Dear Colleagues,

As everyone is aware, the COVID-19 crisis has raised challenges regarding compliance with various University processes and requirements. Further review of the promotion instructions that were sent to you earlier governing tenured and tenure-track Library faculty for academic year 2020/2021 and the instructions governing tenured and tenure-track non-library faculty for academic year 2020/2021 in light of this crisis has suggested that the University temporarily relax some of these requirements. With respect to the requirements governing external confidential letters of evaluation in both sets of instructions, Section F in both sets, please be advised that for the 2020-21 promotion cycle, a minimum of seven letters is no longer required. While it is recommended that the candidate’s department chair and/or dean, or unit director and/or Vice President for Information Services and University Librarian in the case of Library faculty, obtain seven letters from qualified persons, a minimum of five letters is sufficient for academic year 2020/2021.

Second, with respect to Section E (Responsibilities of the Candidate) of the promotion instructions governing tenured and tenure-track non-library faculty, please be advised that the requirement of including at least one written report of a peer observation of the candidate’s teaching with the promotion dossier has been waived. Instead, a written report of a peer observation of the candidate may be included if available.

Hopefully, the foregoing changes should help to alleviate some of the challenges encountered with obtaining external confidential letters of evaluation and a written report of a peer observation of teaching.

Best wishes,

Barbara

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