



Professional Science
Master's Program

Guidelines for Faculty

Science Meets Business

UPDATED: MARCH 2025

POLICIES & PRACTICES

This comprehensive guide designed to offer information regarding the policies and procedures governing academic appointments at Rutgers, The State University of New Jersey, within the Professional Science Master's Program.

The policies and procedures outlined within the Guidelines for Academic Staff align with the most recent AAUP-AFT Collective Negotiations Agreement and Lecturer's Collective Negotiations Agreement. These terms are subject to change based upon future updates to the agreements.

The policies and procedures outlined within the Guidelines for Academic Staff do not supersede the policies and procedures set forth by the Rutgers Office of University Relations.

Faculty members, lecturers, coadjutants, teaching assistants, and graduate assistants are encouraged to refer to the official Office of Labor Relations website for comprehensive information: <https://laborrelations.rutgers.edu>

TABLE OF CONTENTS

Non-Tenure Track Non-Library Faculty appointment, reappointment, and promotion process is determined by the Office of University Labor Relations. Please follow this link for more information: <https://laborrelations.rutgers.edu/faculty/resources>

Additional information concerning NTT faculty can be found in Article 27 of the collective negotiation agreement between [Rutgers University and the AAUP-AFT for the term July 1, 2022 through June 30, 2026](#) (“Agreement”).

NTT Faculty Appointment

<u>Appointment Letters</u>	06
<u>Appointment Terms</u>	07
<u>Notice of Non-Reappointment</u>	07

NTT Faculty Criteria

<u>General Criteria</u>	08
<u>Teaching Instructor</u>	09
<u>Assistant Teaching Professor</u>	10
<u>Associate Teaching Professor</u>	11
<u>Teaching Professor</u>	12
<u>Instructor of Professional Practice</u>	13
<u>Assistant Professor of Professional Practice</u>	14
<u>Associate Professor of Professional Practice</u>	15
<u>Professor of Professional Practice</u>	16

NTT Faculty Evaluation

<u>Short From-Non Libraries</u>	17
---------------------------------	----

NTT Faculty Promotion

<u>Faculty Promotion</u>	18
<u>NTT Faculty Promotion: Assistant Teaching Professor</u>	19
<u>NTT Faculty Promotion: Teaching Series</u>	20
<u>NTT Faculty Promotion: Professional Practice Series</u>	21

Faculty Compensation Program

<u>Faculty Compensation Program</u>	23
-------------------------------------	----

NTT Faculty Rank & Title

<u>Teaching/Instructor Series</u>	24
<u>Professional Practice Series</u>	24

Visiting Faculty/Scholar

<u>Visiting Faculty</u>	25
<u>Visiting Scholar</u>	26

NTT Faculty Resources

<u>Professional Science Master’s</u>	27
<u>Rutgers University Labor Relations</u>	27
<u>Rutgers University Human Resources</u>	28
<u>Rutgers University Policy Library</u>	28

NTT APPOINTMENT

NTT Faculty Appointments

Newly appointed faculty members must successfully complete all hiring steps before commencing work. This includes obtaining clearance from background checks and immunization requirements. Candidates are further required to fulfill their I-9 verification no later than the effective date of their hire.

Upon completion of these processes, each newly appointed or reappointed faculty member will receive a formal letter of appointment from the department. The letter outlines the terms of the appointment, encompassing duties required in the areas of teaching, scholarship, and service, or any other relevant areas, or as outlined in the department's bylaws. All faculty will undergo periodic performance evaluations as set forth in this manual's procedures.

Faculty appointments under an Academic Year (AY):

Appointment will carry a normal teaching load and will be available for related duties such as advisement, committee assignment, and similar activities from September 1 until Commencement, or an equivalent period within the Academic Year.

Faculty members appointed under an Calendar Year (CY):

Appointees are expected to devote the entire year, with the exception of one month's vacation, to their university duties (e.g., teaching, research, advising, committee membership, etc.). With either designation, faculty are expected to conduct their duties and responsibilities on campus, except by special arrangement with the department director, or permission from University leadership.

