

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

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

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Promotions	7/1				X			X		X								X				
Reappointments <sup>4</sup>	7/1															Documented Via Spreadsheet <sup>4</sup>	X					
<b>ADMINISTRATIVE APPOINTMENTS (NEW/CHANGES)</b>																						
Chairs	Actual Date			X or X		X	X		X <sup>12</sup>	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 <sup>12</sup>	X				X	X	Assignment of Faculty Administrator Role Form	X	X	X			
<b>LEAVES</b>																						
<a href="#">Sabbatical Leave (AAUP-BHSNJ)</a>	Actual Date <sup>6</sup>									X				X		Application	X	X	X		Annual Report	
Sabbatical Leave (AAUP-AFT) <sup>5</sup>	Actual Date															Application	X				OneSource	
<a href="#">Leave of Absence w/o Pay (AAUP-BHSNJ)</a>	Actual Date <sup>6</sup>													X		Application	X	X	X		OneSource	
Competitive Fellowship Leave (AAUP-AFT) <sup>5</sup>	Actual Date													X		Application					OneSource	
Unpaid Non-Medical (Personal) Leave	Actual Date			X or X					X								X <sup>14</sup>	X	X		OneSource	
All Other Leaves (FMLA/Admin/Military)	Actual Date															Handled by OneSource					OneSource	
<b>MISCELLANEOUS</b>																						
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) <sup>10</sup>	After RBHS FA Approval <sup>15</sup>				X				X <sup>12</sup>								X					
Changes in Department/Division	Actual Date				X				X <sup>12</sup>								X					
<b>Changes in FTE<sup>16</sup> and Faculty Supplement</b>																						
Initiate or Increase	After Chancellor Approval <sup>15</sup>				X		X		X <sup>12</sup>	X					X		X <sup>14</sup>	X	X			
Decrease or Terminate	After RBHS FA Approval				X		X		X <sup>12</sup>	X					X		X					
Change in Tenure Status	After Chancellor Approval				X				X <sup>12</sup>	X							X	X	X			
Changes in Title	After Chancellor Approval				X				X <sup>12</sup>	X							X	X	X			
<a href="#">Change in Track</a>	After Chancellor Approval								X	X							X	X	X			
<a href="#">Extension to Timetables for Tenure Consideration</a>	7/1								X								X	X	X			

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<a href="#">Extension to Timetables for RBHS Instructors and RBHS Lecturers</a>	7/1								X								X	X	X			
<a href="#">Faculty Transitioning To Retirement Program (FTRP)</a>	7/1				X				X								<a href="#">Approved Application &amp; Election Form</a>	X				ALR and UHR
Matching Outside Offer	After Chancellor Approval <sup>15</sup>				X				X <sup>12</sup>	X							<a href="#">Reference Sheets</a>	X <sup>14</sup>	X	X		
<b>Out-of-Cycle Increase AND Compensation for Additional Services</b>																						
AAUP-BHSNJ/NJEA/AAUP-AFT only	Actual Date <sup>15</sup>			X	X				X <sup>12</sup>	X						X	<a href="#">Reference Sheets</a>	X <sup>14</sup>	X	X		VP-AA
All Faculty Administrators	Actual Date <sup>15</sup>			X	X				X <sup>12</sup>	X						X	<a href="#">Reference Sheets</a>	X <sup>14</sup>	X	X		
Regular Faculty less than 0.5 FTE	Actual Date <sup>15</sup>			X	X				X <sup>12</sup>	X							<a href="#">Reference Sheets</a>	X				
<b>Other Actions</b>																						
Return from Unpaid/Paid Leaves	Actual Date																<a href="#">Handled by OneSource</a>	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				
<a href="#">Secondary Assignments (Paid)</a>	After RBHS FA Approval <sup>15</sup>											X					<a href="#">Secondary Assignment Request Process</a>	X				
Secondary Promotions/Reappointments (Current RBHS/RU Faculty) <sup>18</sup>	After RBHS FA Approval																	X				
Separations	Actual Date				X <sup>17</sup>				X								EPAF & BC-10 Form	FYI				UHR
Transfer between RBHS Schools	After Chancellor Approval			X	X				X	X		X		X				X	X	X		

**KEY CODE:**

1. **ALL** Appointment offer letters must be approved by your campus Provost and Executive Director, RBHS Faculty Affairs *prior* to an offer being made. All letters must be in template format, unless pre-approved by RBHS Faculty Affairs. All Chair appointment offer letters, internal and external candidates, need to be approved by the campus 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. Actions should be submitted to RBHS Faculty Affairs a minimum of two (2) weeks prior to effective date. Any circumstances for exceptions should be addressed to the Vice Chancellor for Academic Affairs.
  10. This can only happen at the end of current contract term or with agreement of the faculty member.
  11. Letters of Evaluation are not required for Tenure Track Reappointments or AAUP-AFT Promotions to Assistant Professor (short form).
  12. Letters "to" the faculty member should be ***drafted and included*** in the package, however not sent until the action has been approved.
  13. The RBHS Faculty Search Process encompasses multiple steps, please review the [Faculty Recruitment Policy for RBHS \(effective April 2020\)](#).
  14. 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.
  15. 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 a separate memo.
  16. 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.
  17. Chair's memo is only required if the faculty member is being appointed as a volunteer. Memo must include new title and duties.
  18. Secondary Appointment promotions and reappointments will be processed along with the faculty member's primary appointment.
- \* 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 \$500,000 or more must go to the Board of Governors for approval