

Rutgers Biomedical and Health Sciences - Office of Faculty Affairs
Faculty Action Process

Type of Action	Effective Dates ⁹	Required Supporting Documentation w/ Faculty Transaction Form (FTF) *															Reviews/Approvals					
		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 Letter ¹	Liability Claims Clearance	Search Completion Form ¹³	h-Index ⁸	FMV Documentation (Clinical Faculty in Medical Schools ONLY)	Other Supporting Documents ³	RBHS Faculty Affairs	Provosts	Chancellor	BOG Approval	Other Approvals
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	
Award of Tenure (Current Faculty), Promotions w/ Award Tenure or w/in Tenured Ranks	7/1	Form 1/1a		Form 5	Form 4			X ⁷		X				X	X		Appointment Resources	FYI	FYI	FYI	X	
Tenure Track Appointments ²	After Chancellor Approval		X		X		X	X		X	X	X	X	X	X	X	Appointment Resources	X	X	X		
Tenure Track Promotions ⁷	7/1	Form 1/1a		Form 5	Form 4			X ⁷		X				X			Promo/Reappt Resources	X	X	X		
Tenure Track Reappointments ¹¹	7/1	Form 1/1a		Form 5	Form 4					X				X			Promo/Reappt Resources	X	X	X		
PAID NON-TENURE TRACK ACTIONS																						
Full Title Appointments (0.5 or greater FTE) ² or Full Title Appts, Prof. Practice only (< 0.5 FTE)	After Chancellor Approval		X		X		X	X		X	X	X	X	X	X	X	Appointment Resources	X	X	X		
Qualified Title Appointments (< 0.5 FTE) ²	After RBHS FA Approval				X			X		X		X					Appointment Resources	X				
Promotions-Assoc Prof and above (> 0.5 FTE)	7/1	NTT Form 1/1a/1c		NTT Form 5	NTT Form 4			X ⁷		X							Promotion Resources	X	X	X		
Promotions-Below Assoc Prof (≥ 0.5 FTE)	7/1	Short Form						X ^{7/11}		X							Promotion Resources	X	X	X		
Promotions (< 0.5 FTE)	7/1				X			X ⁷		X								X				
Full Title Reappointments (≥ 0.5 FTE)	7/1	Short Form								X							Documented Via Spreadsheet ⁴	X				Final Approval Ends w/ Dean
Qualified Title (<0.5 FTE) Reappointments ⁴	7/1																Documented Via Spreadsheet ⁴	X				Final Approval Ends w/ Dean
Per Diem or PTL Appointments ²	After RBHS FA Approval				X			X		X		X						X				
Per Diem or PTL Promotions	7/1				X			X		X		X						X				
Per Diem or PTL Reappointments	Actual Date											X					UHR Reappointment Process					UHR
UNPAID ACTIONS																						
Appointments	After RBHS FA Approval				X			X		X							Background Check Emailed to UHR (Appt)	X				

Rutgers Biomedical and Health Sciences - Office of Faculty Affairs
Faculty Action Process