NTT Faculty Appointment Letters

Appointment Letters (contracts) offered to NTT faculty members receiving letters of appointments and reappointments shall be renewable contracts, subject to successful reappointment (with the exception of faculty members in Lecturer titles, who shall be offered non-renewable contracts).

Appointment letters shall be provided to faculty members and to the AAUP-AFT. The purpose of the letter of appointment is to advise an NTT faculty member of the contractual terms of their appointment. The terms, as set forth in the letter, are not subject to challenge through the grievance procedure, but alleged violations of the terms of the letter or of applicable University policies and provisions as indicated in the AAUP-AFT agreement.

Please visit the following link for to review NTT appointment and reappointment letters:

<https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>

NTT GENERAL CRITERIA

The primary responsibility of non-tenure track faculty is teaching. However, non-tenure track faculty may also be assigned duties outside of instruction.

We encourage all NTT Faculty to review the Faculty Criteria for Academic Appointments, Reappoints and Promotions outlined in the [Rutgers University Policy 60.5.14](#). The following criteria outlined in the policy applies to NTT faculty members under the Professional Science Master's Program:

1. Teaching
2. Scholarship
3. Service
4. Professional Practice

These criteria are subject to amendment by the Board of Governors at any time.

Criteria: Teaching Instructor

Criteria for Appointment:

- Eligible candidates must have an advanced degree (masters or doctoral) appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.

Criteria for Reappointment:

- Continued need for the position.
- Available funding.
- Satisfactory teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.

Expectations for Appointment & Reappointment:

- Shows promise and capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

Criteria for Promotion to Assistant Teaching Professor:

- Satisfactory teaching as evaluated by students and department.
- Continuously demonstrated record of excellence and performance in their current title/rank.
- Demonstrated efforts to remain current in their discipline/field of study.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.
- Must have a minimum of four years in the rank of Teaching Instructor with any department at Rutgers. The head of the department may waive the requirement under special circumstances.

Criteria: Assistant Teaching Professor

Criteria for Appointment:

- Eligible candidates must have an advanced degree (masters or doctoral degree) appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.
- Demonstrated excellence over a period of years (at least 3 years or equivalent) in conducting the full range of duties associated with teaching and other significant academically related responsibilities.

Criteria for Reappointment

- Continued need for the position.
- Available funding.
- Excellence in teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.

Expectations for Appointment & Reappointment:

- Shows promise and capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

Criteria for Promotion to Associate Teaching Professor:

- Demonstrated excellence in teaching as evaluated by students and department.
- Continuously demonstrated record of excellence and performance in their current title/rank.
- Demonstrated efforts to remain current in their discipline/field of study, specifically, excellence in scholarship as defined under [University Policy 60.5.14](#)
- Significant additional contributions/service outside the classroom in accordance with the mission of the department and the University appropriate to the level of the appointment (e.g., course development, supervision, participation of other educational initiatives of the department, program assessment, etc.)
- Must have a minimum of six years in the rank of Assistant Teaching Professor with any department at Rutgers. The head of the department may waive the requirement under special circumstances.

Criteria: Associate Teaching Professor

Criteria for Appointment:

- Eligible candidates must have a doctoral degree appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.
- Demonstrated excellence over a period of years (at least 5 years or equivalent) in conducting the full range of duties associated with teaching and other academically relevant responsibilities.
- Significant record of contributions outside of the classroom (e.g., course development, supervision, participation of other educational initiatives of the department, program assessment, etc.)

Criteria for Reappointment

- Continued need for the position.
- Available funding.
- Excellence in teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.

Expectations for Appointment & Reappointment:

- Capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

Criteria for Promotion to Teaching Professor:

- Excellence in teaching as evaluated by students and department.
- Continuously demonstrated record of excellence and performance in their current title/rank.
- Demonstrated efforts to remain current in their discipline/field of study, specifically, excellence in scholarship as defined under [University Policy 60.5.14](#).
- Significant contributions of service outside the classroom and in accordance with the mission of the department and the University appropriate to the level of the appointment, such as course development, supervision of staff and/or students, participation in education initiatives, program assessment, development, and implementation of externally funded education programs.
- Must have a minimum of six years in the rank of Associate Teaching Professor with any department at Rutgers. The head of the department may waive the requirement under special circumstances.

