

## **RBHS OUT-OF-CYCLE INCREASES**

The purpose of this document is to provide clarity on the required documents and approvals for Out-of-Cycle (OOC) Increases for AAUP-BHSNJ faculty, AAUP-AFT 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.

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

### **Non-aligned Faculty Administrators and Part-time (less than 0.5 FTE) Faculty**

**Required Documents:**

1. FTF
2. Letter from Dean to RBHS Chancellor indicating support of the Chair, Director or Unit Leader's request.
3. Letter from Chair, Director or Unit Leader to Dean describing the amount of out of cycle increase requested and the rationale\* for the increase.
  - a. This should also indicate whether the OOC is a one-time, lump sum payment or is to be added to the academic base salary, supplement or FVS (Fully Variable Supplement).
  - 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.
4. Letter from Chair, Director or Unit Leader to faculty member specifying the out of cycle award and whether it is to be added to the academic base or is a one-time, lump sum payment.
5. CV

**Approvals for Faculty Administrators (via ImageNow):**

- ✓ Budget (School)
- ✓ Dean
- ✓ RBHS Chancellor

**Approvals for Part-time Faculty (less than .5 FTE) (via ImageNow):**

- ✓ Budget (School)
- ✓ Dean
- ✓ RBHS Faculty Affairs

\* Reasons for increases can be based on equity, accomplishments and/or productivity.

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### **AAUP-BHSNJ 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.
3. Letter from Chair, Director or Unit Leader to Dean describing the amount of out of cycle increase requested and the rationale\* for the increase.
  - a. Effective 7/01/2021, this should also indicate whether the OOC is a one-time, lump sum payment or is to be added to the academic base salary, supplement or FVS (Fully Variable Supplement).
  - b. This should also include whether or not the increase to academic base is inclusive or exclusive of any increase that may be effective 7/31/xx.
4. Letter from Chair, Director or Unit Leader to faculty member specifying the amount of the out of cycle award and whether it is to be added to the academic base, supplement or FVS or that it is a one-time, lump sum payment.
5. CV

#### **Approvals:**

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

\* Per article VIII Section IV of the [agreement with the AAUP-BHSNJ](#), reasons for increases can be based accomplishments and/or productivity, and, effective 7/01/2021, on unusual professional achievement. Additionally, on 7/01/2021, increases may also be based on equity adjustments per the terms of the Agreement, please review Agreement for specifics on this process.

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### **AAUP-AFT Faculty**

#### **Required Documents:**

1. FTF (SoN only)
2. Dean's written recommendation with relevant documentation
3. Department/Division written recommendation with relevant documentation
  - a. Increases for AFT faculty are only to the academic base. We cannot utilize one-time, lump sum payments for AFT faculty.
  - 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.
4. CV

#### **Approvals:**

- ✓ Budget (School)
- ✓ Dean or Institute Director
- ✓ RBHS Chancellor
- ✓ Executive Vice President for Academic Affairs (RU)

\* As per Article XXIII of the AAUP-AFT agreement, reasons for increases can be based on evidence of the unusual professional achievement, a bona fide outside offer, evidence of the imminence of an outside offer, or market conditions in the a particular discipline or subdiscipline. Increase may also be based on equity adjustments, please review Article 8, Part Five, B. Guidelines and forms can be found [here](#).

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### **NJEA Faculty (SHP Program Directors)**

#### **Required Documents:**

1. FTF
2. Letter from Dean to Executive Vice President for Academic Affairs (RU) and RBHS Chancellor indicating support of the Chair's request.
3. Letter from Chair to Dean describing the amount of out of cycle increase requested and the rationale\* for the increase.
  - a. Effective 7/01/2021, this should also indicate whether the OOC is a one-time, lump sum payment or is to be added to the academic base salary, supplement or FVS (Fully Variable Supplement).
  - b. This should also include whether or not the increase to academic base is inclusive or exclusive of any increase that may be effective 7/31/xx.
4. Letter from Chair to faculty member specifying the amount of the out of cycle award and whether it is to be added to the academic base, supplement or FVS or that it is a one-time, lump sum payment.
5. CV

#### **Approvals:**

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

\* Per article XII Section 7 of the [agreement with the NJEA](#), reasons for increases can only be based on accomplishments and/or productivity, and, effective 7/01/2021, on unusual professional achievement. Additionally, on 7/01/2021, increases may also be based on equity adjustments per the terms of the Agreement, please review Agreement for specifics on this process.