**EXTENSIONS TO TIMETABLES FOR RBHS INSTRUCTOR**

**Purpose:**

This document defines the workflow for a request for an extension to a faculty member’s timetable as an RBHS Instructor.

**Definition:**

Extensions to the timetables as an RBHS Instructor are addressed on page 5 of the [Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty (A&P Guidelines)](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/faculty-appointments-and-promotions-guidelines/). Please review this section of the A&P Guidelines carefully before proceeding with this process. Questions or concerns may be address to the appropriate Provost or RBHS Faculty Affairs.

**Workflow:**

1. Faculty member submits their request in writing to the Department Chair. Faculty may wish to discuss with their Chair, Dean and/or Provost prior to submitting the letter. See Template #1.
2. The Chair and Dean sign the letter indicating their support.
3. An FTF is created and uploaded to ImageNow along with the faculty letter with Chair and Dean signatures.
4. The action is approved in ImageNow by the Campus Provost.
5. Once action is approved, the Chair sends Template #2 to the faculty member confirming approval.
6. School Faculty Affairs Office updates the faculty record in FIS by entering the new term dates and checking the “terminal year” check box.

**Template #1 from Faculty Member:**

Dear **(Chair)**,

I am a RBHS Instructor in my **(STATE #)** year and wish to request an extension of **(STATE TIME)** year(s) to my timetable for promotion consideration due to (*reference reason from A&P guidelines*).

I am aware that if I am not successfully promoted by the end of this extended term, I will not be reappointed.

Sincerely,

Name, Title

Approved:

Department Chair

Signature Date

Dean

Signature Date

Provost

Signature Date

**Template #2 to Faculty Member Confirming Extension:**

Date

Dear Dr. \_\_\_\_\_\_\_\_\_,

I am writing to confirm your request for an extension as RBHS Instructor has been approved. You must be promoted no later than 7/1/20XX.

The guidelines for promotion to Assistant Professor are outlined in the Rutgers Biomedical and Health Sciences Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty located at the following website: <https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/faculty-appointments-and-promotions-guidelines/>.

We look forward to continuing to work with you.

Sincerely,

Name, Chair (or Dean)

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

I acknowledge this assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature Date