

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	
<ol style="list-style-type: none"> 1. FTF 2. Letter from Chair, Director or Unit Leader to Dean describing the amount of compensation being matched in response to a bona fide outside offer of employment. <ol style="list-style-type: none"> a. This should include rationale for offer including current and proposed academic base salary, supplement or FVS (Fully Variable Supplement). b. This should also include whether or not the increase to academic base is <i><u>inclusive or exclusive</u></i> of any increase that may be effective 7/31/xx for AAUP-BHSNJ and NJEA faculty or 7/01/xx for all others. 3. Copy of the outside offer. 4. Letter from Chair, Director or Unit Leader to faculty member specifying the matched salary increase. 5. CV 	
Approvals	
<p><u>Approvals for AAUP-BHSNJ, NJEA and Faculty Administrators</u> <u>(via Perceptive Content):</u></p> <ul style="list-style-type: none"> ✓ Budget ✓ Dean ✓ RBHS Chancellor 	<p><u>Approvals for Part-Time Faculty (less than .5 FTE) (via Perceptive Content):</u></p> <ul style="list-style-type: none"> ✓ Budget ✓ Dean ✓ RBHS Faculty Affairs