



MEMORANDUM

TO: Deans and Department Chairs

FROM: John A. Pelesko, Provost and Senior Vice President for Academic Affairs

RE: Institute Promotion and Tenure Consideration 2023-2024 (candidates for promotion to Professor and promotion to Associate Professor & tenure)

DATE: September 15, 2023

PLEASE NOTE THAT THIS MEMO CONTAINS INFORMATION FOR THOSE BEING CONSIDERED FOR PROMOTION TO PROFESSOR AND PROMOTION TO ASSOCIATE PROFESSOR & TENURE

Note: All Promotion & Tenure materials must be submitted electronically to Kathleen O'Neill at ko86@njit.edu. A shared Google Drive folder is preferred.

Below are Promotion and Tenure materials for you to disseminate:

1. A [timetable](#), together with required documentation for submission of 2023-2024 P&T recommendations. (Note that Deans may decide to establish additional schedule detail for approval and transmittal processes within the college);
2. An Action Item Checklist for both promotion to [Full Professor](#) and promotion to [Associate Professor and/or tenure](#);
3. The [Department/Academic Unit 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 University Committee on Promotion and Tenure and NJIT Administration to understand the deliberations of the department/academic unit P&T Committee. *(Note also the list of questions given in Note 2 below, to be addressed in documenting the context and criteria);*
4. The [Dean's Form](#), this should be submitted along with a written evaluation from the dean.
5. A [guidance document](#) on dossier preparation for promotion and tenure consideration to be distributed to your faculty;
6. 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 University P&T Committee).

Note: All documents can also be found on the [promotion and tenure](#) page of the [Provost's website](#).

Please note the following important points:

1. The standard Curriculum Vita format is now 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 or full 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.
- Documentation of accomplishments in scholarly research requires reference letters from recognized experts in a Faculty member's field(s). The Chairperson of the Department/Academic Unit P&T Committee in consultation with the members of the Department/Academic Unit P&T Committee shall jointly nominate six (6) outside reviewers in ranked order; and the faculty member being considered for promotion shall nominate their own six (6) outside reviewers in ranked order.
- Should any reviewer decline, the Department/Academic Unit chair shall contact the next ranked candidate. If the declining reviewer is from the candidate's list, then the next reviewer on that list would be contacted; if the declining reviewer is from the department's or unit's list, then the next reviewer on that list would be contacted. If all decline, the process outlined above starts over to identify new reviewers, as necessary.
- Reviewers shall not participate, consistent with potentially disqualifying conflicts of interest* as follows:

A reviewer is ineligible if:

- i. it involves an individual with whom the candidate has a personal relationship with, such as close relative, current or former collaborator; or former thesis advisor/student;
- ii. they are employed at the candidate's current or most recent former employer; or
- iii. they serve as a visiting committee member at the candidate's current employer.

*See https://www.nsf.gov/pubs/gpg/nsf04_23/appb.jsp

- 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 Office of Sponsored Research Administration and the Library will provide independent reports on research and citations. The Office of Graduate Studies will verify the candidate's role as advisor or thesis committee membership as listed on the CV. In addition, the Office of Institutional Effectiveness will submit a report on candidate's teaching evaluation. In order to help them do so, we have established a schedule for the final submission of candidate names and complete CVs: 10/9/2023 for



candidates for promotion to Professor, and 11/20/2023 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.
- A report on candidate's teaching evaluations listing number of courses and sections taught; number of enrolled students; number of students completing the evaluations; and instructor evaluation scores as well as departmental, school/college, and university averages.

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/her recommendation and rationale. This letter will be sent directly to the Provost along with the corresponding completed *Dean's* form, 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 should be submitted electronically (preferably via shared Google drive) to the Office of the Provost **directly from the Dean's office**.

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 the Office of the Provost no later than the specified dates. Your adherence to the timetable for submission is very much appreciated.