

TENURE-TRACK AND TENURED FACULTY PROMOTION

Fall 2022

Memorandum of Agreement

2022-2023

The attached document reflects the consultation and negotiation that has taken place and constitutes the memorandum of agreement that will be in effect for the academic year 2022-2023. Upon the request of either the Administration and/or the Union, both parties agree to revisit this Memorandum of Agreement each year to address any issues or concerns that may be raised by either party.

Significant Changes for 2022-2023:

- *Major revisions to the timeline: check the new Faculty Promotion Calendar. New intent to apply with list of potential external reviewers is due JUNE 1 (June 30 for AY2022-2023).*
- *Added additional pathway to promotion to Full Professor for faculty hired prior to AY2013-2014, who may have extraordinary records of leadership, outstanding teaching, and exceptional service.*
- *Updated checklist including page limits for all sections.*
- *Included sample letters to communicate with external reviewers in Appendix B*
- *Updated external reviewer communication; All communication with potential or external reviewers should go through the Chair of the Department TRP Committee*
- *Three (3) external reviewers will be required for candidates applying for promotion to Professor. The candidate will submit a list of no fewer than seven potential external reviewers.*
- *The administration will recognize faculty attendance at their college/school commencement ceremonies as a component of Service to the University.*

SIGNATURE ON FILE

Theresa Drye, Chief Human Resource
Officer / Vice President

SIGNATURE ON FILE

Jonathan Foglein, Negotiator
Rowan AFT 2373

FACULTY PROMOTION CALENDAR

ACTION TAKEN	NO LATER THAN
Departments form TRP and/or Promotion Committees.	May 31
All candidates indicate their intention to apply for promotion via email to their Department Chairs/Heads and Dean. Candidates inform the Provost's Office (deadline is 5:00 PM) through a fillable Google form posted here https://sites.rowan.edu/academic-affairs/aftlocalagreements.html . Faculty who intend to apply for promotion are strongly urged to first speak with their Dean.	June 1 (June 30 for AY2022-2023)
Candidates for Full Professor submit names of external evaluators to department TRP committee (or Department Promotion committee, if applicable).	
Department committee approves names of external evaluators and forwards to Dean.	June 15 (Sept 1 for AY2022-2023)
Dean finalizes review of external evaluators and notifies Department committee and candidate.	June 30 (Sept 8 for AY2022-2023)
Candidate forwards CV and Executive Summary to Department committee for external evaluator(s).	
Chair of Department committee initiates communication with external evaluator(s) and transmits candidate's CV, Executive Summary, and any other materials the evaluator(s) request.	
Colleges form Tenure, Recontracting and Promotion committees.	
External reviewers' assessments are received and shared with candidate and Department committee.	November 15
Candidate submits file to Department Committee. Files must have a hyperlinked table of contents and must be searchable PDFs and not just scanned images of pages, unless it is appropriate to do so, such as with images and other such documents.	January 15
Department Committee concludes work and sends letter and vote sheet to the candidate.	February 1
Candidate includes Department letter, response to it if choose to do so, and vote sheet in file and submits file and supplemental file to the College Promotion Committee.*	February 5
College Committee concludes work and sends letter and vote sheet to the candidate and Department committee chair.	March 1
Candidate includes College committee letter, response to it if choose to do so, and vote sheet in file and submits file and supplemental file to the Dean.*	March 5
If applicable, University Senate Recontracting, Tenure and Promotion Committee concludes work and sends conclusions to the Dean and the candidate.*	April 1
Dean notifies candidate and sends letter to the candidate, the Department committee, and to the Provost.*	
Candidate includes Dean's letter in file, response to it if choose to do so, and submits file to the Provost.*	April 5
Provost concludes work and notifies candidates.	May 15
Board of Trustees acts on promotion recommendations at regularly scheduled meeting.	June

Note 1: Individuals applying for promotion to Full Professor will have a minimum of nine years of full-time professional teaching experience.

Note 2: The Executive Summary should not exceed four pages; the sections on teaching, scholarly/creative activity, and service should not exceed seven pages each. The supplemental file should not exceed fifteen pages. Page limits are for the narrative only, and do not count mandatory inclusions such as the external evaluator letters, peer observations, and student evaluations.

Note 3: If date listed is a holiday or weekend, the deadline is 5 PM on the next business day.

