Annual Faculty Appointments

The purpose of this document is to bring to your attention the policies and practices governing annual appointments to the faculty. Annual appointments made against State-funded positions are usually at the rank of assistant instructor, instructor or adjunct instructor, or lecturer, or at any rank preceded with the designation “visiting.” Appointments in any of these titles are temporary in nature.

A. Non-Renewable Appointments

Temporary non-renewable appointments, in the titles specified above, may be made for a semester or for a year. Individuals appointed to such positions are not eligible for reappointment, nor is any formal evaluation conducted. Positions which are of this type should be clearly identified in advance so that incumbents understand that they will not be evaluated for reappointment.

Individuals with non-renewable positions do not receive any notice of termination of their appointment beyond the original appointment letter. The appointment letter for a non-renewable position should clearly state the term of the appointment, that no evaluation or reappointment will be possible, and that no further notice of termination of employment should be expected. Such individuals, however, may apply for future positions and compete with other internal and external candidates for additional appointments as a result of an authorized search procedure.

B. Renewable Appointments

Where there is the possibility of reappointment in a position, such reappointment is subject to a continuing need for the position, adequate funding for the position, and a positive formal evaluation by the department and approval by the dean and, in Newark and Camden, by the Provost. The appointment letter should clearly state that consideration of reappointment will be subject to these three conditions. In many cases, it may be necessary to conduct a reappointment evaluation in advance of a clear determination as to whether there will be a need for, and funding for the position. This necessity results from the different reappointment notification schedules which are in effect: March 1 for individuals in the first year of employment as a member of the faculty, December 1 for individuals in the second year of employment as a member of the faculty, and June 30 of the prior year (that is, a full twelve months notice) for individuals who have been employed more than two years as a member of the faculty. Please note: for candidates beyond the first year of service, the departmental recommendation shall be forwarded at least one month prior to the required date of notification. It is essential that the academic evaluation be conducted in accordance with this schedule, even if the need or funding for the position has not yet been determined. When an individual has received a positive evaluation, but the need or funding for the position has not yet been established, the individual must receive a clear and unequivocal notice of non-reappointment in accordance with the above schedule. If, at a later date, the need and funding for the position is established, an offer of a new appointment may be made at that time. If the need or funding does not develop, no reappointment will occur, regardless of the outcome of the evaluation.
Faculty appointments against grant funds may be at any rank, may only be for a maximum of one year at a time, and automatically conclude at the expiration or reduction of funding. **Individuals appointed or reappointed to these positions should be clearly told of the specific limitations of such appointments.** While notice requirements are not applicable to grant-funded faculty, departments are encouraged to provide advance notice to grant-funded individuals where feasible.

Grant-funded individuals may be reappointed to subsequent terms without limitation as to number. Such reappointments shall result from periodic academic evaluations conducted by the appropriate individuals and units. **These periodic evaluations shall be conducted at least every three years.** At the discretion of the department or academic unit, such evaluations may be conducted at shorter intervals.

Promotion of individuals on grant-funded positions shall be conducted in accordance with the annual Academic Reappointment/Promotion Instructions. For promotions to the rank of associate professor (or equivalent) or above, external letters of recommendation are required.

Departments may choose to make use of the attached “Short Form” for evaluation of individuals holding renewable annual appointments. The short form calls for academic evaluations conducted by the department, the department chair, and the dean or director, and approval by the Newark or Camden Provost. A small standing departmental personnel committee, or an ad hoc advisory committee, may act in the place of the entire department.

C. **Tenure-Track Appointments**

Annual full-time regular faculty appointments at the rank of instructor or lecturer are in the tenure stream, although are not considered to be tenure track. Assistant instructorships, grant-funded appointments and terminal year appointments after an unsuccessful evaluation for reappointment or tenure are not included in the tenure stream, and great care must be taken in monitoring the employment history of individuals in such titles. Instructors by regulation may only receive a total of four annual appointments. In some units, the practice is similarly to limit lectureships to four annual appointments.

If you have any questions regarding annual faculty appointments, please feel free to contact Dr. Karen R. Stubaus, Associate Vice President for Academic Affairs at (732) 932-4889, or by email at stubaus@oldqueens.rutgers.edu.

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FACULTY EVALUATION FORM - ANNUAL APPOINTMENT

Department of _________________________________________________

Recommendation for (1) a one-year reappointment, or non-reappointment; or (2) a promotion to Instructor, Assistant Professor, or equivalent title

Name ___________________________ % Time __________________

Present Title ___________________ Proposed Title __________________

Entered tenure stream as of ________  Not in tenure stream ____________

Statement of Principal Assignment. If candidate has an appointment in the creative or performing arts, Cooperative Extension, Library or as an Extension Specialist (in other than Cook College/AES) or clinical faculty, substitute below the appropriate criteria. Candidate’s c.v. must be attached.

1. Teaching:

2. Scholarship:

3. Service:
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I. Department (or equivalent) Commentary:

Reappointment/Promotion (circle one)

Number in attendance ____

Number voting YES ____  Number voting NO ____  Number Abstaining ____

****** II. Chair’s Commentary:

Chair’s Recommendation:  YES ___

NO ___

Departmental Chair

(Signature)  (Date)

****** III. Dean/Director

The Dean/Director:

recommends reappointment

does not recommend promotion

(Signature)  (Date)

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