**[Please cut and paste the necessary form(s) from below into a new file]**

**7. Standard Application for Reappointment and/or Promotion  
(including Standardized Curriculum Vita)**

The Standard Application includes the following items: (A) the Cover Page, (B) the Table of Contents, (C) the Professional Development Essay, (D) the Disciplinary Standards, (E) Evaluation Letters/Reports, (F) the Standardized Curriculum Vita, (G) External Reviews of Scholarship (if applicable), (H) Student Teaching Evaluations, (I) Peer Reviews of Teaching, (J) Course Syllabi, (K) Scholarly/creative/ professional work, and all selected supporting documentation. The specific contents of all of these sections are described in the text that follows.

Candidates may select and include additional supporting documentation to support the application. For guidelines, see the Selected Supporting Documentation section and the descriptions of Sections L-N on the last two pages of this form.

Applications for promotion and for reappointment in Years 2,3, and 5, must include all elements as described here.

Applications for informal reappointment review (in Year 1 and 4[[1]](#footnote-1)) include the following items: (A) the Cover Page, (F) Standardized Curriculum Vita, (H) Student Teaching Evaluations, and (I) Peer Reviews of Teaching; the candidate may submit any other documents to support the application.

**A. Cover Page**

This document provides basic identifying information for the packet. Use the following format:

Cover Page

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department(s)/Program(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitting Application for:

☐ Formative Review at end of the First or Fourth Year of Employment

☐ Reappointment to: ☐ Fourth Year, ☐ Fifth and Sixth Year, ☐ Sixth Year, or   
☐ Seventh Year (with tenure)

☐ Promotion to: ☐ Associate Professor, ☐ Professor,   
☐ Librarian II (Assistant Professor in the library),   
☐ Librarian I (Associate Professor in the library),   
☐ Assistant Director in the Library (Professor in the library).

Date of initial appointment at TCNJ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of appointment to current rank at TCNJ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*-----End of Cover Page-----*

**B. Table of Contents**

It is essential that all the Standard Application items that comprise the candidate’s application packet be available for each level of review. To aid in the assembly and tracking of these materials, the Table of Contents document should be prepared by the candidate and appear after the cover page. The candidate should carefully check their packet against the Table of Contents, ideally reviewing with their PRC chair that all required elements have been included. If the chair of the PRC or the Dean discovers that any required section is missing or empty, the PRC Chair or Dean will immediately notify the candidate, who must submit the missing materials within two (2) working days of notification. If the candidate does not submit the missing materials in this timeframe, the application will not receive further consideration.

Use the following format:

Table of Contents

Standard Application

A. Cover page

B. Table of Contents

C. Professional Development Essay

D. Disciplinary Standards

E. Evaluation Letters/Reports

F. Standardized Curriculum Vita

G. External Reviews of Scholarship

Supporting Documentation

H. Student Teaching Feedback Forms

I. Peer Reviews of Teaching

J. Course Syllabi

K. Scholarly/creative/professional work

Selected Supporting Documentation

L. Teaching Materials

M. Scholarly/creative/professional Materials

N. Service Materials

O. Other Materials (add, as needed, to customize packet)

*-----End of Table of Contents-----*

**C. Professional Development Essay**

This document appears immediately after the Table of Contents and precedes the Disciplinary Standards section. Informal review cycles (during Year 1 and Year 4\*) omit this item.

The essay allows the candidate to interpret and explain the significance of the record as presented in the application. It enables the candidate to reflect deliberately on their professional development in the areas of teaching or librarianship, scholarly/creative/professional activity, and service. It should include specific examples of excellent teaching/librarianship and its effectiveness in achieving learning outcomes, in preparing students for life after college and careers, of the significance of scholarship etc., and the scope of service, including length of time, major outcomes, and whether reassigned time was awarded. The essay should specify how the candidate’s record of scholarly/creative/professional achievement meets the expectations described in the Disciplinary Standards. The essay should also include a description of how the candidate believes they have fulfilled the appropriate qualifications for reappointment, tenure, or promotion, as well as a discussion of future goals and aspirations. An effective presentation is clear, concise, accurate, and balanced. The Professional Development Essay typically range from three (3) to five (5) single-spaced pages, and should use a 12-point font with one-inch margins. Essays may not exceed six (6) single-spaced pages.