*** Candidates have the option to withdraw their application after any level of review.**

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RATIONALE

Promotion, the conferral of a higher academic rank, is the recognition of and reward for accomplishments by faculty within both the discipline and the profession. Promotion is neither automatic nor the result of seniority. At each professional rank, there are required qualifications and expectations. A fully engaged member of the university community recognized for promotion demonstrates excellence in teaching and scholarly and/or creative activity, and actively participates in service to the community and the profession, with leadership increasing as the years of service increase.

Since the criteria and standards for tenure and promotion from Assistant to Associate Professor are approximately equivalent, Assistant Professors who are conferred tenure will normally be promoted to the rank of Associate Professor on the first day of tenured service. Therefore, these candidates will not need to follow the procedures in this MOA unless a candidate is recommended for tenure but not for promotion and wishes to be promoted in a later academic year.

Faculty hired as Instructors may apply for promotion if they meet the approved departmental criteria for promotion after tenure is conferred.

Lecturers should consult the Memorandum of Agreement for Lecturers.

All faculty are strongly urged to consult with their Dean before applying for promotion.

Promotion Overview

- 1.1 Promotion will be based upon demonstrated achievement in Teaching Excellence, Scholarly and Creative Activity, Contributions to the University Community and Wider and Professional Community.
- 1.2 Promotion to Full Professor is based on the candidate's excellence scholarly and creative activity, teaching and contributions in service and a demonstrable record of leadership accomplishments. For faculty hired prior to the AY2013-2014 and who have not been receiving load for Scholarly and Creative Activity, promotion to Full Professor may be considered based on extraordinary records of leadership, outstanding teaching, and exceptional service –. For faculty hired after AY 2013-2014, promotion based on extraordinary records of leadership, outstanding teaching, and exceptional service may be considered with pre-approval by the Dean and Provost and where these faculty are not and have not been receiving load for Scholarly and Creative Activity.
- 1.3 Individuals applying for promotion to Full Professor should have a minimum of nine years of full-time professional teaching experience at an accredited institution of higher education.
- 1.4 In this agreement, “criteria” refers to those areas that individual departments value in their disciplines or practices with respect to the three areas of evaluation. “Standards” are indications of quantity and/or quality, and are relative measures of the merits of individual items and the minimum expectation of accomplishments as a whole in all areas. Standards are always defined by the administration and not subject to negotiations.
- 1.5 Criteria for promotion to the ranks of Assistant Professor, Associate Professor, and Full Professor will be clearly articulated and documented by the academic departments and approved by the College Dean and Provost in a timely manner. A faculty member applying for promotion must be evaluated based on the approved promotion criteria in effect at the time of their application.
- 1.6 Understanding that Commencement is one of the most important events in the academic calendar, faculty should make every effort to attend their college/school ceremonies. As such, the administration will recognize attendance at commencement ceremonies as service to the University Community.
- 1.7 Faculty members who meet the criteria and standards for promotion will be promoted in accordance with the timeline agreed to by the University and the Union.
- 1.8 Faculty are strongly urged to consult with their Dean before applying for promotion. Promotion may be guided by plans initiated and prepared by individual faculty members and approved by their departments and the Dean.

Responsibilities of the Candidate

- 2.1 Candidates applying for promotion should carefully follow the timeline listed on page 2 above and adhere to the page limits for each section.

2.2 Candidates must compile a searchable PDF document with a hyperlinked table of contents that includes a self-appraisal of performance in all categories within the specified page limits of seven pages in each section. Additionally, the self-appraisal must address how the candidate has satisfied the approved departmental criteria.

2.3 Teaching Excellence: Maximum seven pages

The section addressing Teaching Excellence should include:

2.31 A discussion of teaching practices and/or pedagogy, including efforts targeted to diversity, equity, and inclusion.

2.32 A summary of student evaluations and candidate's analysis of at least two sections within two academic years of the time of submission of the promotion file. The actual evaluation raw data must be in the Supplemental file.

2.33 Candidate's analysis of peer observation(s) of teaching performance for at least once class within the last two academic years. Peer observations must be placed in the Supplemental file.

2.34 Student mentoring may be part of teaching excellence. This can include supervising internships and/or research projects and theses, providing developmental career guidance, and offering advice on graduate schools and degrees.

