

RBHS OUT-OF-CYCLE INCREASES

The purpose of this document is to provide clarity on the required documents and approvals for Out-of-Cycle (OOC) Increases for Legacy AAUP-BHSNJ (now part of the AAUP-AFT unit) faculty, AAUP-AFT 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.

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.

Non-aligned Faculty Administrators and Part-time (less than 0.5 FTE) Faculty

Required Documents:

1. FTF
2. Letter from Dean to RBHS Chancellor indicating support of the Chair, Director or Unit Leader's request.
3. Letter from Chair, Director or Unit Leader to Dean describing the amount of out of cycle increase requested and the rationale* for the increase.
 - a. This should also indicate whether the OOC is a one-time, lump sum payment or is to be added to the academic base salary, supplement or FVS (Fully Variable Supplement).
4. Draft letter from Chair, Director or Unit Leader to faculty member specifying the out of cycle award and whether it is to be added to the academic base or is a one-time, lump sum payment.
5. CV

Approvals for Faculty Administrators (via ImageNow):

- ✓ Budget (School)
- ✓ Dean
- ✓ RBHS Chancellor

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

- ✓ Budget (School)
- ✓ Dean
- ✓ RBHS Faculty Affairs

* Reasons for increases can be based on equity, accomplishments and/or productivity.

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Legacy AAUP-BHSNJ Faculty

Required Documents:

1. FTF
2. Letter from Dean to the Rutgers Executive Vice President for Academic Affairs (EVPAA) and RBHS Chancellor indicating support of the Chair, Director or Unit Leader's request.
3. Letter from Chair, Director or Unit Leader to Dean describing the amount of out of cycle increase requested and the rationale* for the increase.
 - a. This should also indicate whether the OOC is a one-time, lump sum payment or is to be added to the academic base salary or supplement.
4. Draft letter from Chair, Director or Unit Leader to faculty member specifying the amount of the out of cycle award and whether it is to be added to the academic base, supplement or that it is a one-time, lump sum payment. This letter should not be shared with the faculty until after approval by the EVPAA.
5. CV

Approvals:

- ✓ Budget (School)
- ✓ Dean
- ✓ RBHS Chancellor
- ✓ EVPAA
 - The Union will be notified by OULR after approval by the EVPAA. The changes will not be implemented until 15 business days following notification to the AAUP-BHSNJ unless the union and the University agree in writing that the requirements of the Article have been fulfilled. Once the EVPAA approves an OOC increase, it may not be rescinded or retracted.

*Per article VIII Section IV of the [agreement with the AAUP-BHSNJ](#), reasons for increases can be based accomplishments and/or productivity, unusual professional achievement and in response to market conditions in a particular discipline or subdiscipline at peer institutions. The provision also describes an equity process. Additional information about that process will be forthcoming.

**Effective 7/1/2022, a second increase within the contract term, 7/01/2022-6/30/2026, is negotiable. If you are proposing a second increase within the term of the agreement please reach out to RBHS Faculty Affairs for guidance.

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AAUP-AFT Faculty

Requirements and Process

The Office of University Labor relations maintains [this document](#) which details the requirements and process as well as template language for legacy AAUP-AFT faculty. RBHS requests must be reviewed by the RBHS Chancellor before they are routed through to OULR for approval. Please upload the documents below to Perceptive Content. RBHS Faculty Affairs will route to OULR.

Required Documents:

1. FTF (SoN only)
2. Dean's written recommendation with relevant documentation
3. Department/Division written recommendation with relevant documentation (if applicable and if information pertaining to the notice provided to tenured faculty members in the department is not provided in the Dean's recommendation)
4. CV

Approvals:

- ✓ Budget (School)
- ✓ Dean or Institute Director
- ✓ RBHS Chancellor
- ✓ Executive Vice President for Academic Affairs (RU)

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NJEA Faculty (SHP Program Directors)

Required Documents:

1. FTF
2. Letter from Dean to Executive Vice President for Academic Affairs (RU) and RBHS Chancellor indicating support of the Chair's request.
3. Letter from Chair to Dean describing the amount of out of cycle increase requested and the rationale* for the increase.
 - a. This should also indicate whether the OOC is to be added to the academic base salary, supplement or FVS (Fully Variable Supplement).
4. Draft letter from Chair to faculty member specifying the amount of the out of cycle award and whether it is to be added to the academic base, supplement or FVS or that it is a one-time, lump sum payment.
5. CV

Approvals:

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

*Per article XII Section 7 of the [agreement with the NJEA](#), reasons for increases can only be based on accomplishments and/or productivity, and unusual professional achievement. Additionally, on 7/01/2021, increases may also be based on equity adjustments per the terms of the Agreement, please review Agreement for specifics on this process.