

RBHS COMPENSATION FOR ADDITIONAL SERVICES

The purpose of this document is to provide clarity on the required documents and approvals for Compensation for Additional Services 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. Please note NJEA and AAUP-AFT faculty are not eligible for Compensation for Additional Services.

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

Required Documents:

1. FTF
2. Letter from Dean to Executive Vice President for Academic Affairs (RU) and RBHS Chancellor indicating support of the Chair, Director or Unit Leader's request. (AAUP-BHSNJ eligible faculty only *)
3. Letter co-signed from Chair OR Assistant/Associate Dean and Dean to RBHS Chancellor describing the amount of compensation for additional services requested, the rationale and duties related to the increase including any administrative title, if applicable, confirmation that the additional compensation is for bona fide additional work substantially over and above the normally assigned duties, the time for which the compensation is proposed and the source of funds.
 - a. Compensation for additional services may ONLY go into the academic base component.
 - b. This should include whether or not "the increase to academic base is in addition to any negotiated increases that may be effective (7/31/xx for AAUP-BSHNJ and NJEA faculty and 7/01/xx for all others)."
 - c. This should include the statement: "This will be reviewed annually by the Dean."
4. Letter from Chair, Director or Unit Leaders to faculty member specifying the amount of compensation for additional services and what the additional duties are to be performed. The letter should include a statement that the compensation will cease if/when the duties cease and that it will be reviewed annually by the Dean.
5. CV

Approvals

Approvals for Faculty Administrators (via Perceptive Content):

- ✓ Budget
- ✓ Dean
- ✓ RBHS Chancellor

Approvals for AAUP-BHSNJ Faculty

- ✓ Budget
- ✓ Dean
- ✓ RBHS Chancellor
- ✓ Executive Vice President for Academic Affairs (RU) *

Approvals for Part-time Faculty (less than .5 FTE) (via Perceptive Content):

- ✓ Budget
- ✓ Dean
- ✓ RBHS Faculty Affairs

Tracking Process

1. Once action is approved by the Executive President for Academic Affairs, the Faculty Transaction Form (FTF) is marked as “complete” in Perceptive Content:
 - a. The school/unit Faculty Affairs Office forwards approved FTF for processing in PeopleSoft.
 - b. RBHS Faculty Affairs will enter the data into the Compensation Screen of the Faculty Information System as follows:

Add Compensation for Additional Services

| | | | |
|----------------------|----------------------|------------------|----------------------|
| Rationale: | <input type="text"/> | | |
| Amount: | <input type="text"/> | Source of Funds: | <input type="text"/> |
| Duration: Start Date | <input type="text"/> | End Date | <input type="text"/> |

The end date will only be used when the Compensation for Additional Services is ending.

- c. For services ending, an FTF needs to be completed and processed in PeopleSoft.
2. Every May 1st, RBHS Faculty Affairs will run a report from FIS to generate a report of faculty whose Compensation for Additional Services need to be continued. The school/unit Faculty Affairs Office will confirm continuation with the department for the next academic year. This should be completed by June 15th.