2.4 Plans for the future

2.41 Candidates should discuss their plans for teaching in the future.

2.5 Scholarly and Creative Activity: Maximum seven pages

2.51 Excellence in scholarly and creative activity is central to promotion. Candidates are expected to have made substantial contributions to their field(s) and garnered extramural recognition at the national level for those efforts. Additionally, scholarly and creative activity may have had substantial impact in terms of diversity, equity, and inclusion for their audience, their discipline, the university, research subjects, and for communities beyond the university.

2.52 The candidate's analysis of scholarly and creative activity should include a discussion of their research, publications, external grants and/or funding (if applicable), presentation of scholarly papers, exhibitions, performances, or other scholarly and/or creative activities. Candidates should clarify their role in these activities if the work is co-authored or collaborative.

2.6 Contributions to the University Community and Wider and Professional Community: Maximum seven pages

- 2.61 Candidates applying for promotion should have a prominent record of service in the university and/or wider and professional community; additionally, candidates applying for promotion to Full Professor should have demonstrated leadership in Department, College and University. Examples include committees or task forces at the University, and/or leadership in professional organizations such as organizing conferences in their scholarly role, participating in grant proposals review panels, invited talks, membership in editorial boards of prestigious journals in their fields, etc.
- 2.62 Understanding that Commencement is one of the most important events in the academic calendar, faculty should make every effort to attend their college/school ceremonies. As such, the administration will recognize attendance at commencement ceremonies as service to the University Community.
- 2.63 While different manifestations of Teaching Excellence, Scholarly and Creative Activity, Contribution to University Community, and Contribution to the Wider and Professional Community may emanate from a single work or activity of a faculty member, a single work or activity of a faculty member should, for purposes of documentation for promotion, **not be counted in more than one category.**

External Reviewers

- 3.1 Starting in 2022, a minimum of three external reviewers will be required for candidates applying for promotion to Full Professor. The candidate will submit a list of no fewer than seven potential external reviewers to the Chair of the Department TRP Committee. These potential reviewers should be faculty members at or above the rank to which the candidate is applying and in related departments at accredited four-year universities and medical schools. Faculty pursuing creative projects may include established artists or performers in their field. Reviewers should not make recommendations about whether or not candidates should be promoted. They must have expertise in the candidate's scholarly and/or creative areas, and not have any conflicts of interest such as, but not limited to, being a former student, supervisor, co-author, collaborator, spouse or relative. For candidates seeking a service/leadership-based promotion pathway, an external reviewer that can speak to the candidates' leadership roles and background would be appropriate. It is the responsibility of the Chair of the Department TRP committee to verify the absence of conflict of interest among the proposed reviewers. Further guidance and procedures may be found in Appendices B and C.
- 3.2 The candidate should include a CV, résumé, or other documentation of professional experience that verifies that the person listed meets the criteria as described in 3.1 if that documentation can be found online. If it cannot, the Chair of the Department TRP committee should contact the potential reviewers for the necessary documentation using the sample letter found in Appendix B. All communication with potential or external reviewers should go through the Chair of the Department TRP Committee.
- 3.3 If the Dean rejects any potential external reviewers, they must provide the Chair of Department Promotion Committee a written explanation of why those individuals are unacceptable based on the qualifications of the reviewer or identified conflict of interest.

The Committee in collaboration with the candidate will then provide an additional list of potential reviewers. If a Dean rejects any of the second set of external evaluators, the Provost will review the proposed external reviewers lists and make a final determination as to whether there are valid potential reviewers in the pool. The Provost may also provide additional reviewer choices to be considered, while preserving the candidate's right to participate in the selection of their final external reviewers.

- 3.4 The candidate will provide the Chair of the Department TRP Committee a current CV as well as copies of and/or links to their scholarly and/or creative work, as well as a brief narrative about their work, which the Chair of that committee will forward to the reviewer. The reviewer will evaluate that work and may discuss the likelihood of future impact or productivity. If the candidate earns substantial accomplishments following transmittal of the file to the reviewer, the candidate may notify the Chair of the Department TRP Committee for review and transmittal to the reviewer if the Chair agrees to do so. The external reviewer will forward their letter to the Chair of Department TRP Committee.
- 3.5 Once a file has been submitted to the department committee, the candidate may not make changes, with the exception of providing missing letters or documents, or supplying missing signatures to observations.
- 3.6 At every step in the evaluation process, the candidate may submit a written response to a recommendation, whether favorable or unfavorable.