**D. Disciplinary Standards**

This section appears after the Professional Development Essay and before Evaluation Letters/Reports. Both the PRC’s and the Dean’s assessments of the application should explicitly address how the candidate’s scholarly/creative/professional activities meet the expectations described in the Disciplinary Standards in this section. For candidates who have chosen to use elements of multiple Disciplinary Standards as the basis for evaluating their scholarly/creative/professional activities, this section includes each applicable Disciplinary Standards document as well as a cover letter outlining the ways in which elements of the included Disciplinary Standards apply to their activities. Candidates for Promotion wishing to use elements of multiple Disciplinary Standards must have obtained the signatures of the PRC chair and the Dean on the Intention to Use Multiple Disciplinary Standards form (8.1) by the deadline indicated in Timeline 6.2.

**E. Evaluation Letters/Reports**

This section appears after the Disciplinary Standards and before the Standardized Curriculum Vita. This section contains copies of previous reappointment or promotion letters/reports and candidate's responses (if applicable). Candidates for reappointment should include all letters from previous reappointments. Candidates for promotion should include only letters from previous promotion applications during the last three (3) years.

If the candidate is reapplying for promotion, then the Professional Development Essay must clearly address how weaknesses in the unsuccessful application were remedied.

**F. Standardized Curriculum Vita**

The format that follows standardizes candidate applications for reappointment or promotion. Standardization is particularly important for those who review application materials outside of the candidate’s department (e.g., Dean, CPTC, Provost).

* Not every category below will be relevant for every candidate.
* Add information to those categories that are significant in conveying your record of achievement and that will assist others in understanding the nature and importance of your professional work.
* Retain the heading for omitted categories and type “N/A” to indicate that this category is not relevant to your professional work.

STANDARDIZED CURRICULUM VITA  
Full Name  
Current job title  
Date of appointment to current job title  
Department/Program

I. Overview of Accomplishments Since Last Reappointment/Promotion Review

Using single spacing, a 12-point font, and *no more than the 1st page*, provide a bulleted list of your most important teaching, scholarly/creative/professional, and service accomplishments *since* your last reappointment review or promotion application.

II. Academic and Professional Employment

Indicate dates, employer, title, and brief job description as appropriate, beginning with the most recent experience. Indicate whether full-time or part-time experience.

III. Educational Background

A. Degrees and diplomas, including dates, institutions and areas of specialization.

B. Title of dissertation and name of supervisor.

C. Post-doctoral fellowships or advanced professional certifications.

IV. Academic or Professional Honors, Prizes, and Awards

Provide type of honor, conferring authority/organization, and date of honor. Do NOT include honors, prizes, and awards received by your (the candidate) students or mentees.

V. Teaching Record

A. Delivery of instruction for courses taught at TCNJ.

1. List by course, noting which semesters each was offered and course enrollments (based on final class roster).

2. Discuss the quality of your teaching effectiveness. Summarize and refer to supporting documentation, such as Student Teaching Evaluations (Standard Application section H), Peer Reviews of Teaching (Standard Application section I), Course Syllabi (Standard Application section J), and other supporting evidence (Standard Application section L). Candidates for reappointment (including tenure) should provide supporting documentation for all of the years during which they have taught at TCNJ. Candidates for promotion should limit their supporting documentation to the past three (3) to five (5) years. (For additional details, see the descriptions of Sections H, I, J, and L in the Standard Application for Reappointment and/or Promotion document.)

3. Discuss your contributions to the liberal learning program such as First Seminar Program (FSP).

B. New courses, curricula, or pedagogies developed at TCNJ.

C. Independent research, independent studies, and other non-classroom modes of instruction. Provide evidence of success in an appendix (or appendices).

D. External curricular grants, including those awarded, those resubmitted with revision, and those submitted but declined.

E. TCNJ curricular grants awarded.

F. Participation in professional conferences or workshops related to teaching in your discipline. Indicate sponsoring group, topic, date, place, and extent of participation. Discuss the impact on the candidate’s teaching.

VI. Librarianship Record

A. Areas of responsibility at TCNJ

List by service or activity. Provide applicable examples and documentation such as:

1. Accomplishments in performance of daily activities.

2. Work on new programs and policies.

3. Liaison services to campus community.

4. Peer letters.

B. Materials prepared for colleagues or library users.

C. New programs, policies, or services developed at TCNJ.

D. Library reading programs or other individual instructional activities.

E. Administrative, coordinating or supervisory activities.

F. Participation in professional conferences or workshops related to librarianship or (for departmental liaisons) to your area of subject specialization. Indicate sponsoring group, topic, date, place, and extent of participation. Discuss the impact on the candidate’s librarianship.

