

Rutgers Health - Office of Faculty Affairs
Faculty Action Process

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		Required Supporting Documentation w/ Faculty Transaction Form (FTF) *																Reviews/Approvals					FWD to UHR/HCM for Processing By		
Type of Action	Effective Dates	Long/ Short Form	Review Sheet	Dean's Letter	Chair's Letter	Pos. Desc	Bench- marking	Letters of Eval	Letter to/from Faculty Member	CV	Provost Offer Letter Approval ¹	Offer Letter¹	Liability Claims Clearance	Search Completion Form¹³	h-index⁸	FMV (Clinical Faculty in Medical Schools ONLY) / Change Form (RWJMS)	Other Supporting Documents ³	RH Faculty Affairs	Provosts	Chancellor	BOG Approval	Other Approvals	School/ Institute	OULR/ RH Faculty Affairs	
TENURE/TENURE-TRACK ACTIONS																									
Appointments with Tenure	After BOG Approval	Form 1/1a		Form 5	Form 4		X	X		X	X	X	X	X	X	X	Appointment Resources	FYI	FYI	FYI	X				X
Award of Tenure (Current Faculty), Promotions w/ Award Tenure or w/in Tenured Ranks ¹⁸	7/1	Form 1/1a		Form 5	Form 4			X⁷		X					X	X	Appointment Resources	FYI	FYI	FYI	X		Via spreadsheet to RH Faculty Affairs		
Tenure Track Appointments ²	After Chancellor Approval		X		X		X	X		X	X	X	X	X	X	X	Appointment Resources	X	X	X				X	
Tenure Track Promotions ^{7/18}	7/1	Form 1/1a		Form 5	Form 4			X⁷		X					X		Promo/Reappt Resources	X	X	X			Via spreadsheet to RH Faculty Affairs		
Tenure Track Reappointments ^{10/18}	7/1	Form 1/1a		Form 5	Form 4					X					X		Promo/Reappt Resources	X	X	X			Via spreadsheet to RH Faculty Affairs		
PAID NON-TENURE TRACK ACTIONS																									
Full Title Appointments (0.5 or greater FTE) ²	After Chancellor Approval		X		X		X	X		X	X	X	X	X	X	X	Appointment Resources	X	X	X				X	
Qualified Title Appointments (< 0.5 FTE) ²	After RH FA Approval				X			X		X		X¹¹	X			X	Appointment Resources	X						X	
Promotions-Assoc Prof and above (> 0.5 FTE) ¹⁸	7/1	NTT Form 1/1a/1c		NTT Form 5	NTT Form 4			X⁷		X							Promotion Resources	X	X	X			Via spreadsheet to RH Faculty Affairs		
Promotions-Below Assoc Prof (≥ 0.5 FTE) ¹⁸	7/1	Short Form						X^{7/10}		X							Promotion Resources	X	X	X			Via spreadsheet to RH Faculty Affairs		
Promotions (< 0.5 FTE) ¹⁸	7/1				X			X⁷		X								X					Via spreadsheet to RH Faculty Affairs		
Full Title Reappointments (≥ 0.5 FTE) ¹⁸	7/1	Short Form								X							Documented Via Spreadsheet ⁴	X				Final Approval Ends w/ Dean	Via spreadsheet to RH Faculty Affairs		
Qualified Title (<.0.5 FTE) Reappointments ^{4/18}	7/1																Documented Via Spreadsheet ⁴	X				Final Approval Ends w/ Dean	Via spreadsheet to RH Faculty Affairs		
Per Diem or PTL Appointments ²	After RH FA Approval				X			X		X		X¹¹	X					X					X		
Per Diem or PTL Promotions ¹⁸	7/1				X			X		X		X						X					X		
Per Diem or PTL Reappointments ¹⁸	Actual Date											X					UHR Reappointment Process					UHR	X		
UNPAID ACTIONS ¹⁸																									
Appointments	After RH FA Approval				X			X		X							Background Check Emailed to UHR (Appt)	X						X	
Promotions	7/1				X			X		X								X						X	
Reappointments ⁴	7/1																Documented Via Spreadsheet ⁴	X					Via spreadsheet to RH Faculty Affairs		
ADMINISTRATIVE APPOINTMENTS (NEW/CHANGES)																									
Chairs	Actual Date			X or X		X	X	X¹¹	X					X	X	X	Assignment of Faculty Administrator Role Form*	X	X	X				X	
All other Faculty Administrator Titles	Actual Date			X or X		X	X	X¹¹	X						X	X	Assignment of Faculty Administrator Role Form*	X	X	X				X	

