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36 - FACULTY APPOINTMENT/REAPPOINTMENT/PROMOTION PROCESSES

- A. The University will furnish to the AAUP-BHSNJ each year, at least 15 working days prior to distribution, a copy of the following:
1. The Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty with Appointments in Rutgers Biomedical and Health Sciences (RBHS) (hereafter “RBHS Instructions”).
 2. The Academic Promotion Instructions for Non-Tenure Track Faculty with Appointments in Rutgers Biomedical and Health Sciences (applicable to non-tenure track promotions to the rank of Associate Professor); and
 3. The Appointments, Reappointments, and/or Promotions of Non-Tenure Track Faculty in Rutgers Biomedical and Health Sciences - also known as the “Short-form” (applicable to reappointment of NTT faculty to the same rank and to promotions up to and including the rank of Assistant Professor, non-tenure track.)
- B. The University will furnish to the AAUP-BHSNJ, at least five (5) working days prior to distribution, a copy of the Rutgers Biomedical and Health Sciences Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of Faculty (also known as the “A&P Guidelines”).
- C. Upon request, department chairs will distribute a copy of the current and relevant reappointment/promotion instructions to members of the faculty.
- D. The “RBHS Instructions” for 2021-2022 shall be amended to include “rank review.” “Rank review” is defined as the right of a tenured faculty member to request of the department chairperson that he/she be evaluated for promotion. The request is granted to tenured members of the faculty who have been at least six years in rank and have not been evaluated for promotion for at least four years. Such evaluation shall be carried through each level of review, including the Promotion Review Committee, unless withdrawn by the candidate. Withdrawal after the candidate signs Form 2 constitutes an evaluation for the purpose of this paragraph.
- E. In cases where the RBHS Chancellor denies a reappointment or promotion on the Tenure-Track, or denies promotion on any Non-Tenure Track, the RBHS Chancellor shall specify the reasons in writing for the denial.
- F. The University shall transmit to the AAUP-BHSNJ written notice of each positive or negative final decision concerning reappointment with tenure, promotion with tenure, and promotion within the tenured ranks of faculty unit members, within ten working days of final decision when action by the Board of Governors is required.

The University shall transmit to the AAUP-BHSNJ written notice of each positive or negative final decision concerning tenure track reappointments of Assistant Professors or tenure track reappointments of Associate Professors within 30 working days of June 30th.

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G. Upon initial appointment and/or reappointment, all faculty members shall receive a letter of appointment that shall include the following: (1) annual salary; (2) track; (3) rank; (4) FTE, including cFTE, eFTE, sFTE or rFTE; (5) effective dates and/or term of appointment; (6) notification date for reappointment; (7) notice that the position is covered under the collective negotiations agreement between the AAUP-BHSNJ and the University; (8) the faculty member's responsibilities; (9) a weblink to the guidelines for reappointment and promotion; (10) a weblink to the collective negotiations agreement; and (11) that the AAUP-BHSNJ has the right to request negotiation between the parties over a proposed change to a faculty member's salary component, during the term of the appointment, prior to any change taking effect that is expressly provided for in Article VIII (the Compensation Article) or other Articles of this Agreement.

H. Appointment letters shall be provided to the AAUP-BHSNJ on a monthly basis.

I) At least 65% of non-tenure track unit members (including unit members at less than 0.5 FTE) shall be above the minimum term in the range associated with their rank. ¹

J) The "A&P Guidelines" shall be revised to conform to the following changes:

"Assistant Professors on the [...] Track will receive initial appointments of ~~one to three~~ **one-to-five** year renewable appointments. **Faculty who have their initial appointments renewed shall receive two-to-five year renewable appointments.**

Faculty whose initial appointment is Associate Professor on the [...] Track will receive one-to-five year renewable appointments. Faculty who are promoted to Associate Professor on the [...] Track or faculty who have their initial appointments as Associate Professor on the [...] Track renewed, will receive ~~two to five~~ **three- to-five** year renewable appointments upon reappointment. After ten years of service as Associate Professor on the [...] Track, faculty will receive ~~three to five~~ **four-to-five** year renewable appointments if reappointed."

