



## 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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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 This Policy**  
Individuals involved in faculty personnel actions.
4. **Related Documents**  
Policy Section 60.5.14, Criteria for Academic Appointments, Reappointments, and Promotions  
Policy Section 60.1.8, Equal Employment Opportunity and Affirmative Action
5. **Contacts**  
Office of Academic Affairs  
848-932-8793
6. **The Policy**

## 60.5.5 FACULTY PERSONNEL ACTIONS - PROCEDURES

### I. Policy Statement

- A. Tenured and Tenure-Track Faculty Personnel Actions: Recommendations for academic appointments, reappointments, and promotions to a particular tenured or tenure-track rank normally originate at the departmental level and are made to the president through the chancellor 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 ad hoc members of the department for the purpose of obtaining and reviewing documented evidence of the candidate's professional qualifications. Such ad hoc department members, together with any tenured member of the department of appropriate rank, shall total not fewer than six persons. In selecting the ad hoc members, the dean shall consult with the chair of the faculty member's department.

- B. Non-Tenure Track Faculty Personnel Actions: Non-tenure track faculty members' eligibility to participate in academic decision making on appointments, reappointments and promotions of non-tenure track faculty at, or above that particular rank, will be determined by the department. Recommendations for academic appointments, reappointments, and promotions to a particular non-tenure track rank normally originate at the departmental level and are made to the chancellor 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 eligible tenured and non-tenure track faculty at, or above, that particular rank in the appropriate 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 Senior Vice President for Research and Economic Development, the Provost-Camden, the Provost-Newark, the Provost-New Brunswick, one Provost-Rutgers Biomedical and Health Sciences, and seven 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 Academic Appointments, Reappointments and Promotions", and in accordance with Section 60.1.8, "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.