Date

Faculty Name

Address

Dear (Faculty’s Name):

We have proposed that you receive compensation for additional services in the amount of $(dollars) effective (date), subject to university approval. This compensation is for your role as (title). You will report to NAME in this role. Acceptance of this role is voluntary, and there is no negative employment consequence for refusing additional work. This payment will be reviewed annually by the Dean.

Your total compensation will be $(dollars). This includes an academic base of $(dollars), which includes compensation for additional services in the amount of $(dollars) and (if applicable) a supplement of $(dollars). Should you no longer hold this role, the compensation for additional services will be removed from your compensation.

The attached document outlines the details of your new responsibilities that are bona fide services substantially over and above those normally assigned to you. These responsibilities may be amended upon written notification to you.

You will retain membership in the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for purposes of collective negotiations. The collective negotiations agreement can be found here: <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

You may indicate your acceptance of the terms and conditions of this letter by signing in the space provided below.

Sincerely,

Dean/Department Chair

Acknowledgement of receipt and agreement:

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

Faculty Date

c: Department Chair

Employee File