Criteria: Teaching Professor

Criteria for Appointment:

- Eligible candidates must have a doctoral degree appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.
- Demonstrated excellence over a period of years (at least 7-10 years or equivalent) in conducting the full range of duties associated with teaching and other academically relevant responsibilities.
- Significant record of contributions in several areas outside of the classroom (e.g., course development, supervision, participation of other educational initiatives of the department, program assessment, etc.).

Criteria for Reappointment

- Continued need for the position.
- Available funding.
- Excellence in teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.
- Excellence in the variety of additional duties and contributions conducted outside the classroom, related to the educational mission of the department/program.

Expectations for Appointment & Reappointment:

- Capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

Criteria: Instructor of Professional Practice

Criteria for Appointment:

- Eligible candidates must have an advanced degree (masters or doctoral) appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.
- Noteworthy accomplishments in research and experience in the field (e.g., business, industry, non-profit, etc.) may be substituted for some teaching experience.

Criteria for Reappointment

- Continued need for the position.
- Available funding.
- Satisfactory teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.

Expectations for Appointment & Reappointment:

- Shows promise and capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

Criteria for Promotion to Assistant Professor of Professional Practice:

- Satisfactory teaching as evaluated by students and department.
- Continuously demonstrated record of excellence and performance in their current title/rank.
- Demonstrated efforts to remain current in their discipline/field of study.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment. Must have a minimum of four years in the rank of Instructor of Professional Practice with any department at Rutgers.
- The head of the department may waive the requirement under special circumstances.

Criteria: Assistant Instructor of Professional Practice

Criteria for Appointment:

- Eligible candidates must have an advanced degree (masters or doctoral degree) appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.
- Demonstrated excellence over a period of years (at least 3 years) in conducting the full range of duties associated with teaching and/or research and other significant academically related responsibilities.
- Noteworthy accomplishments in research and experience in the field (e.g., business, industry, non-profit, etc.) may be substituted for some teaching experience

Criteria for Reappointment

- Continued need for the position.
- Available funding.
- Satisfactory teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.

Expectations for Appointment & Reappointment:

- Shows promise and capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

Criteria for Promotion to Associate Professor of Professional Practice:

- Demonstrated excellence in teaching as evaluated by students and department.
- Continuously demonstrated record of excellence and performance in their current title/rank.
- Demonstrated efforts to remain current in their discipline/field of study, specifically, excellence in scholarship as defined under [University Policy 60.5.14](#).
- Significant additional contributions/service outside the classroom in accordance with the mission of the department and the University appropriate to the level of the appointment (e.g., course development, supervision, participation of other educational initiatives of the department, program assessment, etc.).
- Must have a minimum of six years in the rank of Assistant Teaching Professor with any department at Rutgers. The head of the department may waive the requirement under special circumstances.

Criteria: Associate Instructor of Professional Practice

Criteria for Appointment:

- Eligible candidates must have a doctoral degree appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.
- Demonstrated excellence over a period of years (at least five years or equivalent) in conducting the full range of duties associated with teaching and other academically relevant responsibilities.
- Significant record of contributions outside of the classroom (e.g., course development, supervision, participation of other educational initiatives of the department, program assessment, etc.)
- Noteworthy accomplishments in research and experience in the field (e.g., business, industry, non-profit, etc.) may be substituted for some teaching experience.

Criteria for Reappointment

- Continued need for the position.
- Available funding.
- Satisfactory teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.

