RBHS Faculty Per-Diem Reappointment Process

RBHS FACULTY PER-DIEM REAPPOINTMENT PROCESS
March 26, 2019

Purpose: The purpose of this document is to map out the workflow for Per-Diem Faculty reappointments. This includes steps taken in UHR, RBHS Schools and RBHS Faculty Affairs. Per-Diem reappointments will now be on a rolling reappointment schedule. Please note, this does not apply to schools, institutes or centers who enter their own Human Resources data into PeopleSoft.

Per Diem appointments are for a maximum of 365 days. After that period, an individual needs to be reappointed or terminated according to the process described below. Reappointments should be submitted in advance of the appointment end date with a future start date. For example, if a Per-Diem Faculty appointment is ending on 06/30/18 and the faculty member is not teaching or working again until 09/01/18, they can be reappointed with the start date of 09/01/18 before the end date, to ensure timely processing. Terminations should also be submitted in advance of the appointment end date.

Steps:

1. The UHR HCM Preparers will send monthly spreadsheets of Per-Diem Faculty with appointments expiring during the following three-month period to the RBHS School Faculty Affairs Offices with a copy to RBHS Faculty Affairs.
2. School Faculty Affairs Coordinators will:
   a. Verify the current data.
      • For faculty being reappointed with all the same terms aside from dates, the Coordinator will attach the original Offer Letter initialed and dated (digitally or manually) on the bottom to indicate the hiring department/division’s confirmation of reappointment. (see grid below)
      • If assignment is changing, the Coordinator will provide a new Offer/Reappointment Letter. Changes include, but are not limited to, employees changing from Class 4 to 8 or 8 to 4, or changing hourly rate, salary and/or job code.
      • If terminating, submit an EPAF.
3. School Faculty Affairs Coordinators should submit the supporting documents to their UHR HCM Preparer via email with a separate attachment for each individual. Dep
4. The HCM Preparer will process the reappointment in PeopleSoft and will email confirmation of completion to the School Faculty Affairs Office.
5. Once the School Faculty Affairs Coordinator receives the completion email, they will update the new length of term start and end dates in the Faculty Information System (FIS). Schools may submit FIS updates via spreadsheet to RBHS Faculty Affairs if there are numerous updates. If UHR does not receive any of the materials noted in two (2) above by the appointment end date, those faculty will be flagged in the monthly report and note placed in the body of the email to the School Faculty Affairs Office, with the cc to RBHS Faculty Affairs.

Notes:

a. As long as an employee is not terminated from PeopleSoft, a new I-9 will not need to be completed. For example, if a Per-Diem Faculty appointment is ending on 06/30/18 and the faculty member is not teaching or working again until 09/01/18, they can be reappointed with the start date of 09/01/18 as long as the
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appointment is extended prior to 6/30/2018 this will not be considered a break in service and a new I-9 will not need to be completed.

b. If a Class 8-Teaching assignment has ended, a change to a Class 4-Hourly assignment should be considered in between teaching assignments.

c. Background checks do not need to be reprocessed for a change in class assignment. If a faculty member is terminated with an EPAF and later rehired within a one year period, a new background check need not be completed. If the faculty member is re-hired after one year, then a new background check will be required.

Related Documents:

1) Per Diem Offer Letter Template- [https://facultyaffairs.rbhs.rutgers.edu/administrative-resources/faculty-offer-letters/](https://facultyaffairs.rbhs.rutgers.edu/administrative-resources/faculty-offer-letters/)

Sample Grid:

<table>
<thead>
<tr>
<th>Per Diem Reappointment Grid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
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Created by: RBHS Faculty Affairs & UHR
March 26, 2019