**TEMPLATES FOR FACULTY ADMINISTRATORS FOR THE ADDITION OR TERMINATION OF ADMINISTRATIVEAPPOINTMENTS**

***Administrative Appointment Offers/Changes***

An Administrative Appointment Offer Letter is required for faculty moving into a faculty administrator role or changing and/or adding administrative appointments.  The purpose of the letter is to clarify the changes in responsibilities and the changes in salary. The template below was created based on a new administrative appointment. This can be adapted for those taking on additional administrative roles and/or changing roles. In any scenario, it is important that the salary parameters are clear and detail the administrative supplement specific to all administrative roles.

***Template:***

We are pleased to offer you an administrative appointment as (*title*) in the Department of (*name of department*) at Rutgers (*Name of School*), effective (*date*), subject to approval by the Chancellor for RBHS.

Your total compensation will be $ *(insert total compensation, total of all components including administrative stipend*). This includes an academic base of $(*dollars*) which includes an administrative supplement of $(*dollars*), ***AND if applicable, add the following:***and a supplemental component *of $(dollars*)*.*

Your performance will be reviewed annually, and any additional compensation will be determined in accordance with the University’s existing merit award program applicable to senior administrators.

You serve in an administrative capacity at the will of the Dean (or Chair).   Should you no longer hold this administrative position you will no longer receive this additional compensation.

For this administrative role, you will report to (*name, title*). Your duties are described in the attached job description.

As a Faculty Administrator, you are not eligible for membership in the Council of Chapters of the [*American Association of University Professors Biomedical and Health Sciences of New Jersey (AAUP-BHSNJ) OR School of Health Professions Academic Supervisors Association (NJEA-Program Directors)*].

***Termination of Administrative Appointments***

A letter is required when removing an administrative role from a faculty administrator. The purpose of the letter is to clarify both the changes in responsibilities and the changes in salary. The template below can be adapted based on whether all administrative roles are being removed or just one or more. In any scenario, it is important than the salary parameters are clear and detail the reduction in salary and any remaining supplements.

***Template:***

This letter serves as confirmation that you will no longer hold the administrative appointment of *(title*), effective (*date*).

Your academic appointment will continue as (*title/track/tenure*), in the Department of (*name*).

Your total compensation will change from $*(dollars) to $(dollars).* This includes an academic base of $(*dollars*) ***AND if applicable, add the following:***which includes an administrative supplement of $(*dollars*), and a supplemental component *of $(dollars*)*.*

***If applicable:*** As part of your employment, you are represented by the Council of Chapters of the [*American Association of University Professors Biomedical and Health Sciences of New Jersey (AAUP-BHSNJ) OR School of Health Professions Academic Supervisors Association (NJEA-Program Directors)*] for purposes of collective negotiations.

Please do not hesitate to contact the RBHS Office of Faculty Affairs for guidance on preparing these letters ([rbhsfacultyaffairs@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu) or 973-972-7595).