Responsibilities of the Department Committee

- 4.1 Departments must establish clear criteria and procedures for faculty promotion consistent with the general qualifications and expectations established at the institutional level. Those criteria and procedures must be approved by their Dean and the Provost.
- 4.2 Departments must also periodically review those criteria and have any suggested revisions approved by the College Dean and Provost. The Dean and Provost must approve or reject the document within two months. A rejection must include a justification and clear guidance for improvement.
- 4.3 Departments may choose to have a single tenure, recontracting, and promotion committee, or to have separate committees for Tenure & Recontracting and Promotion. Regardless of which option they choose, the Department committee must consist of an odd number of at least three tenured faculty members at or above the rank for which the candidate is seeking promotion.
 - 4.31 If the number of faculty members of appropriate rank is fewer than three, the department must elect a sufficient number of tenured (or approved for tenure) faculty from within the department who are not applying for promotion in order to raise the number to three.
 - 4.32 If there is an insufficient number of tenured faculty members from which to draw, the Chairperson or Head of the Department shall request and receive from the University Senate Committee on Committees a list of tenured faculty throughout

the University willing to serve on interdepartmental committees. All tenured members of the Department should serve on the Department Promotion Committee, and the Department will elect the balance of its committee from the list provided by the Senate Committee.

- 4.33 Department committee members should not concurrently serve on the College or Senate Tenure, Recontracting and Promotion Committees unless there is a valid reason for the exception (for example, a limited number of tenured faculty to staff both committees).
- 4.34 Faculty on Sabbatical Leave are not eligible to serve on the committee.
- 4.35 Master or senior lecturers can serve on department, college, or senate committees if those committees are reviewing lecturers. However, they can only review the files of other lecturers. Lecturers appointed to these committees will be in addition to tenured faculty from their departments.
- 4.4 When a candidate has a joint appointment with duties split between two or more departments, the recontracting committee should preferably comprise a subset of recontracting committee members from each department. That candidate's evaluation criteria should clearly define the composition of the joint committee, and should specify which Chair/Head and Dean will serve in these roles for promotion.
- 4.5 The role and specific function of the Department Head in the evaluation of faculty will be established by the faculty in each department and the Dean. While both a Department Chair and Department Head can serve on the recontracting and promotion committees (if the Chair is not applying for promotion), Heads cannot serve as Committee Chair. If the Department Chair or Head is not part of the committee, they should provide a separate evaluation to be included in the file.
- 4.6 The Department will specify criteria for classroom observations, ensure that they are uniformly applied, and develop for the department's records a written statement describing the process and rationale for the method of those observations.
- 4.7 The Department Promotion Committee may schedule an interview with the candidate to review their file at the request of either the candidate or the committee. This meeting will help to resolve questions or concerns from any of the stakeholders.
- 4.8 The Department Promotion Committee will conduct a thorough and substantive evaluation of the candidate's portfolio based on the criteria established for promotion to the rank in question.
- 4.9 The Department Promotion Committee will then conduct a vote on the candidate's request for promotion. Department promotion committees must report a numerical vote. A minority report with reasons for any negative or abstaining votes must be included.
- 4.91 The Department Promotion Committee will inform the candidate in writing of its decision, using the Department Committee Promotion Recommendation Form found in this document. If a candidate receives negative or abstaining votes, they

have the option of withdrawing their application at this time. If they choose to proceed, the Departmental Committee will forward a written report to the College/School Promotion Committee, specifying how particular accomplishments of the candidate meet the stated criteria for promotion. The candidate will include a copy of this report in the portfolio. At the request of the candidate, the committee will meet with the candidate to discuss the committee's evaluation and decision. A dated minority report with reasons for any negative or abstaining votes must be included. If a candidate receives negative or abstaining votes, they may request a review by the Senate Recontracting, Tenure and Promotion Committee to ensure that the departmental review was consistent with departmental and university policies and procedures. The Senate TRP Committee will not evaluate the merits of the application.

