

MEMORANDUM

TO: Deans: F. Deek, R. English, U. Gauchat, N. Gehani, S. Saigal

Chairs: D. Ahluwalia, T. Arinzeh, M. Baltrush, M. Bieber, T. Chang, B. Kimmelman, T. Marhaba, S. Mitra, N. Maher, N. Ravindra, R. Rockland, R. Sodhi, R. Tomkins

FROM: Donald Sebastian: Provost (Interim) and Senior Vice President
for Research and Development



RE: Institute Promotion and Tenure Consideration 2009-2010

DATE: August 19, 2009

Attached are Promotion and Tenure materials for you to disseminate:

1. A timetable, together with required documentation for submission of 2009-2010 P&T recommendations. Note that Deans may decide to establish additional schedule detail for approval and transmittal processes within the college.
2. The Chair or Dean P&T Committee Form, including a statement documenting the context and criteria applied in evaluation for promotion. This provides the context for the Institute P&T Committee and NJIT Administration to understand the context of the department/school P&T Committee's deliberations;
3. The Documentation Transmittal Form;
4. A guidance document on dossier preparation for promotion and tenure consideration to be distributed to your faculty;
5. The required curriculum vitae and documentation format to be distributed to your faculty (note that if a CV is not submitted in this format, it will not be considered by the Institute P&T Committee).

I note that during AY 2007 – 2008, some changes were introduced in the attached material, with the most substantive changes identified here. Note new information in *italics* for AY 2009 - 2010.

1. In the standard Curriculum Vita, Section IV, Include a new Section IV.D describing research supervision.
2. With regard to the letters of reference:
 - Confidential letters solicited by the Dean of the school or the Chair of the department. These letters are of high importance for P&T consideration, and the choice of references must be done responsibly. The dossier sent to each reference must be complete and correct. *When you solicit the external reference letters for your candidates, please supply the reviewers with a statement of future plans for the candidate in addition to the other material*

that you routinely send out. Letters should be solicited from those who can comment expertly on the candidate's teaching, service and scholarly activities. The department should solicit and have received by the required dates at least two (preferably four or more) letters of reference from a list provided by the candidate and at least two (preferably four or more) letters of reference from a list prepared by the departmental or school P&T Committee. The list prepared by the P&T Committee should not be shared with the candidate.

- Both lists should be submitted to the University P&T Committee along with letters of reference. Include a copy of the letter(s) used to solicit the letters of recommendation along with the complete list of the people invited to complete an evaluation, regardless of whether or not they responded.
 - Provide short descriptions of the credentials of each reference and indicate the reasons for choice as a reference.
3. To promote consistency in assessment by each P&T Committee, the R&D Office and the Library will again provide independent reports on research and citations. *The Office of Graduate Studies will also verify the candidate's role as advisor or thesis committee membership as listed on the CV.* In order to help them to do so, we have established a schedule for the submission of candidate names: 9/24/08 for candidates for promotion to Professor, and 12/1/08 for candidates for tenure only or for promotion to Associate Professor with tenure. In order to prepare these reports, the CVs for candidates need to be submitted by 9/29/08 for candidates for promotion to Professor, and 12/7/08 for candidates for tenure only or for promotion to Associate Professor. The reports will include:
- A citation report for those under consideration for tenure and/or promotion will be provided through the NJIT University Library and supported with subject domain analysis from assigned faculty within the academic department. This report will include impact assessment and rankings (as available) for the journals.
 - A research report for those under consideration for tenure and/or promotion will be provided through the Office of Sponsored Research Administration. SRA will provide a listing of research grants and the candidate's role and level of participation in each project, and grant expenditures under his/her responsible authority.
 - *CV's of all candidates will be provided to the Office of Graduate Studies. That office will verify, in writing, to the University Promotion and tenure Committee that the candidate actually performed the role of advisor or thesis committee member for any students listed on the candidate's CV.*
 - These reports will be provided to the candidate and the departmental/school committee to establish mutual concurrence on the records for each candidate.
5. Note that the submission of dossiers to the Office of the Provost requires a sign-off from the Office of the Dean before transmittal.

It is extremely important that documentation be thorough, complete, and organized to best represent each candidate. It is your responsibility to see that this is so.

Because these materials are important and voluminous, I ask you to submit the recommendations and documentation to me no later than the specified dates. Your adherence to the timetable for submission is very much appreciated.

The case for candidates being considered by departmental or school P&T Committees should be discussed with the respective Dean. Subsequently, the Dean will review the dossier and prepare a letter giving his recommendation and rationale. This letter will be sent directly to the Provost, and the University P&T Committee will consider the Dean's assessment along with the materials submitted by the department/school.