Expectations for Appointment & Reappointment:

- Capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

Criteria for Promotion to Professor of Professional Practice:

- Excellence in teaching as evaluated by students and department.
- Continuously demonstrated record of excellence and performance in their current title/rank
- Demonstrated efforts to remain current in their discipline/field of study, specifically, excellence in scholarship as defined under [University Policy 60.5.14](#).
- Significant contributions of service outside the classroom and in accordance with the mission of the department and the University appropriate to the level of the appointment, such as course development, supervision of staff and/or students, participation in education initiatives, program assessment, development and implementation of externally funded education programs.
- Must have a minimum of six years in the rank of Associate Professor of Professional Practice with any department at Rutgers. The head of the department may waive the requirement under special circumstances.

Criteria: Instructor of Professional Practice

Criteria for Appointment:

- Eligible candidates must have a doctoral degree appropriate to their discipline, field of study, or expertise.
- Teaching experience shall be appropriate to the range/level of courses department is seeking the candidate to teach.
- Demonstrated excellence over a period of years (at least 7-10 years or equivalent) in conducting the full range of duties associated with teaching and other academically relevant responsibilities.

Criteria for Reappointment

- Continued need for the position.
- Available funding.
- Satisfactory teaching as evaluated by students and department.
- Demonstrated teaching effectiveness in all courses assigned.
- Demonstrated service in accordance with the mission of the department and the University appropriate to the level of the appointment.

Expectations for Appointment & Reappointment:

- Capacity for excellence in accomplishing the full range of duties associated with teaching/instruction, student advisement, etc.
- Depending on the appointment, there may be additional duties such as supervisory, advisory, laboratory, field work, administrative, etc.
- CY candidate is expected to teach a course load of 3-1-3 (spring, summer, fall).
- AY candidate is expected to teach a course load of 3-0-3 (spring, summer, fall).
- Course load can include teaching in externships, capstones, recitations, or other teaching equivalent, at the discretion of the director.

NTT EVALUATION

The Executive Director or designee is responsible for completing the evaluation form (**Short Form-Non Libraries**). In all cases, the evaluation for reappointment must take place in enough time to comply with the notice requirement pursuant to ([Rutgers Policy 60.5.12.](#)).

As any other evaluation(s) during the term of the appointment are not for reappointment and/or promotion purposes, units are not required to utilize the Short Form for such evaluations though they may if they so choose.

The following minimum standards apply to the frequency of the evaluation of NTT faculty members:

1. During the term of a two-year appointment, NTT faculty shall be evaluated **at least once.**
2. During the term of a three-, four- or five-year appointment, NTT faculty shall be evaluated **at least twice.**
3. During the term of a six-year appointment or greater, NTT faculty shall be evaluated **at least three times.**

NTT Promotion

The general instructions for the NTT Promotion Process and promotion forms can be found on the Office of University Labor Relations website:

<https://laborrelations.rutgers.edu/faculty/non-tenure-track-faculty-non-libraries>

Except as noted below, NTT faculty with six consecutive years of full-time service in the same rank shall be considered for promotion to the next higher rank, if requested (i.e., rank review). All other requests from NTT faculty members to be considered for promotion may be granted at the department's or unit's discretion.

PSM A & P Committee Members list (subject to change):

- Prof. Debashis Kushary, Associate Professor, FASC-Mathematics
- Prof. Marc Robson - Dean, Graduate School-NB
- Prof. Paul Takhistov, Associate Professor, SEBS-Food Science
- Prof. Zoran Gajic, Professor, Engineering- Electrical & Computer Engineering
- Prof. Hae Gae, Sr Associate Dean, Graduate School-NB
- Prof. Michael Lawton, Associate Professor, SEBS-Plant Biology
- Prof. Deborah Silver, Executive Director, Professional Science Master's Program

Promotion Checklist: NTT Assistant Teaching Professor

Candidate Checklist

- Completes [Short Form - Non-Libraries \[DOC\]](#) and includes the following supplementary documentation:
 - Resume/Current C.V.
 - Supplemental Documents
 - Student Instructional Ratings Scores (SIRS)
 - (Optional) Personal Statement

Executive Director Checklist

- If requested, holds departmental review meeting to consider promotion case(s)
 - Meeting must include at least 3 voting members of the same rank or higher
- Reviews and completes [Short Form - Non-Libraries \[DOC\]](#).
 - Section I - Complete sections 1-3
 - Section II - Complete sections a and b
- Submits the promotional packet to the Chancellors office for review and [Form NTT 5 \[DOC\]](#) for the EVPAA's recommendation and signature. The promotional packet must include the following:
 - [Short Form - Non-Libraries \[DOC\]](#)
- Sends the completed promotional packet and completed [Form NTT 5 \[DOC\]](#) to DoCS-HR for review and processing.