Responsibilities of College Tenure, Recontracting and Promotion Committee

- 5.1 Each school or college will convene a Tenure, Recontracting and Promotion Committee with at least one representative from each department in the school or college. The committee will have no fewer than three members who will be tenured, ideally at the rank of Full Professor.
 - 5.11 Colleges with fewer than three departments will alternate years in which one department has two representatives.
 - 5.12 Department committee members should not simultaneously serve on their College or Senate Tenure, Recontracting and Promotion Committees unless there is a valid reason for the exception (for example, limited number of tenured faculty to staff both committees). Any individual serving on multiple committees will recuse themselves from all discussions involving candidates in their home department. However, if they have an appropriate scholarly background, they can serve on a college committee other than their own, i.e., the School of Earth and Environment.
 - 5.13 Neither department heads nor chairs may serve on the College or Senate committees.
 - 5.14 Master or senior lecturers can serve on department, college, or senate committees if those committees are reviewing lecturers. However, they can only review the files of other lecturers and must abstain from reviews of other faculty. Lecturers appointed to these committees will be in addition to tenured faculty from their departments.
 - 5.15 At the college level, it is preferable that the Full Professor with the greatest number of years of service at Rowan serves as the Chair of the committee.
 - 5.16 Each department will need to vote for a representative to serve on the college committee by June 30 and will forward the name of their representative to the Dean's office.
- 5.2 The CMSRU Committee will only review faculty for recontracting and tenure processes, and will be staffed with an odd-number combination of faculty from the Department of

Biomedical Sciences and Glassboro faculty in related disciplines. Individuals seeking promotion to the next higher rank will do so following the current written guidelines of the AFT-CMSRU side agreement.

- 5.3 Tenure-track faculty in the Virtua Health School of Nursing and Health Professions will be reviewed by a committee staffed with an odd-number of appropriate faculty from the university as a whole until they have a sufficient number of tenured faculty to elect their own committee.
- 5.4 The College/School TRP Committee will complete a thorough review and produce a report that evaluates the candidate's application. Committees must report a numerical vote, and include a minority report with reasons for any negative votes or abstentions. At the request of the candidate, the committee will meet with the candidate to discuss the committee's evaluation and decision.
 - 5.41 The College/School TRP Committee may call a meeting with the candidate to discuss the evaluation and recommendation at least three business days prior to transmittal of the candidate's folder to the next level of review.
 - 5.42 The College/School TRP Committee will inform the candidate in writing of their decision, using the College Committee Promotion Recommendation Form found in this document.
 - 5.43 The candidate will be provided the opportunity to respond to any recommendations of the college/school committee, and such responses shall be forwarded with the committee recommendation as part of the candidate's file submission
 - 5.44 If a candidate receives negative or abstaining votes, they have the option of withdrawing their application at this time.
 - 5.45 If they choose to proceed, the candidate will include a copy of this report in the portfolio and, if they wish, a response to the committee's decision.
 - 5.46 If a candidate receives negative or abstaining votes, they may request a review by the Senate Tenure, Recontracting and Promotion Committee to ensure that the College/School review was consistent with university policies and procedures. The Senate TRP Committee will not evaluate the merits of the application.

Responsibilities of the Dean

- 6.1 For candidates applying for promotion to Professor, the Dean will select the external reviewers from the list compiled by the candidate as specified in section 3.
- 6.2 The Dean will review the candidate's promotion portfolio, including the Department Committee and College Committee recommendations, and the external evaluators' letters.
- 6.3 The Dean may meet with the candidate, at which time they will discuss the candidate's portfolio.

- 6.4 The Dean will provide a written evaluation to the candidate detailing their rationale for the recommendation, with copies sent to the chairs of the College and Department committees, and to the Provost. At that point, if the candidate received a negative recommendation, they may either withdraw from further consideration or appeal the Dean's negative recommendation to the Provost. The candidate will have to submit to the Provost a response letter to the Dean's evaluation. The Dean will be available to meet with the Department Committee and/or with the College Committee to discuss their recommendation if requested to do so.

