.

Forms

- Ensure that the correct forms are being used. Each form for NTT promotion begins with NTT, whereas forms for T/TT promotion have no such prefix.

Form NTT-1A/B/C:

- First page – Ensure that the present title is accurate.
- Question #3, Budgetary Distribution – Faculty must indicate (1) if they are Academic Year (AY) or Calendar Year (CY) employees AND (2) the nature of their appointment, e.g. instruction and departmental research; agriculture and experiment station; or other.
- Scholarship – Faculty must include an explanation of their contribution to jointly-authored works, including whether they were the primary contact or corresponding author.
- Information should ideally appear only once in Form NTT-1A/B/C and not be repeated. For example, awards should only be listed once in the section that is most appropriate (e.g. teaching, scholarship, service, etc.). If information must be repeated, note such and indicate where in the form the first instance occurs.
- Be aware of when the form specifies that only information since the last evaluation should be listed. If this is not specified, then all information should be provided. "Last evaluation" should be considered as the evaluation for promotion to the current rank or, if a candidate has not been promoted through this process, the original appointment. Re-appointment is not considered a full evaluation.

Form NTT-2:

- The criteria for promotion should be consistent with those in the unit's guidelines.

Form NTT-4:

- A small, standing personnel committee is permitted for evaluation of NTT faculty for promotion to the Assistant Professor level in lieu of a full department vote. However, for promotion to the Associate Professor level and above, all tenure/tenure-track faculty at or above that rank are expected to participate in the review and vote. A department may elect to allow NTT faculty at or above the rank to also participate and vote.
- A positive vote requires a 2/3 majority of those voting, including those who have participated in the discussion and evaluation and vote as an abstention. Faculty who are recused for a candidate should not be present or participate in the discussion and evaluation.
- Departments, advisory committees, and deans must discuss each of the criteria that are listed on Form NTT-2. Departments may discuss criteria that are not listed. For example, although scholarship may not be a criterion, a teaching faculty member may have accomplishments in it. These may be discussed and documented in Form NTT-4, NTT-5, and/or the report of the advisory committee.
- The number of faculty eligible to vote should include all of those who are eligible, including those who are recused because they participate in the review at another level or for a conflict.

The number of faculty who vote (including abstentions) plus the number of faculty who do not vote because of absence or recusal should equal the number of faculty eligible to vote.

Required material:

- Full packets for promotion to associate rank and above should include the following, in this order:
 - Form NTT-1A/B/C (Faculty intake form)
 - Any appropriate supplemental information forms, e.g. Supplemental form NTT-1
 - Form NTT-2, Criteria applicable to this candidate
 - Form NTT-3, Report on External Confidential Letters (if external letters are included)
 - Form NTT-3A (if external letters are included, one per external referee)
 - Form NTT-4, Narrative summary of departmental recommendation
 - Unit Advisory Committee report
 - Form NTT-5, Narrative summary of Dean's recommendation
 - Unit Guidelines for promotion
 - Current appointment letter
 - Appendix H, including candidate's CV and, if teaching is among the evaluation criteria, additional evidence of teaching effectiveness

Table 1: Suggested timeline for packet submission and review. If a complete, correct packet cannot be submitted 45 days in advance of the effective date, it is recommended to move to the next effective date. If external, confidential letters are to be included, please also refer to Table 2.

Step	Recommended time to complete step	For July 1 Effective Date, submit/complete on or before	For September 1 Effective Date, submit/complete on or before	For January 1 Effective Date, submit/complete on or before
<i>Candidate submits packet to department, receipt of external letters (if required/included), signing of forms</i>	Day 1	January 15	March 15	July 15
<i>Departments hold meetings, vote, prepare Form 4 (Department Narrative), and submit to Unit</i>	One month	February 15	April 15	August 15
<i>Unit-level review: A&P Meetings, composition of Dean's narrative (Form 5)</i>	One month	March 15	May 15	September 15
<i>Initial submission of complete packet to the Office of the Provost</i>	One month for review, return, and resubmission, as necessary	April 15	June 15	October 15
<i>Final submission of complete packet with any corrections to the Office of the Provost</i>	45 days in advance of effective date: 30 days for review, 15 days for HR processing	May 15	July 15	November 15

Table 2: Suggested timeline if external, confidential letters are to be included in the promotion packet.* These letters should be received at the onset of the formal review process described in Table 1.

Step	Recommended time to complete step	For July 1 Effective Date, submit on or before	For September 1 Effective Date, submit on or before	For January 1 Effective Date, submit on or before
<i>Faculty submit materials to include with the solicitation to the Chair (e.g. CV; personal statements describing scholarship, teaching, and service; teaching portfolio or other evidence; etc.)</i>	Beginning of process	October 1	January 1	April 1
<i>Chair prepares a list of potential external referees for approval by the Dean following the guidelines in the NTT Promotion and Reappointment Instructions</i>	15 days	October 15	January 15	April 15
<i>Chair sends pre-solicitation letter, receives responses</i>	15 days	November 1	February 1	May 1
<i>Chair sends solicitation letter and relevant candidate materials</i>	60 days	November 15	February 15	May 15
<i>Department receives external letters</i>	Day 1	January 15	March 15	July 15

*Four (4) external, confidential letters are required for promotion to Research Professor and Professor of Professional Practice tracks at-and-above associate level. Letters may be solicited for promotion in the Teaching Professor track but are not required.