Chancellor Checklist

- Reviews candidate promotional packet and completes [Form NTT 5 \[DOC\]](#) (Narrative Summary of Dean's Recommendation)

Promotion Checklist:

NTT Associate Teaching Professor

Candidate Checklist

- Completes the following forms:
 - [Form NTT 1 \[DOC\]](#) (Supplemental Recommended Information Form)
 - [Form NTT 1-a \[DOC\]](#) (General Teaching/Research Faculty) and includes the following supplementary documentation:
 - Resume/Current C.V.
 - Student Instructional Ratings Scores (SIRS)
 - (Optional) Personal Statement
 - (Optional) Teaching Portfolio
- Completed [Appendix F \[DOC\]](#)
- Reviews PSM Academic Handbook and completes [Form NTT 2 \[DOC\]](#) (Criteria Applicable to this Candidate)

Executive Director Checklist

- If requested, reviews, signs, and dates forms [NTT 1](#), [NTT 1-a](#), [NTT 2](#) and [Appendix F](#)
- If requested, holds faculty review committee meeting to consider promotion case(s)
 - Determines and invites members for the faculty review committee meeting
 - A minimum of six (6) members must be present who are of the candidate's rank or higher, not including the Executive Director
 - The Executive Director must keep a meeting report with the following information:
 - All faculty invited, who attended, and how they voted
 - All documents reviewed for the promotion (forms [NTT 1](#), [NTT 1-a](#), and [NTT 2](#))
 - Only faculty who are present at the meetings in which the candidate is considered are to be accorded a vote
- Reviews and completes [NTT 1](#), [NTT 1-a](#), [NTT 2](#), [NTT 4](#) and [Appendix F](#)
- Notifies the candidate, in writing, of the department's recommendation within five (5) working days of the meeting
- Submits the completed promotional packet to the Chancellor's office for review. The promotional packet must include the following Forms: [NTT 1](#), [NTT 1-a](#), [NTT 2](#), [NTT 4](#) and Appendix F
- Sends the completed promotional packet and completed [Form NTT 5 \[DOC\]](#) to DoCS-HR for review and processing.

Chancellor Checklist

- Reviews candidate promotional packet and completes [Form NTT 5 \[DOC\]](#) (Narrative Summary of Dean's Recommendation)

Promotion Checklist:

NTT Professional Practice Title Series

Candidate Checklist

- Completes the following forms:
 - [Form NTT 1 \[DOC\]](#) (Supplemental Recommended Information Form)
 - [Form NTT 1-a \[DOC\]](#) (General Teaching/Research Faculty) and includes the following supplementary documentation:
 - Resume/Current C.V.
 - Student Instructional Ratings Scores (SIRS)
 - (Optional) Personal Statement
 - (Optional) Teaching Portfolio
- Completed [Appendix F \[DOC\]](#)
- Reviews PSM Academic Handbook and completes [Form NTT 2 \[DOC\]](#) (Criteria Applicable to this Candidate)