VII. Academic Advising and Student Mentoring Record

Describe academic advising and student mentoring contributions.

A. Describe advising roles and advising load.

B. Describe mentoring activities.

C. Discuss the quality of the candidate's effectiveness as a mentor and advisor.

D. While not required, a candidate is free to add any supporting documentation that the candidate feels may be relevant to explaining their advising and mentoring record (e.g., letters of support from students mentored by the candidate explaining the impact of said mentorship).

VIII. Scholarly Record

List items under each category in reverse chronological order, with most recent publications and accepted work listed first. Use a standard bibliographic format used in one of the academic disciplines. Where there are co-authors, indicate order of authorship and explain the degree and nature of collaboration with special attention paid to your contributions. All published work should be included in the materials presented during the evaluation process, but candidates should make clear (1) which work has been conducted subsequent to appointment at the College, and (2) which scholarly accomplishments have been achieved since the last promotion. Provide evidence of the quality of the scholarly venue and explain all measures used to provide evidence of quality scholarship (e.g., journal impact factors, journal acceptance rates, etc.)

A. Books and monographs authored.

B. Books edited or compiled.

C. Books and monographs in progress. Specify extent of progress and nature of volume (authored or edited), including especially any contracts with publishers.

D. Journal articles (published or in press in scholarly, refereed journals).

E. Journal articles completed and "under review" for publication. Indicate date, place, and status of submission.

F. Articles published in refereed conference proceedings.

G. Chapters, essays, and reference articles published or in press in edited volumes (note manner of invitation or selection).

H. Papers, lectures, posters, abstracts, and/or presentations at professional conferences (note significance of the conference within the discipline; whether it was national, regional, or local; and whether refereed).

I. Published software, audio, multimedia, and so on (note whether refereed).

J. External peer-reviewed scholarly grants, including those awarded, those resubmitted with revision, and those submitted but declined.

K. TCNJ scholarly grants awarded.

L. Reviews of books, software, creative performances, and so on.

M. Reports from grant or contract work.

N. Essays or other written work in news/popular media without scholarly referees.

O. Additional research projects or scholarly works in progress. Specify nature of the work and provide evidence of the extent of progress.

P. Editorships of scholarly journals or volumes.

Q. Invited reviews of scholarly journals, volumes, works, or proposals.

IX. Creative Record

A. Creative works completed. Indicate type of work, date of completion, collaborators, if any, and nature of and extent of collaboration, and current location of work. If there is a sponsoring organization, provide information about its significance within the discipline.

B. Juried shows, exhibitions, and performances (note whether national, regional, or local).

C. Un-juried shows, exhibitions, and performances.

D. Creative works commissioned or sold.

E. Performances by others of music, poetry, plays, etc. that you have authored.

F. External peer-reviewed creative grants, including those awarded, those resubmitted with revision, and those submitted but declined.

G. TCNJ creative grants awarded.

H. Creative works in progress. Specify extent of progress and nature of the work.

X. Professional Activity Record

Professional services as a consultant or practitioner are considered scholarly activity when they involve the creation rather than application of knowledge and impact significantly on one's discipline. Work that involves the application of knowledge should be included in the Record of Service. Indicate type of work, name of institution/organization, dates, description of activity.

A. Original research performed while serving as a consultant. If results from these activities were published in referred journals, then the activity should be listed here if it involved contract research.

B. Standards created for a national or regional accreditation agency.

C. Curricula designed for national or regional use.

XI. Professional, Intellectual, Creative Development

A. Current matriculation in a degree program. Submit in the supporting documentation a letter from the appropriate graduate advisor indicating: student status, nature of study, Program, institution, anticipated date of completion.

B. Courses completed since highest degree was awarded. Provide photocopy of transcript in the supporting documentation.

C. Post-doctoral study, internships, personal study, workshops attended, recertification

XII. Record of Service to The College Community

Indicate those assignments which involved significant service, briefly describing your role and the nature of your work. Provide evidence of quality and length of service, position on committees or sub-committees, major outcomes or accomplishments and/or significant consistent contributions, and indicate whether reassigned time was awarded.

A. Administrative or coordination activities of departments or programs.

B. Training or supervising staff and/or mentoring of other colleagues on the faculty.

C. Departmental committees or formal assignments

D. School or library committees or formal assignments

E. College committees or formal assignments

F. Other forms of significant service, including faculty sponsorship of student-run organizations. Incidental items (such as talks to campus organizations, lecturing in a colleague's class, participation in campus groups or events) that are a routine part of the life of the College need not be listed unless there is some exceptional aspect.