Responsibilities of the University Senate Tenure, Recontracting and Promotion Committee

- 7.1 The University Senate Tenure, Recontracting and Promotion (TRP) Committee should consist of at least one tenured faculty member at the rank of full professor (when possible) from all colleges and all schools, appointed and approved by the University Senate. This committee should also include at least one tenured librarian, one master or senior lecturer, and one AFT representative.
- 7.2 The University Senate TRP Committee will only review faculty files if the candidate requests to determine whether or not there have been process violations of the established procedures as articulated in this MOA and the approved department criteria. It is neither a substantive evaluation of the merits of the application, nor should it offer an opinion or recommendation of the appropriateness of promotion for that candidate.
- 7.3 The University Senate Tenure, Recontracting and Promotion Committee may hold hearings with candidates and/or department and/or college committees to gather additional information or clarify information presented in the application. Prior to the hearings, the Senate committee shall inform the candidate, the department and college committees, and the Dean of the specific reason(s) for holding the hearing.
- 7.4 The Chair of the University Senate Tenure, Recontracting and Promotion Committee will provide a written, dated synopsis of the candidate's hearing to the candidate within three business days. The candidate may submit comments or requests for corrections to the University Senate TRP Committee in response to this synopsis. The candidate can share this synopsis with the department and/or college committee but is not required to do so.
- 7.5 For hearings with department and/or college committees, the Chair of the University Senate TRP Committee will provide a written, dated synopsis of the hearing(s) to those committees within three business days. While minutes of the hearing may contain names and titles of speakers during the hearing, the synopses will remove any identifying names or titles to preserve anonymity and encourage free discourse during the hearings. The department and/or college committee may submit comments or requests for corrections to the University Senate TRP Committee in response to these synopses.
- 7.6 The University Senate Tenure, Recontracting and Promotion Committee will provide a detailed, written, and dated explanation of their determination of whether there were any process violations that occurred throughout the review process, including timeline violations, or evaluations that were not consistent with the individual's evaluative criteria.

- 7.7 The candidate shall have the right to review the final determination of the University Senate TRP Committee. If they choose to advance their application to the next evaluative/decision level, they must include the Senate's determination in their file.

Responsibilities of the Provost

- 8.1 The Provost will review the portfolios of the candidates, including all recommendations and committee reports. Digital copies of these recommendations will be provided to the candidates and to the chairs of the Department, College, and University Senate Promotion Committees (if applicable). The Provost's decision is final and not subject to grievance.

APPENDIX A

External Reviewer Information

When Chairs of the Department Tenure, Recontracting and Promotion Committee are vetting the list of at least seven potential external reviewers for consideration and selection by the Dean, they should verify to the best of their abilities that each candidate is free of the conflicts of interest as outlined in Appendix C.

If substantial accomplishments are earned following transmittal of the materials to the reviewer, the candidate may revise the materials and send them to the Department TRP Committee Chair for review and transmittal to the reviewer if the Chair agrees to do so.

Reviewers should have faculty rank that is at least at the level being sought by the candidate. Full professor ranks are preferred. External reviewer letters are sent to the Department TRP Committee Chair who will distribute them to the TRP Committee and to the candidate for inclusion in the file. Candidates may respond to anything contained within the letter(s). This can include comments about accomplishments that were not present in the file sent to the reviewer, but that were earned before the due date of the entire file.

Sample email to potential reviewer: Dear Dr. XXX,

I hope this letter finds you well. I am writing to ask if you would be willing and able to serve as an external reviewer for Professor XXX's application for (Promotion to Associate Professor/Full Professor) in the Department of XXX at Rowan University. Given your substantial expertise in the candidate's field, we would greatly value your candid evaluation. Please note that the review would not be confidential.

I'm attaching Dr. XXX's CV to help you determine whether you can write this evaluation. If you accept, I will forward you additional materials (i.e., summary of scholarly and/or creative activity, representative publications/creative materials, any supporting documentation) and the University/Departmental guidelines for promotion/tenure no later than XXX. Please let me know either way as soon as possible, but by XXX at the latest. The promotion committee would ask that we receive your summary/recommendation letter no later than XXX.

Finally, if you are willing and able to complete the evaluation. I would ask you to review the attached document and confirm that you do not have any conflicts of interest to report.

Please do not hesitate to reach out with questions. I know that these letters are a substantial time commitment, and I appreciate your consideration of our request. Thank you in advance.

Sample email to confirmed reviewer: Dear Dr. XXX,

Thank you for agreeing to serve as an external reviewer for Professor XXX's application for (Promotion to Associate Professor/Full Professor) in the Department of XXX at Rowan University. Given your substantial expertise in the candidate's field, we deeply appreciate your candid evaluation. Please note that the review will not be confidential.