Executive Director Checklist

- If requested, compiles a list of experts (minimum of four) for the solicitation of confidential letters
 - Meets with candidate to discuss expert list.
 - Experts should be at the rank of full professor or above, but must at least be at the candidate's proposed rank or equivalent.
 - Candidate(s) may provide a list of names for whom they want and do not want letters sent to.
 - Only **two (2)** experts chosen by the candidate(s) may be included in the final expert list.
- Holds faculty review committee meeting to consider promotion case(s)
 - Determines and invites members for the faculty review committee meeting
 - A minimum of six (6) members must be present who are of the candidate's rank or higher, not including the Executive Director
 - The Executive Director must keep a meeting report with the following information:
 - All faculty invited, who attended, and how they voted
 - All documents reviewed for the promotion (forms [NTT 1](#), [NTT 1-a](#), and [NTT 2](#))
 - Only faculty who are present at the meetings in which the candidate is considered are to be accorded a vote
- Reviews and completes [NTT 1](#), [NTT 1-a](#), [NTT 2](#), [NTT 4](#) and [Appendix F](#)
 - The departmental report reflects both majority and minority views, if there is a division, describing the candidate's contributions to collaborative efforts and adding any explanatory commentary deemed necessary for later levels to understand the departmental proceedings and viewpoints. The report must address any negative votes or abstentions.
- Notifies the candidate, in writing, of the department's recommendation within five (5) working days of the meeting
- Submits the completed promotional packet to the Chancellor office for review. The promotional packet must include the following Forms: [NTT 1](#), [NTT 1-a](#), [NTT 2](#), [NTT 4](#) and [Appendix F](#)
- Sends the completed promotional packet and completed [Form NTT 5 \[DOC\]](#) to DoCS-HR for review and processing.

Chancellor Checklist

- Reviews candidate promotional packet and completes [Form NTT 5 \[DOC\]](#) (Narrative Summary of Dean's Recommendation)

NTT Ranks & Titles

TEACHING SERIES

Teaching Instructor

Assistant Teaching Professor

Associate Teaching Professor

Teaching Professor

PROFESSIONAL PRACTICE SERIES

The Professional Practice title series is intended for faculty whose primary role is related to professional development in the industry, integration of academic scholarship with practical experience, disciplined-based education, research, and/or instruction or research related to practical skills in the profession or field of expertise.

Instructor Professor of Professional Practice

Assistant Professor of Professional Practice

Associate Professor of Professional Practice

Professor of Professional Practice

Visiting Faculty

As outlined in [University Policy 60.5.3](#), a Visiting Professor appointment may be with or without compensation, at any faculty rank, is for a specified period, not to exceed one year at a time, and may be made, in Newark and Camden, only by the chancellor, upon recommendation of the department and dean, and in New Brunswick, by the dean, upon recommendation of the department. The prefix “visiting” shall be used for such appointments.

Visiting Appointments with Compensation

Visiting appointments for faculty who are affiliated with another institution - hence they are “visiting” Rutgers - but who are performing teaching or other compensable duties for Rutgers.

Visiting Appointments without Compensation

Visiting Appointments without Compensation (“Courtesy Appointment”): visiting appointments that do not create an official employer/employee relationship because of the absence of remuneration.

Visiting Scholar

As outlined by Rutgers Global, departments are authorized to sponsor [student interns](#) on a J-1 visa status. The J-1 Student Intern Category is not to be confused with J-1 Students who are enrolled in a degree program at Rutgers. The J-1 Student Intern refers **only** to a student currently in a **degree program abroad** who visits Rutgers to engage in a project/research-based internship that is integral to the curriculum of the home institution's degree program to which the intern will return.

During the time the visitor is at Rutgers, the department should have regular contact with the visitor to assure that they are complying with federal and university regulations listed on the Rutgers Global's website at <https://global.rutgers.edu/international-scholars-students/for-rutgers-departments/sponsoring-students>

Timeline

- There are federal, state, and university regulations that apply to visiting scholars who are not U.S. citizens. Please note that because of the additional processing it can take **three or more months to plan a visit for an international visitor and it is not guaranteed.**
- It is therefore critical for the department considering hosting an international visitor to contact the DoCS HR (docshr@docs.rutgers.edu) well in advance of the anticipated arrival date.