Type of Action	Effective Dates ⁹	Required Supporting Documentation w/ Faculty Transaction Form (FTF) *														Reviews/Approvals						
		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 Letter ¹	Liability Claims Clearance	Search Completion Form ¹³	h-Index ⁸	FMV Documentation (Clinical Faculty in Medical Schools ONLY)	Other Supporting Documents ³	RBHS Faculty Affairs	Provosts	Chancellor	BOG Approval	Other Approvals
Promotions	7/1				X			X		X								X				
Reappointments ⁴	7/1																Documented Via Spreadsheet ⁴	X				
ADMINISTRATIVE APPOINTMENTS (NEW/CHANGES)																						
Chairs	Actual Date				X or X	X	X		X ¹²	X				X	X	X	Assignment of Faculty Administrator Role Form	X	X	X		
All other Faculty Administrator Titles	Actual Date				X or X	X	X		X ¹²	X				X	X		Assignment of Faculty Administrator Role Form	X	X	X		
LEAVES																						
Sabbatical Leave (AAUP-BHSNJ)	Actual Date ⁶									X				X			Application	X	X	X		Annual Report OneSource
Sabbatical Leave (AAUP-AFT) ⁵	Actual Date																Application	X				OneSource
Leave of Absence w/o Pay (AAUP-BHSNJ)	Actual Date ⁶													X			Application	X	X	X		OneSource
Competitive Fellowship Leave (AAUP-AFT) ⁵	Actual Date													X			Application					OneSource
Unpaid Non-Medical (Personal) Leave	Actual Date				X or X				X									X ¹⁴	X	X		OneSource
All Other Leaves (FMLA/Admin/Military)	Actual Date																Handled by OneSource					OneSource
MISCELLANEOUS																						
Change from Class 4 to 8 OR Class 8 to 4	After RBHS FA Approval																UHR Reappointment Process	X				UHR
Changes in Contract (9, 10, 12 months OR AY/CY) ¹⁰	After RBHS FA Approval ¹⁵				X				X ¹²									X				
Changes in Department/Division	Actual Date				X				X ¹²									X				
Changes in FTE¹⁶ and Faculty Supplement																						
Initiate or Increase	After Chancellor Approval ¹⁵				X	X			X ¹²	X					X			X ¹⁴	X	X		
Decrease or Terminate	After RBHS FA Approval				X	X			X ¹²	X					X			X				
Change in Tenure Status	After Chancellor Approval				X				X ¹²	X								X	X	X		
Changes in Title	After Chancellor Approval				X				X ¹²	X								X	X	X		
Change in Track	After Chancellor Approval								X	X								X	X	X		
Extension to Timetables for Tenure Consideration	7/1								X									X	X	X		

Rutgers Biomedical and Health Sciences - Office of Faculty Affairs
Faculty Action Process

Type of Action	Effective Dates ⁹	Required Supporting Documentation w/ Faculty Transaction Form (FTF) *														Reviews/Approvals						
		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 Letter ¹	Liability Claims Clearance	Search Completion Form ¹³	h-Index ⁸	FMV Documentation (Clinical Faculty in Medical Schools ONLY)	Other Supporting Documents ³	RBHS Faculty Affairs	Provosts	Chancellor	BOG Approval	Other Approvals
Extension to Timetables for RBHS Instructors and RBHS Lecturers	7/1								X								X	X	X			
Faculty Transitioning To Retirement Program (FTRP)	7/1				X				X								Approved Application & Election Form	X				ALR and UHR
Matching Outside Offer	After Chancellor Approval ¹⁵				X				X ¹²	X							Reference Sheets	X ¹⁴	X	X		
Out-of-Cycle Increase AND Compensation for Additional Services																						
AAUP-BHSNJ/NJEA/AAUP-AFT only	Actual Date ¹⁵			X	X				X ¹²	X						X	Reference Sheets	X ¹⁴	X	X		VP-AA
All Faculty Administrators	Actual Date ¹⁵			X	X				X ¹²	X						X	Reference Sheets	X ¹⁴	X	X		
Regular Faculty less than 0.5 FTE	Actual Date ¹⁵			X	X				X ¹²	X							Reference Sheets	X				
Other Actions																						
Return from Unpaid/Paid Leaves	Actual Date																Handled by OneSource	X				OneSource
Return to Regular Faculty (from Admin. Appt)	Actual Date			X or X						X						X		X				
Secondary Appointments (Current RBHS/RU Faculty)	After RBHS FA Approval				X					X								X				
Secondary Assignments (Paid)	After RBHS FA Approval ¹⁵											X					Secondary Assignment Request Process	X				
Secondary Promotions/Reappointments (Current RBHS/RU Faculty) ¹⁸	After RBHS FA Approval																	X				
Separations	Actual Date				X ¹⁷				X								EPAF & BC-10 Form	FYI				UHR
Transfer between RBHS Schools	After Chancellor Approval			X	X				X	X		X		X				X	X	X		