XIII. Record of Outside Service

A. Leadership roles in or significant contributions to a professional organization, including formal office, membership in a task force or accrediting team, and so on. Please provide information on the membership size of the organization and other relevant details to provide background.

B. Service as a referee, guest editor or consulting editor for a scholarly journal or press. Please describe the nature of your service, including how the number of articles reviewed and how often.

C. Contributions as a consultant to another institution.

D. Contributions to the surrounding community. Mention only those that involved significant service related to your professional expertise, briefly describing your role and the nature of your work, and its connection to your professional expertise.

*-----End of Standardized Curriculum Vita-----*

**G. External Reviews of Scholarship (if applicable)**

The list of potential external reviewers and external review letters in this section should be based upon the processes set out in 3.2.4. and 8.3.

**H. Student Feedback on Teaching**

This section contains survey results from students, both quantitative summary tables and open-ended, write in responses. For reappointment applications, include summary tables and open-ended responses for every course taught at TCNJ. For promotion applications, include summary tables and open-ended responses for every course taught in the three (3) to five (5) years prior to the application. (Candidates who are eligible to apply for reappointment or promotion within three years of initial appointment should submit required documentation (e.g., student evaluations, peer reviews) for all years of employment at the College.) Candidates must follow the TCNJ/AFT Memorandums of Agreement that govern the sharing of student feedback stored electronically (these instructions are also included in Faculty Process).

**I. Peer Reviews of Teaching**

This section contains all original Peer Reviews of Teaching (see 3.2.3).

**J. Course Syllabi**

This section contains copies of syllabi for all courses taught in the previous three (3) to five (5) years (include the most recent example of each; see 2.2).

**K. Scholarly, Creative, or Professional Work**

This section contains evidence of scholarly/creative/professional work which may include:

1. copies of published books, articles, essays, abstracts, reports, grants, grant reviews, and so on, arranged according to the categories listed in the Standardized Curriculum Vita.

2. copies of letters indicating acceptance of materials submitted for publication or the status of materials under review

**L. Teaching Materials**

The following are examples of materials you might include to support teaching.

1. Evidence of pedagogical advances and innovations (Faculty) - examples of materials, handouts, assignments, exams, etc., that enhance student learning or expand the curriculum in significant ways.

2. Evidence of advancement of library operations or services (Librarians) - examples of materials, handouts, web pages, etc., created for student or staff use that demonstrate advancement of library operations or services.

3. Independent Research or Study Students - list of student names and a brief abstract of their projects (as appropriate); short description of post-graduation accomplishments of mentored students.

4. Academic Advising and Mentoring - materials developed or used in support of academic advising and mentoring; any supporting documentation that the candidate feels may be relevant to explaining their advising and mentoring record (e.g., letters of support from students mentored by the candidate explaining the impact of said mentorship).

**M. Scholarly/creative/professional Materials**

The following are examples of materials you might include to support scholarly/creative/professional work.

1. Copies of Letters from External Reviewers (see 3.2.4) - external professional peer evaluations of your scholarly/creative/professional work. Original External Reviews should appear in Section G.

2. Objective or independent information pertaining to the significance of your work such as copies of professional reviews of your scholarly or creative work, citation counts, and course adoptions.

3. Copies, photographic images, audiotapes or videotapes, URL addresses, etc. of creative work produced.

**N. Service Materials**

The following are examples of materials you might include to support scholarly/creative/professional work.

1. Copies of significant written material produced (e.g., reports or documents), indicating your specific contribution.

2. A letter from a person in a supervisory capacity citing any special contribution.

**O. Other Materials**

Add, as needed, to customize application packet.

**8. Other Forms**

**8.1. Intention to Use Multiple Disciplinary Standards**

This form is to be used by candidates for Promotion who self-identify as interdisciplinary and who wish to consider the option of using elements of multiple Disciplinary Standards in the evaluation of their scholarly/creative/professional activities. Deadline for submission of this form is one year prior to the date for intent to apply for promotion.

