

## **RBHS MATCHING OUTSIDE OFFERS**

The purpose of this document is to provide clarity on the required documents and approvals for Matching Outside Offers for Legacy AAUP-BHSNJ faculty, NJEA Program Directors, Faculty Administrators, and Part-time faculty (less than 0.5 FTE). Please refer to the appropriate chart based on the faculty type.

Note: For AAUP-AFT faculty, please refer to the [Out-of-Cycle process](#) for AAUP-AFT faculty.

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

<b>Required Documents for all Faculty Types</b>	
<ol style="list-style-type: none"> <li>1. FTF</li> <li>2. Letter from Chair, Director or Unit Leader to Dean describing the amount of compensation being matched in response to a bona fide outside offer of employment.               <ol style="list-style-type: none"> <li>a. This should include rationale for offer including current and proposed academic base salary, supplement or FVS (Fully Variable Supplement).</li> <li>b. This should also include whether or not the increase to academic base is <i><u>inclusive or exclusive</u></i> of any increase that may be effective 7/31/xx for AAUP-BHSNJ and NJEA faculty or 7/01/xx for all others.</li> </ol> </li> <li>3. Copy of the outside offer.</li> <li>4. Letter from Chair, Director or Unit Leader to faculty member specifying the matched salary increase.</li> <li>5. CV</li> </ol>	
<b>Approvals</b>	
<p><b><u>Approvals for AAUP-BHSNJ, NJEA and Faculty Administrators</u></b> <b><u>(via Perceptive Content):</u></b></p> <ul style="list-style-type: none"> <li>✓ Budget</li> <li>✓ Dean</li> <li>✓ RBHS Chancellor</li> </ul>	<p><b><u>Approvals for Part-Time Faculty (less than .5 FTE) (via Perceptive Content):</u></b></p> <ul style="list-style-type: none"> <li>✓ Budget</li> <li>✓ Dean</li> <li>✓ RBHS Faculty Affairs</li> </ul>