

Committee on Faculty Affairs

Final Recommendation: Revisions to the Reappointment and Promotions Document

In response to a charge from Steering on 11/7/2018 regarding timeline clarity and department PRC start dates, combined with oral feedback from the College Promotion and Tenure Committee (CPTC) and Provost in January 2021 about better highlighting accomplishments since the last review and learned experience during the transition from Vibe to Faculty Process, the Committee on Faculty Affairs undertook a thorough reformatting and clarification of the Reappointment and Promotion Document.

In March-April of 2021, we solicited Tier II testimony on a preliminary recommendation for changes to the RPD and associated Timeline. Based upon this additional testimony, CFA has crafted and approved this final recommendation, which includes an updated RPD and Promotion Timeline.

Below is an executive summary of the changes to the document.

Reformatting Updates

- Revised section numbering (e.g., 3.2.3., 6.3., 8.2.1), used terminology consistent with Faculty Process (e.g., packet instead of dossier), eliminated gendered language, and added bookmark links to facilitate finding information.
- Expanded introductory section to include definitions, process clarifications, and detailed table of contents (section 1)
- Created a single section containing “bases and standards for evaluation” (section 2)
- Created a single section specifying the roles, responsibilities, and rights of candidates, PRCs, deans, CPTC, provost, and president (section 3)
- Generated four timelines that encompass all dates for reappointment, promotion, external review, and PRC/CPTC nominations and elections, and removed dates from within the body of the document (section 6)
- Removed overlapping due dates from the external review process (see 6.3.)
- Assigned the Standard Application Form to its own section (7) and all other forms to the final section (8)

Substantive Changes

- Departments must notify the dean by Feb 1 of its PRC chair and members for the upcoming Academic Year. If a department will have candidates needing external reviews in advance of the upcoming academic year, the incoming PRC will be responsible for coordinating any external review processes. This is to ensure continuity of the PRC throughout a candidate’s promotion process (see section 3.2.2.).
- Candidates seeking promotion must notify the PRC and Academic Affairs of their intent by Feb 15 (see sections 3.2.4.2., 5.2.1., 6.2., and 6.3.), and must notify the CPTC if traveling during the appeal period, should alternate arrangements be necessary due to limited communication access (see 4.6.7.).
- Due to the scholarly disruptions caused by Covid-19, candidates for reappointment, who began at TCNJ between 2016-2021, and who are not recommended for reappointment by

either their PRC and/or the dean, will have their packet forwarded to the CPTC for review and a recommendation concerning reappointment (see section 4.6.6.).

- Added a new section, “Overview of Accomplishments Since Last Reappointment/Promotion Review,” to the Standardized Curriculum Vita (see 7F).