

RBHS COMPENSATION FOR ADDITIONAL SERVICES

Updated: June 8, 2023

The purpose of this document is to provide clarity on the required documents and approvals for Compensation for Additional Services for Legacy AAUP-BHSNJ faculty (now part of AAUP-AFT), Faculty Administrators, and Part-time faculty (less than 0.5 FTE). *Please note NJEA Program Directors and Rutgers Legacy AAUP-AFT faculty are not eligible for Compensation for Additional Services.*

Compensation for additional services is available to:

- Those eligible who provide bona fide services above and beyond normally assigned responsibilities. These services are temporary, lasting less than one year, and voluntary. In these instances, this additional compensation may be added to the Academic Base Salary or paid in Time and Labor for hourly duties.
- Those eligible who are placed in a role above and beyond their faculty role but which does not remove them from their negotiations unit and may not be temporary. In these instances, the compensation for additional services will be added to the ABS and removed upon leaving the role.

There will be no negative consequence if the faculty refuses this additional work.

Any questions about the required documents or approvals should be directed to the RBHS Office of Faculty Affairs at rbhsfacultyaffairs@rbhs.rutgers.edu or 973-972-7595.

Required Documents for All Faculty

Required Documents:

1. FTF
2. Letter from Dean to Executive Vice President for Academic Affairs (RU)* and RBHS Chancellor indicating support of the Chair, Director or Unit Leader's request. (AAUP-BHSNJ eligible faculty only *)
3. Letter from Chair OR Assistant/Associate Dean OR Dean to RBHS Chancellor describing the amount of compensation for additional services requested, the rationale and duties related to the increase including any administrative title, if applicable, confirmation that the additional compensation is for bona fide additional work substantially over and above the normally assigned duties, the time for which the compensation is proposed.
 - a. Compensation for Additional Services can be paid based on an hourly rate if appropriate or added to the ABS. It cannot be added to the Supplement.
 - b. This should include the statement: "This will be reviewed annually by the Dean."
 - c. For faculty in the Legacy AAUP-BHSNJ, the letter should also include the language: "There will be no negative consequence for refusing this additional work."
4. Draft letter from Chair, Director or Unit Leaders to faculty member specifying the amount of compensation for additional services and what the additional duties are to be performed. The letter should include a statement that the compensation will cease if/when the duties cease and that it will be reviewed annually by the Dean.
5. CV

Approvals

Approvals for Faculty Administrators (via Perceptive Content):

- ✓ Budget
- ✓ Dean
- ✓ RBHS Chancellor

Approvals for Part-time Faculty (less than .5 FTE) (via Perceptive Content):

- ✓ Budget
- ✓ Dean
- ✓ RBHS Faculty Affairs

Approvals for AAUP-BHSNJ Faculty

- ✓ Budget
- ✓ Dean
- ✓ RBHS Chancellor
- ✓ Executive Vice President for Academic Affairs (RU) *

Tracking Process

1. Once action is approved by the Executive President for Academic Affairs, the Faculty Transaction Form (FTF) is marked as “complete” in Perceptive Content:
 - a. The school/unit Faculty Affairs Office forwards approved FTF for processing in PeopleSoft.
 - b. RBHS Faculty Affairs will enter the data into the Compensation Screen of the Faculty Information System as follows:

Add Compensation for Additional Services

Rationale:	<input type="text"/>		
Amount:	<input type="text"/>	Source of Funds:	<input type="text"/>
Duration: Start Date	<input type="text"/>	End Date	<input type="text"/>

The end date will only be used when the Compensation for Additional Services ends.

- c. For services ending, an FTF needs to be completed and processed in PeopleSoft.
2. Every May 1st, RBHS Faculty Affairs will run a report from FIS to generate a report of faculty whose Compensation for Additional Services need to be continued. The school/unit Faculty Affairs Office will confirm continuation with the department for the next academic year. This should be completed by June 15th.