

**Non-Tenured Faculty in Chemistry**  
**Evaluation Criteria**  
**Faculty of Arts and Sciences-Newark (FASN)**  
**Rutgers University-Newark**

**General Criteria for NTT Teaching Title**

**Criteria for Appointment:**

1. A Ph.D. in Chemistry or related field;
2. Appointment of non-tenure track (NTT) faculty to teach upper-level chemistry courses (higher than 100 level) will require approval of the tenured and tenure-track chemistry faculty.

**Criteria for Reappointment:**

1. Continued need for position, and availability of funding;
2. Excellence as a teacher as demonstrated by:
  - Effectiveness of teaching strategies;
  - Achievement of learning goals by the students in teacher's classes;
  - Observation of classroom instruction;
  - A teaching portfolio, which will include a personal statement, syllabi, and/or other instructional materials;
  - Student instructional rating surveys;
  - Demonstrated service in accordance with the mission of the department and the university, appropriate to the level of appointment;
  - Keeps regular office hours, and shows that he/she is responsive to the students' needs.
3. When their attendance is required or helpful to departmental deliberations concerning teaching, they should attend these department meetings.

**Criteria for Promotion to All Ranks:**

1. Continued need for position and availability of funding;
2. Minimum of six years in rank;
3. Excellence as a teacher as demonstrated by:
  - Effectiveness of teaching strategies;
  - Achievement of learning goals by the students in teacher's classes;
  - Observation of classroom instruction;
  - A teaching portfolio, which will include a personal statement, syllabi, and/or other instructional materials;
  - Student instructional rating surveys;

- Demonstrated service in accordance with the mission of the department and the university, appropriate to the level of appointment;
  - Keeps regular office hours, and shows that he/she is responsive to the students' needs;
4. When their attendance is required or helpful to departmental deliberations concerning teaching, they should attend these department meetings.

### **Additional Criteria for Promotion to Teaching Professor/Distinguished Teaching Professor:**

In addition to the criteria listed above the candidate must show evidence of true distinction as an instructor, such as (but not limited to) teaching awards, recognition by public bodies or professional organizations, significant publications on teaching.

### **General Criteria for NTT Research Title**

#### **Criteria for Appointment:**

1. Advanced or Terminal degree in relevant field as appropriate for position required;
2. Demonstrated experience and compelling evidence of accomplishments in research and scholarship.

#### **Criteria for Reappointment:**

1. Continued need for position, and availability of funding;
2. Satisfactory performance of duties in existing position as determined by PI, project director, or chair, continued need for position, and availability of funding. Proven service in accordance with the mission of the department and the University, appropriate to the level of the appointment.

#### **Criteria for Promotion to All Ranks:**

1. Continued need for position and availability of funding;
2. Minimum of six years in rank;

Significant additional contributions appropriate to project/responsibilities, such as generating independent research ideas in coordination with PI, project director or chair; demonstrating high level of initiative and ability to work independently; supervising students and/or staff; obtaining external funding; publication in peer-reviewed journals, as appropriate to the discipline and the level of the appointment.