Faculty whose initial appointment is Professor on the [...]Track will receive one-to-five year renewable appointments. Faculty who are promoted to Professor on the Teaching Track or faculty who have their initial appointments as Professor on the [...] Track renewed, will receive ~~three to five~~ **four-to-five** year renewable appointments upon reappointment. After ten years of service as a Professor on the Teaching Track, faculty will receive ~~three to seven~~ **five-to-seven** year renewable appointments if reappointed."

...

All faculty on the Research Track will receive ~~one to three year contracts,~~ **two-to-four** coterminous with an identified funding source. The position can be terminated at the time when these funds, **which shall include Bridge funds**, are no longer available, in accordance with the notice requirements of Article 27, "Notice of Nonreappointment."

¹ Starting July 1, 2022, the A&P Guidelines shall apply to all unit members with modified appointments and/or FTE below 0.5.

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K) Transfer of School of Health Profession, School of Public Health, and School of Nursing Faculty to AAUP-AFT NTT Articles

TBD

L) Transfer of Tracks

The A&P Guidelines shall be revised as follows:

"D. TRANSFERS BETWEEN TRACKS

The careful choice of a track for initial appointment will minimize the need for transfers between tracks. However, ~~in rare instances,~~ a faculty member may request a transfer between tracks.

Transfers between tracks should be carefully justified, ~~and shall occur only if there is truly a change in the direction of a faculty member's career.~~ Such transfers will only be considered if a position with an appropriate funding source and necessary resources becomes available within the requested track, and for which the faculty member meets the appropriate qualifications of that position. Transfers between tracks require the written request of the faculty member specifying the track into which they want to transfer, ~~approval by the department chair, the Faculty Appointments and Promotions Committee, the dean, the provost, and the chancellor.~~ **Such requests initially will be reviewed by the Faculty Appointments and Promotions Committee. If the A&P Committee recommends the transfer, the dean shall approve the recommendation, absent a compelling operational or academic reason to deny the transfer. Requests to transfer between tracks shall not be unreasonably denied.** The RBHS Provosts will hold at least two town halls on an annual basis to educate faculty about the tracks.

The following transfers may be considered upon the faculty member's written request:

Transfers from Non-Tenure Track to Tenure Track:

Non-Tenure Track Assistant Professors may request transfer into the Tenure Track up to three years after their initial appointment or promotion to the Non-Tenure Track rank of Assistant Professor. The timetable for promotion and the granting of tenure shall remain nine years total time from their initial appointment or promotion to Assistant Professor in their original track, plus one additional year to account for the lack of protected time on the other tracks. Transfers between tracks will only be considered at the Associate Professor level or higher under exceptional circumstances.

Transfers from Tenure Track to Non-Tenure Track:

In extremely unusual circumstances, a Tenure Track Assistant Professor may request transfer into any Non-Tenure Track up to three years after initial appointment as a Tenure-Track Assistant Professor. ~~Transfers between tracks will only be considered at the Associate Professor level or higher under exceptional circumstances.~~

Transfers within Non-Tenure Tracks:

A Transfer among the Non-Tenure tracks may be considered at the Assistant Professor level.

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Transfers within the Non-Tenure tracks will only be considered at the Associate Professor level or higher under exceptional circumstances.

Upon approval of a transfer between tracks, a letter outlining the terms of the appointment on the new track will be provided to the faculty member by the chair and will be signed by the dean, the chair, and the faculty member. The letter will outline any commitment by the institution of salary, title, resources, protected time, and mentoring. The letter will also outline the expectations of the faculty member in the areas of scholarship, support, health care provider duties, teaching, administration, and service, and the timetable of expected eligibility for promotion or tenure, as applicable.”

M) Faculty unit members on the Clinical Scholars and Clinical Educators tracks shall have shall at least .28 of their FTE designated as non-cFTE (eFTE, sFTE or rFTE as appropriate) in order to perform academic duties associated with their track. Any time spent on clinical duties shall be adjusted to comply with this protected time requirement.

N) Faculty unit members who are not Clinical Scholars or Clinical Educators shall not have their FTE distribution changed as a result of the University’s implementation of Paragraph M above.

For the AAUP-BHSNJ

For the University

Date

Date