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LEAVES ¹⁸																								
Sabbatical Leave (AAUP-BHSNJ)	Actual Date ⁶									X					X		Application	X	X	X	Annual Report	OneSource	X	
Sabbatical Leave (AAUP-AFT) ⁵	Actual Date																Application	X				OneSource	X	
Leave of Absence w/o Pay (AAUP-BHSNJ)	Actual Date ⁶														X		Application	X	X	X		OneSource	X	
Competitive Fellowship Leave (AAUP-AFT) ⁵	Actual Date														X		Application					OneSource	X	
All Other Leaves (FMLA/Admin/Military)	Actual Date																Handled by OneSource					OneSource	N/A	N/A
MISCELLANEOUS																								
Change from Class 4 to 8 OR Class 8 to 4	After RH FA Approval																UHR Reappointment Process	X				UHR	X	
Changes in Contract (9, 10, 12 months OR AY/CY) ⁹	After RH FA Approval ¹⁴				X				X ¹¹									X					X	
Changes in Department/ SON Division ¹⁸	Actual Date				X				X ¹¹									X					X	
Changes in FTE¹⁵ and Faculty Supplement																								
Initiate or Increase	After Chancellor Approval ¹⁴				X		X		X ¹¹	X						X		X ¹³	X	X			X	
Decrease or Terminate ¹⁸	After RH FA Approval				X		X		X ¹¹	X						X ¹⁹		X					X	
Changes in Title ¹⁸	After Chancellor Approval				X				X ¹¹	X								X	X	X			X	
Change in Track¹⁸	After Chancellor Approval								X	X								X	X	X			X	
Extension to Timetables for Tenure Consideration¹⁸	7/1								X	X								X	X	X			N/A	N/A
Extension to Timetables for RH Instructors and RH Lecturers¹⁸	7/1								X									X	X	X			N/A	N/A
Faculty Transitioning To Retirement Program (FTRP)¹⁸	7/1				X				X								Approved Application & Election Form	X				OULR and UHR	X	
Matching Outside Offer	After Chancellor Approval ¹⁴				X				X ¹¹	X							Reference Sheets	X	X	X			X	
Out-of-Cycle Increase AND Compensation for Additional Services																								
AAUP-BHSNJ/NJEA/AAUP-AFT only	Actual Date ¹⁴			X	X				X ¹¹	X						X	Reference Sheets	X	X	X		EVP-AA		X
All Faculty Administrators	Actual Date ¹⁴			X	X				X ¹¹	X						X	Reference Sheets	X	X	X				X
Regular Faculty less than 0.5 FTE	Actual Date ¹⁴			X	X				X ¹¹	X							Reference Sheets	X						X

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Other Actions																								
Return from Unpaid/Paid Leaves ¹⁸	Actual Date																Handled by OneSource	X				OneSource	N/A	N/A
Return to Regular Faculty (from Admin. Appt) ¹⁸	Actual Date			X or X						X						X		X					X	
Secondary Appointments (Current RH/RU Faculty) ¹⁸	After RH FA Approval				X					X								X					X	
Secondary Assignments (Paid)	After RH FA Approval ¹⁴											X ¹¹					Secondary Assignment Request Process	X					X	
Secondary Promotions/Reappointments (Current RH/RU Faculty) ^{17/18}	After RH FA Approval				X ¹⁷													X					X	
Separations ¹⁸	Actual Date								X								EPAF & BC-10 Form	FYI				UHR	X	
Transfer between RH Schools ¹⁸	After Chancellor Approval			X	X				X	X		X			X			X	X	X			X	

KEY CODE:

1. **ALL** Appointment offer letters must be approved by the Provost and/or the Senior Vice Chancellor, and RH Faculty Affairs **prior** to an offer being made. All letters must be in template format, unless pre-approved by RH Faculty Affairs. All Chair appointment offer letters, internal and external candidates, need to be approved by the Provost prior to an offer being made.
2. A change in status to paid should be treated like a new appointment.
3. Other supporting documents may include: Outside offer letter, A&P Committee letter, exception requests, Restrictive Covenants (NJMS and RWJMS only), etc.
4. Reported annually via spreadsheet during the month of June; does not require supporting documentation. Special cases can be processed via FTF with a chair's memo and CV.
5. Sabbatical and Competitive Fellowship Leaves for AAUP-AFT, final approval ends with the Dean and does not need to be routed through RBHS Faculty Affairs. Application due dates are stipulated in the Instructions.
6. **Sabbatical Leaves** applications should be uploaded to Perceptive Content at least three (3) months prior to leave date. **Leave of Absence w/o Pay** applications shall normally be uploaded to Perceptive Content one year in advance.
7. Please see Letters of Evaluation charts for promotions on the RBHS Faculty Affairs website: [Promotions/Instructions.](#)
8. *h* -index is required for : All actions for faculty on NTT tracks (except Professional Practice), TT and Tenure, with or without an administrative appointment.
9. This can only happen at the end of current contract term or with agreement of the faculty member.
10. Letters of Evaluation are not required for Tenure Track Reappointments or AAUP-AFT Promotions to Assistant Professor (short form).
11. Letters "to" the faculty member should be **drafted and included** in the package; however, they should **not** be sent until the action has been approved.
12. The RBHS Faculty Search Process encompasses multiple steps, please review the [Faculty Recruitment Policy for RBHS \(effective May 2022\).](#)
13. For Change in FTE, if the change is within the same academic title/term/track or less than 0.5 FTE, then the action is approved by RBHS Faculty Affairs.
14. Retroactive effective dates for actions with increases >60 days will require rationale by the chair/dean. This can be included in the standard memo and/or or a separate memo.
15. All Change in FTEs from per-diem/PTL or less than 0.5 FTE to 0.5 FTE or greater should be processed like a new appointment.
16. Chair's memo is **only** required if the faculty member is being appointed as a volunteer. Memo must include new title and duties.
17. Secondary Appointment promotions and reappointments will be processed along with the faculty member's primary appointment.
18. The ERF is **not** required for this action type.
19. The FMV is not required for NJMS faculty, only if the guarantee is being removed at the natural end of the term outlined in the offer letter.

* All actions require a Faculty Transaction Form (FTF) and upload into Perceptive Content (PC). Exception are: AAUP-AFT TT Extension MOAs and Pharmacy actions.

* All salaries of \$600,000 or more must go to the Board of Governors for approval