

MEMORANDUM

TO: Deans: F. Deek, P. Egbelu, U. Gauchat, N. Gehani, S. Saigal
Chairs: M. Baltrush, J. Golowasch, C. Johnson, N. Loney, J. Luke, T. Marhaba, Mitra,
N. Ravindra, R. Rockland, R. Sher, R. Sodhi, L. Tsybeskov, W. Van Buskirk

FROM: Ian Gatley: Provost and Senior Vice President for Academic Affairs

RE: Institute Promotion and Tenure Consideration 2011-2012

DATE: August 29, 2011

Attached are Promotion and Tenure materials for you to disseminate:

1. A timetable, together with required documentation for submission of 2011-2012 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 crucial context needed for the Institute P&T Committee and NJIT Administration to understand the deliberations of the department/school P&T Committee. *(Note also the **list of questions** given in Note 2 below, to be addressed in documenting the context and criteria);*
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 **the CV must be submitted in this format**, or will not be considered by the Institute P&T Committee).

Please note the following important points:

1. The standard Curriculum Vita format has been expanded to be more inclusive of the various forms of faculty scholarship.
2. The following questions should be addressed as part of documenting the context and criteria applied in evaluation for promotion. What expectations does your department have for an assistant professor regarding: attempts and success at competitive research funding; types and rate of peer-reviewed publications; number and locations of professional presentations (e.g. local, national, international); mentoring of PhD, Masters and Undergraduate students; number of courses taught per year; and quality of teaching as indicated in course evaluations?

3. 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 the 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 the choice as a reference.

4. 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 again 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 and complete CVs: 9/28/11 for candidates for promotion to Professor, and 12/5/11 for candidates for tenure only or for promotion to Associate Professor with tenure. 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.
 - The Office of Graduate Studies 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. 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.

6. 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.