

**Appointment, Reappointment and Promotion of
Non-Tenure Track (NTT) Faculty**

School of Criminal Justice
Rutgers University-Newark

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This document defines the guidelines for appointment and promotion of non-tenure track (NTT) faculty in the School of Criminal Justice (SCJ).

I. Types of NTT assignments

From time to time, the faculty of the School of Criminal Justice may appoint faculty members (as opposed to staff decanal appointments) who are not eligible for tenure. There are three types of non-tenure (NTT) appointments: teaching, research, and professional practice faculty. Teaching NTT faculty will have teaching as their primary assignment, both through the classroom and through mentoring, with a limited expectation of service and no expectation of research. Research NTT faculty will have as their primary assignment, carrying out research projects (especially extramural research projects) within the SCJ, with a limited expectation of service and (when assigned by the dean) teaching. Professional Practice NTT faculty will have a mix of teaching, service, and professional engagement responsibilities.

II. NTT Titles

Appointments may be made to the following NTT titles within SCJ:

<u>NTT Instructional Titles</u>	<u>NTT Research Titles</u>	<u>NTT Professional Practice Titles</u>
Assistant Instructor		
Instructor	Research Associate	Instructor of Professional Practice
Assistant Teaching Professor	Assistant Research Professor	Assistant Professor of Professional Practice
Associate Teaching Professor	Associate Research Professor	Associate Professor of Professional Practice
Teaching Professor	Research Professor	Professor of Professional Practice
Distinguished Teaching Professor	Distinguished Research Professor	Distinguished Professor of Professional Practice

NTT faculty will serve as voting members of the SCJ faculty, as provided by SCJ By-Laws, except that they shall not vote on personnel matters. For all title series, position descriptions and criteria for appointment, reappointment, and promotion are provided in the following sections.

III. Procedures for Appointment of NTT faculty

The procedures for appointing NTT faculty will follow those of regular, TT faculty:

- The dean will notify the faculty of the availability of a position in the NTT professor series.
- The faculty will announce the opening and conduct an open search.
- The faculty will conduct interviews of candidates for the position.
- The faculty will make a hiring recommendation to the dean.
- The dean will make an offer and complete the paperwork for hiring NTT professors.

IV. Terms of employment

The initial appointment as a NTT professor shall be for a 1-year term, renewable up to two times. Each reappointment shall be subject to review as noted under Section V. Reappointment terms and schedules are specified in the Rutgers University/AAUP-AFT Collective Agreement, 2018-2022:

(https://academiclaborrelations.rutgers.edu/sites/default/files/AAUP-AFT%20Agreement%202018-2022_Final.pdf).

Appointment to a non-grant funded NTT faculty position shall be for a term of one to seven years and appointment to a grant funded NTT faculty position shall be for a term of six months to five years. There is no limit to the number of NTT appointments described in this document that an individual may receive. If successfully reappointed, NTT faculty shall receive appointment terms that are at least equal to or greater than the immediately preceding term of appointment, unless mutually agreed upon by the dean and faculty member. This provision shall not apply to appointments resulting from the failure to give timely notice of non-reappointment (does not apply to grant-funded NTT faculty appointments). An individual who has served in a full-time NTT title for at least six years within an eight-year period, if reappointed thereafter, shall receive appointments of not less than three years, with one year notice of non-reappointment (does not apply to grant-funded NTT faculty).

Upon promotion to the rank of Associate Professor, NTT faculty will receive a term equal to the term held immediately prior to the promotion, but in no case shall such appointment upon promotion be less than three years. Upon promotion to the rank of Professor, NTT faculty will receive a term equal to the term held immediately prior to the term of promotion, but in no case shall such appointment upon promotion be less than

three years. Upon promotion to the rank of Distinguished Professor, NTT faculty will receive a term equal to the term held immediately prior to the term of promotion, but in no case shall such appointment upon promotion be less than four years.

Employment in any position within the NTT series is subject to funding availability. Notice of non-reappointment shall be given in accordance with Policy 60.5.12. NTT faculty holding appointments of one year or more must be given notice of non-reappointment, or of intention not to recommend reappointment, as follows: four months prior to the expiration of the first year of academic service; seven months prior to the expiration of the second year of academic service; not later than twelve months in advance of the termination of the appointment in all other cases. If notice is not timely given, the contract will automatically be extended for a six month period. The notice and six month extension requirements in this section are not applicable if a grant-funded NTT faculty member is released during the term of a contract if grant funding ends or is reduced during the term of the appointment.