I've attached Dr. XXX's CV as well as (a summary of scholarly and/or creative activity, representative publications/creative materials, any supporting documentation) and the University/Departmental guidelines for promotion to help you write this evaluation. The promotion committee would ask that we receive your recommendation letter no later than XXX.

Please do not hesitate to reach out with questions. I know that these letters are a substantial time commitment, and I appreciate your efforts.

APPENDIX B

EXTERNAL REVIEWER CONFLICTS OF INTEREST

External reviewers for promotion should be free of potential or perceived conflicts of interest with the candidate being considered for Promotion. Some examples of conflicts of interest are listed as follows.

It is the responsibility of the Chair of the Department TRP committee to verify the absence of conflict of interest among the proposed reviewers.

This list is provided as a suggested set of guidelines- additional restrictions or considerations may be requested after consultation between a Department/Office and the Dean/Administration. This list was derived from the conflict of interest framework of the National Science Foundation.

A. Affiliation conflicts to avoid

1. Share current employment
2. Consultant or advisor to Rowan
3. Employed by Rowan in the previous 12 months
4. Active application for employment at Rowan
5. Holds an office, governing body, or committee at the institution
6. Received an award, honorarium, or gift from Rowan in the last 12 months
7. Has a financial relationship or interest with the candidate

B. Personal relationship conflicts to avoid

1. Spouse, child, sibling, parent, or other family relationship with the candidate
2. Business or Professional partnership
3. Past or present association as thesis advisor or student
4. Collaboration on a professional work in the last 48 months (includes grants, publications, reports, papers, creative works, or collaborations)
5. Co-editorship of a professional work in the last 24 months

C. Other Affiliations or relationships to avoid

1. Affiliation or relationship with spouse, parent, minor child, or other individual living in the candidate's immediate household, legal partnership, or legal guardianship.
2. Any other relationship, such as a close personal friendship, that might affect the judgement of the evaluator or be seen as doing so by a reasonable person familiar with the relationship

When Departments are vetting the list of potential external reviewers (three minimum) for consideration and selection by the Dean, they should verify to the best of their abilities that each candidate is free of the above conflicts of interest. If the Dean rejects an individual from the pool of potential external reviewers, the Dean should provide the rationale for rejection to the Department Committee/Chair and an alternative name should be provided.

THIS FORM DOES NOT NEED TO BE INCLUDED IN THE FILE AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.

FACULTY PROMOTION CHECKLIST
(For faculty hired after AY2013-2014)

CANDIDATE NAME _____

FOR PROMOTION TO: Assistant Professor Associate Professor Professor (circle)

GIVE THE DATE RANGES FOR TIME IN EACH RANK AT ROWAN (if applicable)

Instructor _____ to _____ Assistant Professor _____ to _____ Associate Professor _____ to _____

DEPARTMENT _____ COMMITTEE CHAIR _____

PAGE	#	CHECKLIST ITEM	Chair Initials
i	1.	Checklist (this page)	_____
<u>1</u>	2.	Curriculum vitae	_____
___	3.	Executive Summary (max. four pages)	_____
___	4.	Courses Taught and Adjusted Load (past two years)	_____
___	5.	Teaching/Professional Performance: (max. seven pages) <ul style="list-style-type: none"> • Self-appraisal of professional performance • Analysis of student evaluations (at least two from past two years) • Analysis of peer evaluations (at least two from past two years) • Plans for future growth 	_____
___	6.	Scholarly/Creative Activity or Professional Development: (max. seven pages) <ul style="list-style-type: none"> • Self-appraisal • External reviews (Promotion to Full Professor only) and responses • Plans for future growth 	_____
___	7.	Service to the University Community and Wider & Professional Community: (max. seven pages) <ul style="list-style-type: none"> • Self-appraisal • Plans for future growth 	_____
___	8.	Departmental/Committee evaluation, numerical vote, and minority report (if necessary) ENSURE THAT ALL SIGNATURES ARE PRESENT	_____
___	9.	Supplemental File (separate document) <ul style="list-style-type: none"> • Table of contents • Approved Department Promotion Criteria • Job Description (from initial job posting; optional) • Student evaluations raw data (at least two from past two years) • Peer observations raw data (at least two from past two years) • Other materials (only as needed, not to exceed 10 pages) 	_____