Intention to Use Multiple Disciplinary Standards

Name:

Department or Program:

Applying for (check one)

[ ] Promotion to Associate Professor

[ ] Promotion to Professor

For the purposes of evaluating my interdisciplinary work, I propose the use of Disciplinary Standards of these disciplines, departments, or programs, in addition to those of my own department(s) or program(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department or Program PRC Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department or Program Dean Date

*-----End of Intention to Use Multiple Disciplinary Standards-----*

**8.2. Department/Program Recommendations**

**8.2.1. For Reappointment**

DEPARTMENT/PROGRAM RECOMMENDATION FOR REAPPOINTMENT

Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Evaluate the applicant in terms of the Bases and Standards for Evaluation, with a careful, thorough, and thoughtful analysis for each area listed below, as well as a discussion of the efforts made by the department/program to mentor the candidate.*

I. Teaching or Librarianship

II. Scholarly/Creative/Professional Activity

III. Service

The candidate [ ] is [ ] is not (check one) recommended for formal reappointment to:

[ ] Fourth Year [ ] Fifth and Sixth Year

[ ] Fifth Year [ ] Sixth Year

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert PRC Chair Name] Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert PRC Member Name] Date

To Applicant for Reappointment:

The collective bargaining agreement requires that individuals have an opportunity to read and, if they wish, respond to any documents placed in their personnel files. Please sign below:

I attest that I have read this document. I do \_\_\_\_\_ do not \_\_\_\_ (check one) intend to forward a response by April 10 to the chair of the PRC.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A CANDIDATE WISHING TO APPEAL A DECISION ON PROCEDURAL GROUNDS SHOULD FOLLOW APPEALS PROCEDURE CITED IN THE AGREEMENT BETWEEN THE STATE OF NEW JERSEY AND COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS.

*-----END OF DEPT/PROG. RECOMMENDATION-----*

**8.2.2. For Reappointment to Seventh Year with Tenure**

DEPARTMENT/PROGRAM RECOMMENDATION FOR   
REAPPOINTMENT TO SEVENTH YEAR WITH TENURE

Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Evaluate the applicant in terms of the Bases and Standards for Evaluation, with a careful, thorough, and thoughtful analysis for each area listed below, as well as a discussion of the efforts made by the department/program to mentor the candidate.*

I. Teaching or Librarianship

II. Scholarly/Creative/Professional Activity

III. Service

The candidate [ ] is [ ] is not (check one) recommended for formal reappointment to:

[ ] Seventh Year (with tenure)

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert PRC Chair Name] Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert PRC Member Name] Date

To Applicant for Reappointment with Tenure:

The collective bargaining agreement requires that individuals have an opportunity to read and, if they wish, respond to any documents placed in their personnel files. Please sign below:

I attest that I have read this document. I do \_\_\_\_\_ do not \_\_\_\_ (check one) intend to forward a response by April 10 to the chair of the PRC.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A CANDIDATE WISHING TO APPEAL A DECISION ON PROCEDURAL GROUNDS SHOULD FOLLOW APPEALS PROCEDURE CITED IN THE AGREEMENT BETWEEN THE STATE OF NEW JERSEY AND COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS.

*-----END OF DEPT/PROG. RECOMMENDATION-----*

**8.2.3. For Promotion**

DEPARTMENT/PROGRAM RECOMMENDATION FOR PROMOTION

Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Evaluate the applicant in terms of the Bases and Standards for Evaluation, with a careful, thorough, and thoughtful analysis for each area listed below:*

I. Teaching or Librarianship

II. Scholarly/Creative/Professional Activity

III. Service

The candidate [ ] is [ ] is not (check one) recommended for promotion to:

[ ] Associate Professor [ ] Librarian II

[ ] Professor [ ] Librarian I

[ ] Assistant Director in the Library

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Insert PRC Chair Name] Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Insert PRC Member Name] Date

To Applicant for Promotion:

The collective bargaining agreement requires that individuals have an opportunity to read and, if they wish, respond to any documents placed in their personnel files. Please sign below:

I attest that I have read this document.

I do \_\_\_\_\_ do not \_\_\_\_ (check one) intend to forward a response by October 30 to the chair of the PRC.

I do \_\_\_\_\_ do not \_\_\_\_ (check one) want my application forwarded to the College Promotions and Tenure Committee.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A CANDIDATE WISHING TO APPEAL A DECISION ON PROCEDURAL GROUNDS SHOULD FOLLOW APPEALS PROCEDURE CITED IN THE AGREEMENT BETWEEN THE STATE OF NEW JERSEY AND COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS.

*-----END OF DEPT/PROG. RECOMMENDATION-----*

**8.3. Letter to External Reviewer**

**8.3.1. For Promotion to Rank of Professor**

Note: Text offset by brackets in the letter must be customized for each candidate.

