

## **School of Engineering Criteria for Evaluation, Reappointment and Promotion of NTT Faculty**

This document establishes the criteria for evaluation, reappointment, and promotion for each NTT title series in use by the School of Engineering (SoE). The practices and procedures to be followed for compliance with Rutgers University policies are documented elsewhere.

### **Preface**

Appointments, reappointments, and promotions of Non-Tenure Track (NTT) faculty take place to enhance the teaching, research, and professional practice goals of the seven departments in the School of Engineering. All NTT positions or vacancies will be filled via a formal search process, conducted to ensure an appropriately large and diverse applicant pool. Department chairs and respective search committees will set forth the competencies, skills and workloads required for open NTT positions, appropriate to the NTT rank. Compensation and terms of appointment will be approved in collaboration with the dean's office.

The *Memorandum of Agreement between Rutgers, The State University of New Jersey and Rutgers Council of the AAUP Chapters, AAUP-AFT, Regarding Non-Tenure Track Faculty (12-18-13)* establishes new and existing titles into which NTT faculty will be hired. Relevant to the School of Engineering are the Teaching, Professional Practice and Research titles.

### **SoE NTT Teaching and Professional Practice Titles**

- Teaching Instructor
- Assistant Teaching Professor
- Associate Teaching Professor
- Teaching Professor
- Distinguished Teaching Professor
  
- Instructor of Professional Practice
- Assistant Professor of Professional Practice
- Associate Professor of Professional Practice
- Professor of Professional Practice
- Distinguished Professor of Professional Practice

**Criteria.** The criteria to be used for evaluation, reappointment and promotion within the teaching and professional practice titles are identical at each respective rank—instructor, assistant professor, associate professor, professor and distinguished professor. The choice of Teaching versus Professional Practice titles is at the discretion of the department.

**Evaluation criteria.** NTT faculty in this category will be evaluated based on teaching, scholarship and service, with a major emphasis on teaching. Scholarship and service components should be aligned with the candidate's teaching roles in an obvious way. The candidate should fill out all required forms as well as provide a personal statement and curriculum vitae. Teaching performance may be evidenced by documents, videos and/or other summaries appropriate to their assigned responsibilities. Evidence might include a teaching portfolio, student ratings, curriculum development, laboratory manuals, student work products, assessment performance indicators and assessment rubrics, published archival papers, textbooks, online modules, conference presentations, student research supervision, and evidence of achievement of student learning objectives, for example. Evaluation of teaching performance should also include evidence of a faculty member's knowledge and use of current advances in pedagogy, breadth and depth of knowledge in the subject area appropriate to their NTT rank, and effective communication skills. Service performance may be evaluated based on effective participation on departmental and school committees appropriate to the candidate's assignments, as well as service to the profession. Research performance for NTT teaching faculty may include publications in engineering education journals and roles as PI, co-PI or investigator in the educational aspects of

competitive grants from internal and external sources.

**Reappointment criteria.** Reappointments within rank will be done when a continuing need for the position exists and funds to support the position are identified. Following assessment of need and funding, criteria for a candidate's reappointment include a demonstrated excellence in teaching based on materials outlined in the evaluation criteria cited above. For example, it is expected that NTT teaching and professional practice faculty would rank highly in their respective departments based on standardized course evaluation summaries (instructional ratings). Other criteria for reappointment include continued excellence in curriculum development and student learning outcomes, appropriate to the rank, as well as evidence of scholarship and service that the candidate might want to highlight. Evaluation of all the credentials will be done by a committee of faculty members in the applicant's department in equivalent or higher rank.

**Promotion criteria.** Promotions between NTT teaching ranks will be based on the evaluation and reappointment criteria detailed above, with evidence of continual improvements in excellence, appropriate to the promotion rank being considered. Distinguished NTT teaching faculty should attain a National recognition in teaching excellence that may be evidenced by competitive awards and honors. Evaluation of all the credentials will be done by a committee of faculty members in the applicant's department in equivalent or higher rank.

#### **SoE NTT Research Titles**

- Research Associate
- Assistant Research Professor
- Associate Research Professor
- Research Professor
- Distinguished Research Professor

**Criteria.** The criteria to be used for evaluation, reappointment and promotion within the research titles are identical at each respective rank—instructor, assistant professor, associate professor, professor and distinguished professor.

**Evaluation criteria.** NTT faculty in this category will be evaluated based on scholarship and service, with a major emphasis on research scholarship. Service components may be used when they are aligned with research activities in an obvious way. This may include roles as conference organizers, appointment to editorial boards of journals, proposal and manuscript reviewer, as well as general research outreach for the department and University. Research performance may be evidenced by published archival journal papers, research manuscripts, conference presentations, student research supervision, and participation in collaborative interdisciplinary research efforts, for example. Research faculty are also expected to develop independent funding for their areas of expertise and support for students engaged in those research topics, appropriate to the NTT research title rank. The candidate should fill out all required forms as well as provide a planned research statement and curriculum vitae.

**Reappointment criteria.** Reappointments within rank will be done when a continuing need for the position exists and funds to support the position are identified. Following assessment of need and funding, criteria for a candidate's reappointment include a demonstrated excellence in research based on materials outlined in the NTT research title evaluation criteria above. As such, criteria for reappointment includes continued excellence in research programs, appropriate to the rank, as well as evidence of service that the candidate might want to highlight.

**Promotion criteria.** Promotions between NTT research ranks will be based on the evaluation and reappointment criteria detailed above, with evidence of continual advances in excellence, appropriate to the promotion rank being considered. Promotions will be done when a continuing need for the position exists and funds to support the position are identified. Criteria for promotion to Research professor should include, in addition, evidence of national recognition in their area of expertise. For promotion to Distinguished Research Professor, evidence of international recognition and/or prestigious awards and honors should be put forward. Evaluation of all the credentials will be done by a committee of faculty members in the applicant's department in equivalent or higher rank.