

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

School of Public Affairs and Administration

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This document defines the guidelines for appointment, reappointment, and promotion of non-tenure track (NTT) faculty in the School of Public Affairs and Administration (SPAA).

Types of NTT assignments

From time to time, the faculty of the School of Public Affairs and Administration may appoint faculty members who are not eligible for tenure. There will be three types of non-tenure appointments: teaching, research, and professional faculty. Teaching NTT faculty will have teaching as their primary assignment. Research faculty will have a mix of both research and teaching responsibilities. Professional practice faculty will have a mix of teaching and professional engagement responsibilities.

NTT Titles Appointments may be made to the following NTT titles within SPAA:

| <u>NTT Instructional Titles</u> | <u>NTT Research Titles</u> | <u>NTT Professional Practice Titles</u> |
|--|-----------------------------------|--|
| Teaching Instructor | | 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 |

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 either the teaching or research 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.

Procedures for Reappointment/Promotion

SPAA will follow the procedures for reappointment and promotion of non-tenure track faculty that are consistent with University policy.

Criteria for Appointment/Reappointment/Promotion

A. Research Non-Tenure-Track Faculty

1. Research Assistant Professor

Criteria for appointment at the rank of Research Assistant Professor:

- -holds an advanced degree, such as Ph.D., and evidence of research achievement
- record of teaching
- record of productivity at conferences
- record of productivity in publishing
- record of service

A national search is not required for this position.

Criteria for reappointment at the rank of Research Assistant Professor, in accordance with contractual responsibilities:

- publishing in journals, reports or other relevant outlets
- attends professional conferences as appropriate
- evidence of excellence in teaching
- record of service

2. Associate Research Professor

Criteria for appointment at the rank of Associate Research Professor:

- holds an advanced degree, such as Ph.D., and evidence of research achievement
- record of teaching excellent
- record of continuous productivity at conferences
- record of continuous productivity in publishing
- originating, participating in, and/or directing funded or unfunded research projects
- strong record of service

Depending upon the circumstances, the Dean and the faculty may or may not require a national search for this position.

Criteria for reappointment at the rank of Associate Research Professor, in accordance with contractual responsibilities:

- strong record of publishing in journals, reports or other relevant outlets
- attends professional conferences as appropriate
- evidence of excellence in teaching
- record of service

3. Research Professor

Criteria for appointment at the rank of Research Professor

- holds an advanced degree, such as Ph.D., and evidence of research achievement
- strong record of teaching excellent
- record of excellence in productivity at conferences
- record of excellence in productivity in publishing
- reputation of excellence in research and scholarship as judged by peers
- originating, participating in, and/or directing funded or unfunded research projects
- strong record of service

Depending upon the circumstances, the Dean and the faculty may or may not require a national search for this position.

Criteria for reappointment at the rank of Research Professor, in accordance with contractual responsibilities:

- strong record of publishing in professional journals or similar outlets
- attends professional conferences as appropriate
- evidence of excellence in teaching
- record of service

B. Teaching Non-Tenure-Track Faculty

1. Teaching Instructor

Criteria for appointment at the rank of Instructor:

- holds an MPA or equivalent
- demonstrated evidence of ability as a teacher
- experience in field
- option to nominate for reappointment.

Criteria for reappointment at the rank of Teaching Instructor, in accordance with contractual responsibilities:

- evidence of successful teaching
- accessibility to students
- current, up-to-date syllabus
- performance on other academic duties as needed (e.g., service to SPAA)

2. Assistant Teaching Professor

Criteria for appointment at the rank of Assistant Teaching Professor:

- holds a Ph.D. in public administration or related field
- demonstrated evidence of excellence as a teacher
- moderate level experience in field
- option to nominate for reappointment.

Criteria for reappointment at the rank of Assistant Teaching Professor, in accordance with contractual responsibilities:

- evidence of excellence in teaching
- accessibility to students
- current, up-to-date syllabus
- performance on other academic duties as needed (e.g., service to SPAA)

3. Associate Teaching Professor

Criteria for appointment at the rank of Associate Teaching Professor:

- holds a Ph.D. in public administration or related field
- demonstrated evidence of excellence as a teacher
- extensive level of experience in field
- option to nominate for reappointment.

Criteria for reappointment at the rank of Associate Teaching Professor, in accordance with contractual responsibilities:

- evidence of excellence in teaching
- accessibility to students
- current, up-to-date syllabus
- performance on other academic duties as needed (e.g., service to SPAA)

4. Teaching Professor

Criteria for appointment at the rank of Teaching Professor:

- holds a Ph.D. in public administration or related field
- demonstrated evidence of excellence as a teacher
- distinguished level of experience in field
- option to nominate for reappointment.

Criteria for reappointment at the rank of Teaching Professor, in accordance with contractual responsibilities:

- evidence of excellence in teaching
- accessibility to students
- current, up-to-date syllabus
- performance on other academic duties as needed (e.g., service to SPAA)

C. Professional Practice Non-Tenure-Track Faculty

1. Instructor of Professional Practice

Criteria for appointment at the rank of Instructor of Professional Practice:

- holds an MPA or equivalent
- demonstrated evidence of ability as a teacher
- moderate level experience in field
- option to nominate for reappointment.

Criteria for reappointment at the rank of Instructor of Professional Practice, in accordance with contractual responsibilities:

- evidence of successful teaching
- accessibility to students
- current, up-to-date syllabus
- engagement with relevant local and national communities
- performance on other academic duties as needed (e.g., service to SPAA)

2. Assistant Professor of Professional Practice

Criteria for appointment at the rank of Assistant Professor of Professional Practice:

- holds an MPA or equivalent
- demonstrated evidence of excellence as a teacher
- extensive level of experience in field
- option to nominate for reappointment.

Criteria for reappointment at the rank of Assistant Professor of Professional Practice, in accordance with contractual responsibilities:

- evidence of excellence in teaching
- accessibility to students
- current, up-to-date syllabus
- moderate level of engagement with relevant local and national communities
- performance on other academic duties as needed (e.g., service to SPAA)

3. Associate Professor of Professional Practice

Criteria for appointment at the rank of Associate Professor of Professional Practice:

- holds a Ph.D. in public administration or related field
- demonstrated evidence of excellence as a teacher
- distinguished level of experience in field
- option to nominate for reappointment.

Criteria for reappointment at the rank of Associate Professor of Professional Practice, in accordance with contractual responsibilities:

- evidence of excellence in teaching
- accessibility to students
- current, up-to-date syllabus
- significant level of engagement with relevant local and national communities
- performance on other academic duties as needed (e.g., service to SPAA)

4. Professor of Professional Practice

Criteria for appointment at the rank of Professor of Professional Practice:

- holds a Ph.D. in public administration or related field
- demonstrated evidence of excellence as a teacher
- distinguished level of experience in field
- significant evidence of service to professional and community organizations
- option to nominate for reappointment.

Criteria for reappointment at the rank of Professor of Professional Practice, in accordance with contractual responsibilities:

- evidence of excellence in teaching
- accessibility to students
- current, up-to-date syllabus
- outstanding level of engagement with relevant local and national communities
- performance on other academic duties as needed (e.g., service to SPAA)