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V. Criteria for Appointment/Reappointment/Promotion

The expectations of NTT faculty are as follows:

1. Research. Members of the NTT research faculty must demonstrate significant research achievements consistent with their rank and appointment type. The research achievements of all NTT research faculty will be evaluated on the quality of their contributions to knowledge in the context of the research mission of the School of Criminal Justice and its centers and institutes, as evidenced by published work in books, journals and leading conferences, written evaluations by premier people in their specific research field, awards, prizes, inventions, patents, commercialization, other recognitions, and the track record of external research funding.

2. Teaching and Mentoring. Members of the NTT teaching faculty must demonstrate significant teaching achievements that contribute to the educational mission of the university and the SCJ, in particular. This could include a primary role in advising graduate students and postdocs, developing new courses, supervising undergraduate students participating in a research project, and developing new and innovative pedagogical approaches.

3. Service. All NTT faculty will, as voting members of the faculty, engage in service to the university and the wider professional community. This may include committee work and other university-related administrative assignments, development activity, organizational or scientific endeavors in professional societies, engagement in articulating our mission to the wider community, and extramural services of a professional nature to schools, industry, local, state, and national agencies, and the public at large.

Research Faculty Position Descriptions:

Research Associate: This rank applies to people whose primary duties include research assignments carried out under the direction of more senior faculty. This rank may also apply to post-doctoral appointments.

Assistant Research Professor: This rank is generally parallel to Assistant Professor, requiring significant research accomplishment. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, post-docs, other senior research personnel). The doctoral degree is the normal requirement for appointment at this rank.

Associate Research Professor: This rank is generally parallel to Associate Professor, and requires research accomplishments whose originality, depth and impact establish the candidate as an important contributor to knowledge in their field. In addition to the qualifications required for the assistant rank, appointees to this rank should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects.

Research Professor: This rank is generally parallel to Professor. In addition to the qualifications required for the associate rank, appointees to this rank should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements or other distinguished and creative activity.

Distinguished Research Professor: This rank is generally parallel to Distinguished Professor, and requires a record of research accomplishments that establish the candidate as an outstanding contributor to knowledge in their field. In addition, appointees to this rank should have established an excellent reputation among national and international colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements and/or other distinguished and creative activity.

Teaching Faculty Position Descriptions:

Assistant Instructor: This rank applies to people who are qualified to lead classroom discussions, evaluate student performance, and assist students in the completion of their classroom assignments. Assistant instructors perform their teaching duties under the supervision of a faculty member of a higher rank.

Instructor: In addition to the qualifications of an Assistant Instructor, appointees to this rank shall have demonstrated strong teaching ability. They are independently able to design and carry our courses without direct supervision of other faculty. The doctoral degree is the normal requirement for appointment at this rank.

Assistant Teaching Professor: This rank is generally parallel to Assistant Professor. In addition to the qualifications of an Instructor, appointees to this rank shall be able to provide tangible evidence of excellence in teaching, capability of using a variety of teaching methods, and success in preparing students for their own careers. The doctoral degree or equivalent is the normal requirement for appointment at this rank.

Associate Teaching Professor: This rank is generally parallel to Associate Professor. In addition to the qualifications required for the assistant rank, appointees to this rank should provide tangible evidence of teaching excellence, including the development of new curricula and command of more than one teaching medium. The doctoral degree or equivalent is the normal requirement for appointment at this rank.

Teaching Professor: This rank is generally parallel to Professor. In addition to the qualifications required for the associate rank, appointees to this rank should have a lengthy record of sustained excellence in teaching, as indicated by a strong record of teaching outcomes. The doctoral degree or equivalent is the normal requirement for appointment at this rank.

Distinguished Teaching Professor: In addition to the qualifications required for the Distinguished Professor rank, appointees to this rank must have an established record of contributions to teaching that has built a reputation among national and international colleagues. Appointees to this rank should also have significant evidence of scholarly production in research publications, professional achievements, or other distinguished and creative teaching activity.