Pre-Arrival Process

- Initial Meeting:
 - **Step 1:** PSM staff notifies DoCS HRM of a visiting student scholar's consideration.
 - **Step 2:** DoCS HRM determines the hiring process.
 - **Step 3:** PSM schedules a meeting with Rutgers Global and DoCS HRM.
- Process Decisions:
 - **Step 4:** Determination of salary. Selection of visiting dates. Preparation of necessary paperwork (e.g. job description, DS-2019)
 - **Step 5:** PSM prepares the letter, reviewed by Global Services.
- HR Processing:
 - **Step 7:** If hired as a Class 8, DoCS HR sends the letter and initiates the finalist process. Background check and COVID compliance requirements must be completed prior to the visitor arriving to the U.S.

During Stay

- PSM should notify DoCS HR as soon as it becomes known/ or 3 months in advance the visitor will be arriving. Once the HR processing steps are completed, PSM may adjust the letter to reflect any new agreement dates
- Once the visitor arrives, PSM is required to remind the visitor they must check-in online at: <https://visarequest.rutgers.edu/Visitorlogin.aspx> where they choose a date to attend the "New Faculty/scholar Welcome Session"
- PSM should hold regular meetings with visiting student scholars to ensure their responsibilities are being met.
- The visitor must notify Rutgers Global of all the following occurrences:
 - Changes of U.S. Address
 - Occasional paid lectures or consultations
 - Arrival of J-2 dependents
 - Temporary departures of more than 30 days

American Association of University Professors-American Federation of Teachers:

Faculty are represented by the Rutgers chapter of the American Association of University Professors--American Federation of Teachers. The collective bargaining agreement covers such issues as salary, reappointment and promotion, family leave, disability resulting from pregnancy, and the sabbatical program. Visit <http://www.rutgersaaup.org/> for more information.

Professional Science Master's Program

For additional information please visit <https://mbs.rutgers.edu/information-faculty-and-staff>

Rutgers University Labor Relations

For additional information on faculty programs, compensation, leave policies, and other resources, please visit: <https://laborrelations.rutgers.edu/faculty/resources>

NTT Resources (continued)

Section I

Rutgers University Labor Relations (continued)

Faculty NTT Evaluation Form

- [Short Form - Non-Libraries \[DOC\]](#)

Faculty NTT Promotion Forms

- [Supplemental Form NTT 1 \[DOC\] Supplemental Recommended Information Form](#)
- [Form NTT 1-a \[DOC\] General Teaching/Researching Faculty](#)
- [Form NTT 2 \[DOC\] Criteria Applicable to This Candidate](#)
- [Form NTT 3 \[DOC\] Report on External Confidential Letters](#)
- [Form NTT 3-a \[DOC\] Confidential Letter Cover Sheet](#)
- [Form NTT 4 \[DOC\] Narrative Summary of Departmental Recommendation](#)
- [Form NTT 5 \[DOC\] Narrative Summary of Dean's Recommendation](#)

Rutgers University Human Resources

For additional information please visit <https://uhr.rutgers.edu/>

- **Family and Medical Leave (FMLA):** Faculty should notify/communicate directly with University Human Resources regarding requests so that UHR can determine the faculty members eligibility, process, forms, and next steps. For questions regarding Family and Medical Leaves, please contact the OneSource Leaves Team at 732-745 SERV (7378) or navigate to the [Self-Service Portal](#) to submit a General Inquiry or formal leave request
- Please visit the University Human Resources page for further information regarding leaves: <https://uhr.rutgers.edu/benefits/leaves-absence>

Rutgers University Policy Library

For additional faculty policies please visit <https://policies.rutgers.edu>

- [University Policy 60.5.1 Academic Freedom and Professional Ethics](#)
- [University Policy 60.5.2 Academic Titles and Rank Equivalencies for Tenured, Tenure-Track and Non-Tenure Track Faculty](#)
- [University Policy 60.5.8 Conflicts of Interest – Faculty Professional Activities Outside the University and Outside Employment for Academic Personnel](#)
- [University Policy 60.5.10 Faculty Term Appointments](#)
- [University Policy 60.5.14 Criteria for Academic Appointments, Reappointments and Promotions](#)