**RBHS MATCHING OUTSIDE OFFERS**

The purpose of this document is to provide clarity on the required documents and approvals for Matching Outside Offers for AAUP-BHSNJ faculty, NJEA Program Directors, Faculty Administrators, and Part-time faculty (less than 0.5 FTE). Please refer to the appropriate chart based on the faculty type.

Note: For AAUP-AFT faculty, please refer to the [Out-of-Cycle process](#) for AAUP-AFT faculty.

Any questions about the required documents or approvals, should be directed to the RBHS Office of Faculty Affairs at rbhsfacultyaffairs@ca.rutgers.edu or 973-972-7595.

### Required Documents for all Faculty Types

1. FTF
2. Letter from Chair to Dean describing the amount of compensation being matched in response to a bona fide outside offer of employment.
   a. This should include rationale for offer including current and proposed academic base salary.
   b. This should also include whether or not the increase to academic base is inclusive or exclusive of any increase that may be effective 7/01/xx.
3. Copy of the outside offer.
4. Letter from Chair to Faculty Member specifying the matched salary increase.
5. CV

### Approvals

<table>
<thead>
<tr>
<th>Approvals for AAUP-BHSNJ, NJEA and Faculty Administrators (via Perceptive Content):</th>
<th>Approvals for Part-Time Faculty (less than .5 FTE) (via Perceptive Content):</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Budget</td>
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<tr>
<td>✓ Dean</td>
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<td>✓ RBHS Chancellor</td>
<td>✓ RBHS Faculty Affairs</td>
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