Professional Practice Non-Tenure-Track Faculty

Instructor of Professional Practice: This rank applies to professional practice instructors who are qualified to lead classroom discussions, evaluate student performance, and assist students in the completion of their classroom assignments. A Masters degree or its equivalent is the normal requirement for an appointment at this rank, as is a moderate level of experience in the field. There is an option for reappointment.

Assistant Professor of Professional Practice: This rank is generally parallel to Assistant Professor. In addition to the qualifications of an Instructor, appointees to this rank shall be able to provide tangible evidence of excellence in teaching, capability of using a variety of teaching methods, and success in preparing students for their own careers. Appointees should have a moderate level of engagement with relevant local and national communities. The doctoral degree or equivalent is the normal requirement for appointment at this rank. Criteria for reappointment at this rank, in accordance with contractual responsibilities, include evidence of excellence in teaching, a moderate level of engagement with relevant local and national communities, and satisfactory

performance on other academic duties as needed (e.g., service to SCJ).

Associate Professor of Professional Practice: This rank is generally parallel to Associate Professor. In addition to the qualifications required for the assistant rank, appointees to this rank should provide tangible evidence of teaching excellence, including the development of new curricula and command of more than one teaching medium. The doctoral degree or equivalent is the normal requirement for appointment at this rank. Appointees should have a significant evidence of service to professional and community organizations. Criteria for reappointment at the rank of Associate Professor of Professional Practice, in accordance with contractual responsibilities, include evidence of excellence in teaching, a significant level of engagement with relevant local and national communities, and excellent performance on other academic duties as needed (e.g., service to SCJ).

Professor of Professional Practice: This rank is generally parallel to Professor. In addition to the qualifications required for the associate rank, appointees to this rank should have a lengthy record of sustained excellence in teaching, as indicated by a strong record of teaching outcomes. The doctoral degree or equivalent is the normal requirement for appointment at this rank. Appointees should have a significant evidence of service to professional and community organizations and a distinguished level of experience in field. Criteria for reappointment at the rank of Professor of Professional Practice, in accordance with contractual responsibilities, include evidence of excellence in teaching, an outstanding level of engagement with relevant local and national communities, and excellent performance on other academic duties as needed (e.g., service to SCJ).

Distinguished Professor of Professional Practice: In addition to the qualifications required for the Distinguished Professor rank, appointees to this rank must have an established record of contributions to teaching that has built a reputation among national and international colleagues. Appointees to this rank should have evidence of meritorious service to professional and community organizations and a nationally and internationally recognized level of expertise in their field. Criteria for reappointment at the rank of Distinguished Professor of Professional Practice, in accordance with contractual responsibilities, include evidence of excellence in teaching, an outstanding level of engagement with relevant local and national communities, evidence of continued national and international recognition, and excellent performance on other academic duties as needed (e.g., service to SCJ).

V. Procedures for Reappointment/Promotion

NTT teaching, research, and professional practice faculty will be evaluated by the TT faculty in a procedure similar to the evaluation process for TT faculty, with the exception that the evaluation will result in a recommendation to the dean and will not go beyond that level. The following steps will take place:

1. At the beginning of the academic year, the dean will inform the faculty of all NTT faculty reviews needed in that academic year.

2. The SCJ Personnel Committee, or a subcommittee thereof, will serve as the personnel committee for all actions regarding NTT faculty.
3. The NTT candidate for reappointment/promotion will submit a packet containing materials relevant to the reappointment/promotion decision, including research, teaching, and service accomplishments.
4. The SCJ Personnel Committee for the relevant TT faculty will review the packet and meet to consider the reappointment/promotion recommendation. In performing this review, the committee may interview the NTT candidate if it so desires.
5. At least six weeks before the date required for reappointment, the committee will complete the required form and provide its written recommendation, including a rationale, as to reappointment/promotion actions. It will send the form to the department chair for comment and signature. The chair will submit it to the dean, or a designee of the University.
6. The dean may accept or reject the recommendation of the faculty. The dean's final decision regarding reappointment/promotion shall be communicated in writing to the NTT faculty member prior to the notification date of reappointment/non-reappointment for that NTT's existing contract.
7. All NTT faculty will be offered written contracts specifying their duties, the duration of the contract, compensation, performance expectations, and means of evaluation, signed by the dean and the NTT faculty member.