Dear [external reviewer name]:

[Name] has applied for promotion to the rank of Professor in the Department of [Department name] at The College of New Jersey. The Department Promotion and Reappointment Committee requests your evaluation as an external reviewer of the scholarly/creative/professional activity of this candidate. The contents of the external review letters are shared with the candidate. However, the identity of the reviewer is kept confidential to the candidate and all evaluators in the promotion process and will not be released unless required by law. The candidate has the right to ask for your identity to be revealed to evaluators and respond to the reports as part of the promotion application. Reviewer identities are still concealed from the candidate if they exercise the option to reveal reviewer identity to promotion evaluators. If you are willing to serve as an external reviewer, your review must be received no later than August 15, [year].

The College of New Jersey (TCNJ) is an exemplary comprehensive institution with the mission of offering a quality education to high-achieving students in a residential setting where teaching and scholarly/ creative/professional activity are essential priorities. The current standard teaching load is three courses per semester; prior to the 2004-2005 academic year, the standard teaching load was four courses per semester. Regarding faculty scholarly accomplishments, TCNJ embraces the model of a professor as teacher-scholar in which a serious and continuing commitment to scholarship complements and enriches one’s teaching.

For promotion, faculty members are expected to demonstrate accomplishments in the three areas of teaching, scholarly/creative/professional activity, and service. Your review will assist us in evaluating the second area, the candidate’s scholarly/creative/professional activity. Promotion to Professor at TCNJ requires that a faculty member “demonstrate a sustained pattern of achievement since attaining the rank of Associate Professor, with evidence indicating the maturation of the scholarly/creative/ professional record.” As the external reviewer, please describe how the candidate has established a sustained pattern of scholarly/creative/professional achievement and evaluate how the candidate’s record has matured. Please do not indicate your opinion about whether or not the candidate merits promotion to the rank of Professor or if the candidate would be likely to be promoted in your department or institution.

If you are willing to serve as an external reviewer for the scholarly/creative/professional activity of [name], please let us know by [date]. If you agree to provide an external review for this candidate’s promotion application, we will send you the candidate’s relevant application materials.

Thank you.

*-----End of External Review (for Professor) letter-----*

**8.3.2. For Promotion to Assistant Director in the Library**

Note: Text offset by brackets in the letter must be customized for each candidate.

Dear [external reviewer name]:

[Name] has applied for promotion to the rank of Assistant Director in the Library (concurrent rank is Professor in the Library) in the R. Barbara Gitenstein Library at The College of New Jersey (TCNJ). The library Promotion and Reappointment Committee requests your evaluation as a peer reviewer of the scholarly/creative/professional activity of this candidate. The contents of the reports of the peer reviewers are shared with the candidate, although the identity of the reviewer is kept confidential; the candidate has the right to respond to the reports as part of the promotion application. If you are willing to serve as a peer reviewer, your review must be received no later than August 15, [year].

TCNJ is an exemplary comprehensive institution with the mission of offering a quality education to high-achieving students in a residential setting where librarianship and scholarly/ creative/professional activity are essential priorities. Librarians are typically twelve month employees, with some release time for scholarly/creative/professional activity. Regarding librarian scholarly accomplishments, TCNJ embraces the model of librarian-scholar in which a serious and continuing commitment to scholarship complements and enriches one’s librarianship.

For promotion, librarians are expected to demonstrate accomplishments in the three areas of librarianship, scholarly/creative/professional activity, and service. Your review will assist us in evaluating the second area, the candidate’s scholarly/creative/professional activity. Promotion to Assistant Director in the Library at TCNJ requires that a librarian demonstrate a sustained pattern of achievement since attaining the previous rank of Librarian I, with evidence indicating the maturation of the scholarly/creative/ professional record. As the external reviewer, please describe how the candidate has established a sustained pattern of scholarly/creative/professional achievement and evaluate how the candidate’s record has matured. Please do not indicate your opinion about whether or not the candidate merits promotion to the rank of Assistant Director in the Library, or if the candidate would be likely to be promoted at your institution.

If you are willing to serve as a peer reviewer for the scholarly/creative/professional activity of [name], please let us know by [date]. If you agree to provide a peer review for this candidate’s promotion application, we will send you the candidate’s relevant application materials.

Thank you.

*-----End of External Review (for Asst Director in Library) letter-----*

1. If reappointed to 5th & 6th year, the Year 4 review is formative. If reappointed to 5th year only, the Year 4 review is substantive and all elements must be included. [↑](#footnote-ref-1)