**FACULTY PROMOTION CHECKLIST –
SERVICE/LEADERSHIP PATH
 (Available only to faculty hired prior to AY2013-2014)**

CANDIDATE NAME _____

FOR PROMOTION TO: Assistant Professor Associate Professor Professor (circle)

GIVE THE DATE RANGES FOR TIME IN EACH RANK AT ROWAN (if applicable)

Instructor _____ to _____ Assistant Professor _____ to _____ Associate Professor _____ to _____

DEPARTMENT _____ COMMITTEE CHAIR _____

PAGE	#	CHECKLIST ITEM	Chair Initials
i	1.	Checklist (this page)	_____
<u>1</u>	2.	Curriculum vitae	_____
___	3.	Executive Summary (max. four pages)	_____
___	4.	Courses Taught and Adjusted Load (past two years)	_____
___	5.	Teaching/Professional Performance: (max. seven pages) <ul style="list-style-type: none"> • Self-appraisal of professional performance • Analysis of student evaluations (at least two from past two years) • Analysis of peer evaluations (at least two from past two years) • Plans for future growth 	_____
___	6.	Service to the University Community and Wider & Professional Community: (max. seven pages) <ul style="list-style-type: none"> • Self-appraisal • Plans for future growth 	_____
___	7.	Scholarly/Creative Activity or Professional Development: (max. seven pages) <ul style="list-style-type: none"> • Self-appraisal • External reviews (Promotion to Full Professor only) and responses • Plans for future growth 	_____
___	8.	Departmental/Committee evaluation, numerical vote, and minority report (if necessary) ENSURE THAT ALL SIGNATURES ARE PRESENT	_____
___	9.	Supplemental File (separate document) <ul style="list-style-type: none"> • Table of contents • Approved Department Promotion Criteria • Job Description (from initial job posting; optional) • Student evaluations raw data (at least two from past two years) • Peer observations raw data (at least two from past two years) • Other materials (only as needed, not to exceed 10 pages) 	_____

COURSES TAUGHT AND ADJUSTED WORKLOAD WORKSHEET

Please list the courses taught and other duties that assigned credit for each semester in the last two years. PLEASE DELETE THE EXAMPLE AND THIS PARAGRAPH WHEN USING THIS WORKSHEET.

Semester: **Fall 2021 (EXAMPLE)**

Course/Duty	Credits Assigned/ Percent effort	Notes:
PSY 10315 Physiological Psych	3	Included in file review
BIO 01445 Special Topics	3	Included in file review
PSY 10315 Physiological Psych	3	Online- not included
Research Adjusted Load	3	Project: Change in spatial memory in elderly birds

Semester:

Course/Duty	Credits Assigned/ Percent effort	Notes:

Semester:

Course/Duty	Credits Assigned/ Percent effort	Notes:

Semester:

Course/Duty	Credits Assigned/ Percent effort	Notes:

DEPARTMENT COMMITTEE PROMOTION RECOMMENDATION FORM

Date _____

Name _____ Rank _____

Department _____

Application for promotion to:

Recommendation: Promote: _____ **Do Not Promote:** _____ **Date:** _____

Attach the committee's assessment of the following areas:

- 1. Teaching Excellence**
- 2. Scholarly and Creative Activity**
- 3. Service to the University Community**
- 4. Service to the Wider and Professional Community**

Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____

Print or type

Signature

Department Committee Chairperson

Department Committee Chairperson

Print or type

Signature

Candidate's Reaction (if any): Attach at end of Committee Assessment

Candidate's Signature:

Date:

COLLEGE COMMITTEE PROMOTION RECOMMENDATION FORM

Date _____

Name _____ Rank _____

Department _____

Application for promotion to:

Recommendation: Promote:_____ Do Not Promote:_____ Date: _____

Attach the committee's assessment of the following areas:

- 1. Teaching excellence**
- 2. Scholarly and Creative Activity**
- 3. Service to the University Community**
- 4. Service to the Wider and Professional Community**

Committee Members:

_____	_____
_____	_____
_____	_____
_____	_____

Print or type

Signature

College Committee Chairperson

College Committee Chairperson

Print or type

Signature

Candidate's Reaction (if any): Attach at end of Committee Assessment

Candidate's Signature:

Date: