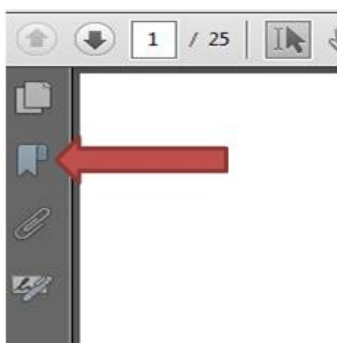


# ACADEMIC APPOINTMENTS MANUAL\*

*This PDF document has been bookmarked to enable you to quickly jump to and within the relevant sections.*



## **Introduction**

This Manual brings together the various policies and procedures relating to all aspects of academic appointments to aid individuals who are responsible for administering them. This Manual is intended to be a plain-language instructional guide for following and implementing the policies and/or procedures with respect to academic appointments, and is not meant to supersede applicable policies or provisions of collective agreements.

**This Manual applies only to academic appointments within the legacy Rutgers University entities. Questions relating to academic appointments within the legacy UMDNJ entities should be directed to the appropriate Dean or Chancellor, or to the Office of Academic Labor Relations ([opalr@og.rutgers.edu](mailto:opalr@og.rutgers.edu)) or RBHS Office of Academic Affairs ([rbhsfacultyaffairs@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu)).**

This Manual is organized topically into the broad sections of Recruitment and Appointment, Reappointment and Promotion, Termination and Non-reappointment, Leaves of Absence, and miscellaneous items that pertain to faculty personnel, with specific information by faculty type, i.e.

- Tenured/Tenure-Track
- Non-Tenure Track (“NTTs”)
- Teaching Assistants and Graduate Assistants
- Postdoctoral Associates and Fellows
- Part-Time Lecturers
- Winter/Summer Instructors
- Coadjutants
- Visiting Faculty
- Other Faculty Titles

## **TAs and GAs**

### **Appointment**

#### **Posting and/or advertising is not required for Teaching Assistantships or Graduate Assistantships.**

Teaching Assistants (“TA”) and Graduate Assistants (“GA”) are appointed by the individual academic unit. Each year, the Office of Academic Labor Relations sends a memorandum to the units that include the guidelines for appointment and non-reappointment for TAs and GAs. Within those guidelines are sample appointment letters that detail all of the terms and conditions of these appointments. Consult those guidelines each year, as there may be important changes to some of the procedures or required material.

All job offers must be documented in an appointment letter. The appointment or reappointment letter, at a minimum, needs to contain: the appointment title, appointment ratio, effective dates and duration of the appointment, hiring unit, hiring unit contact, summary of the nature of required duties, salary, health and other applicable benefits, costs of tuition or fees that are required as a condition of employment (if any), tuition and fee waiver or exemption information, response requirements (if any), a statement that the position is covered by the Agreement between Rutgers University and the AAUP-AFT, the current collective agreement website address, and the Rutgers AAUP-AFT website.

Full-time PhD students who are paid a salary by Rutgers University to teach courses in a Rutgers University academic program during an academic year, and prior to the PhD student’s admission to candidacy, or through the completion of the fifth year of the doctoral program, whichever is sooner, shall be appointed as Teaching Assistants for such assignments.

TAs and GAs offered appointments must document their eligibility to work in the U.S. If the TA or GA holds an F-1 or J-1 visa, additional coordination with the appropriate campus office for international students and scholars may be required.

Full-time TAs and GAs are entitled to full tuition remission and fee waiver. Part-time TAs and GAs may be responsible for certain costs of tuition and fees as a condition of their employment. [Student Accounting and Financial Services](#) can provide further information regarding tuition and fees for TAs and GAs. Both full-time and part-time TAs and GAs are eligible for health and certain other benefits and must be enrolled in and continue in good standing in the school or graduate program. Specific information regarding benefits for full-time TAs and GAs can be found on the [University Human Resources student website](#).

### **Notification of Criteria**

Academic departments that have employed TAs in each of the three previous semesters are required to give notice in writing of the departmental criteria for such appointments and reappointments. The statement of criteria should be included with all letters of appointment, reappointment and notice of waiting list status.

### **Notification of Status**

#### *Reappointment or Non-reappointment*

Teaching and Graduate Assistants who are being reappointed for the coming academic or calendar year, or the fall semester only, should be sent an appropriately modified version of the Form A appointment letter and the consent Form B. The same letter and consent form must also be sent to all newly appointed TAs and GAs.

All other currently employed TAs and GAs must be sent Form C-1 or C-2 non-reappointment/waiting list letter. If an individual is not to be reappointed he or she must be provided with written explanation of the reasons for non-reappointment. The names of all TAs and GAs who receive notification of non-reappointment must be forwarded to the Office of Academic Labor Relations at the time such notification is given.

#### *Waiting List*

If a TA or GA is placed on the waiting list, notification shall indicate if reappointment is contingent upon the availability of funding, or meeting other previously established and announced criteria, or both. TAs and GAs with waiting list status shall also be notified of the number of TAs and GAs employed in the department in the **current** year and the number of appointments already offered in the department for the **coming** year.

Those students who are placed on waiting list shall be notified as soon as possible with respect to any changes in their status. If a student on a waiting list requests it in writing, he or she shall receive a second notification in writing on or before June 30 of the number of appointments already offered in the department for the coming year.

Should an assistantship become available for a student whose name is on the waiting list, he or she must be sent an appointment letter and the waiver (Forms A and B). Department chairs and program directors are encouraged to make full-time appointments to full-time graduate students, when appropriate.

### **Notification of Assignment**

At the time they apply for a TA position, graduate students may indicate any preference they may have with respect to teaching assignments. At least four weeks prior to the beginning of the semester, Teaching Assistants who have primary responsibility for a section shall normally be notified of their teaching assignment. All other TAs and GAs shall be notified of their assignment at least 5 working days before the first day of classes. It is understood that unexpected circumstances may require modification of the assignment. If an assignment is changed substantially subsequent to notification, the TA or GA must be notified of the change in writing.

### **Workload**

Although it is understood that weekly workload will fluctuate during the term of appointment, a TA or GA with a full-time appointment shall be required to work no more than an average of fifteen clock hours per week during the term of appointment on specifically assigned duties related to his/her appointment, excluding work associated with academic progress toward the degree. A TA or GA with less than a full-time appointment shall work a prorated portion of a full-time appointment on specifically assigned duties related to his/her appointment, excluding work associated with academic progress toward the degree. If at any time over the course of an appointment, a TA or GA reasonably believes that his or her specifically assigned duties routinely require hours that will cumulatively exceed the hours of effort required by the appointment percentage over its full term, he/she may raise the matter with the department chair, unit head, or appropriate graduate director. For more information regarding the workload of a TA or GA please refer to Article 12 of the [Agreement between Rutgers University and the AAUP-AFT](#).

### **Post-Doctoral Associates and Fellows**

#### **Appointment**

There are two types of postdoctoral appointments: a Postdoctoral Fellow, which carries no employer/employee relationship with the University, and a Postdoctoral Associate, which is an employee of the university. The terms and conditions of each appointment are stated below.

## Recruitment and Appointment

### *Postdoctoral Fellow*

#### **Posting and/or advertising is not required for Postdoctoral Fellowships.**

Postdoctoral Fellows are individuals holding a doctoral degree who are affiliated with Rutgers in order to continue their education, and they are receiving either an individual award or an institutional award:

- a. For individual awards, the individual must have been selected by a funding agency which specifically named him/her as the recipient of an individual training award which is transferrable to another institution.
- b. For institutional awards, the individual must have been selected by the University with the funding agency's concurrence.

Postdoctoral Fellows have no employee/employer relationship with the University. No services are required of postdoctoral fellows - either by Rutgers University or the funding agency - in exchange for this award; any benefit to Rutgers or the funding agency should be incidental to the purpose of continuing the Fellow's education. A Postdoctoral Fellow is usually appointed for periods not in excess of one year, but in no instance may an individual be appointed as a Postdoctoral Fellow for longer than three years.

An appointment to a Postdoctoral Fellowship requires the approval of the appropriate dean (for appointments within academic departments) or director (for appointments within research centers). The approving officer is responsible for ensuring that the requirements of such appointments (receipt of the doctoral degree, the amount of and appropriate distribution of the stipend, enrollment in the applicable health program) are fully met.

**Special Note Regarding Dual Appointment:** Certain Postdoctoral Fellows may be appointed as Rutgers employees under Payroll Type 7 or 8 while receiving their postdoctoral stipend, where not inconsistent with the terms set by their funding agencies. If there is a question regarding whether such type 7 or 8 appointment is permissible, please consult the Division of Grant and Contract Accounting and the regulations of the funding agency.

### *Postdoctoral Associate*

#### **Posting is required for Postdoctoral Associate positions.**

A Postdoctoral Associate is an individual holding a doctoral degree who is employed by Rutgers University to perform research or scholarship, in continuation of his/her education, under the direction of a Principal Investigator

## Recruitment and Appointment

(PI), in order to meet the research or scholarship goals established by the pertinent funding agency. The efforts of the Postdoctoral Associate must be certified to the funding agency.

An appointment as a Postdoctoral Associate requires the approval of the appropriate dean (for appointments within academic departments) or director (for appointments within research centers).

The approving officer is responsible for ensuring that the requirements of such appointments (receipt of the doctoral degree, the amount of and appropriate distribution of the salary, enrollment in the applicable health program) are fully met.

Postdoctoral Associates are usually appointed for periods not in excess of one year at a time for a total employment period of five years maximum. An extension beyond this period is permissible only if the dean/director and the campus Chancellor approve. The Postdoctoral Associate may not be affiliated with Rutgers as a Postdoctoral Fellow after the period of appointment.

Postdoctoral Associates are exempt ("NL") employees. Postdoctoral Associates are members of a negotiations unit that is governed by a [collective negotiations agreement](#) that sets forth certain terms and conditions of employment including salary and other benefits.

**Special Note Regarding Dual Appointment:** A Postdoctoral Associate may have a second appointment, but only as a Payroll Type 8, if the Postdoctoral Associate is teaching. Such appointment must be consistent with the regulations of the funding agency.

### **Visiting Faculty**

There are two types of visiting appointments: visiting appointments with compensation, and visiting appointments without compensation.

#### *Visiting Appointments With Compensation*

Visiting appointments with compensation are typically for faculty who are affiliated with another institution - hence they are merely "visiting" Rutgers - but who are performing teaching or other compensable duties for Rutgers.

#### *Visiting Appointments Without Compensation*

**Posting and/or advertising is not required for visiting faculty appointments without compensation, but it is required for visiting appointments with compensation.**

A visiting appointment without compensation, also sometimes referred to as a courtesy appointment, does not create an official employer/employee relationship because of the absence of remuneration. Typically, these appointments are utilized to memorialize an individual's affiliation with Rutgers notwithstanding a lack of compensation, such as faculty from other institutions who are here to collaborate with colleagues. In extraordinary circumstances, visiting appointments without compensation are also given to individuals who will perform otherwise-compensable teaching and related functions but who are prohibited from receiving compensation due to prevailing laws or regulations; **units must consult with Academic Labor Relations before effecting such courtesy arrangements.**

Visiting faculty appointments are not on the tenure track or within an NTT Title Series, and can be made at any faculty rank/title for a specified period, not to exceed one year at a time, and not to exceed two successive appointments. Any exceptions require the approval of the Executive Vice President for Academic Affairs. Visiting appointments may be made by the Chancellor in Newark and Camden, upon recommendation of the department, and the Dean. In New Brunswick, these appointments may be made by the Dean, upon recommendation of the department. The prefix "visiting" shall be used in front of the specific faculty rank of the appointment. A faculty member in a visiting position is not precluded from applying or being offered other University positions, including tenure-track appointments.

### **Appointment Letter**

Visiting faculty should be given a letter memorializing the extent of the appointment. There should be no expectation of continued appointment beyond the appointment term, and thus the letter for visiting faculty should specifically state the fixed term of the appointment, the specific responsibilities of the position, and indicate that the letter also constitutes the requisite termination notice.

### **Additional Useful Information for Visiting Faculty Appointments**

- Net ID: <https://netid.rutgers.edu/index.htm>
- Rutgers ID Card: <https://ipo.rutgers.edu/publicsafety/iam>
- Parking: <https://ipo.Rutgers.edu/dots>



### **Reappointment- TAs and GAs**

Teaching Assistants and Graduate Assistants who are currently appointed should be notified by the academic unit in writing of their status for the upcoming academic year on or before April 30 for fall semester appointments and October 31 for spring semester appointments. This notification will either reappoint, non-reappoint or inform the TA or GA that they are on the waiting list. It should be stated within the reappointment letters that reappointment is contingent upon the availability of funding or the meeting of other previously established and announced criteria. A graduate student who is placed on a waiting list should be

## Reappointment and Promotion

notified by the academic unit as soon as possible of a change in his/her status. The graduate student may request to receive a second notification in writing from the department on or before June 30 of the number of appointments already offered in the department for the coming year.

### **Notification of Criteria for Reappointment**

Academic departments that have employed Teaching Assistants and Graduate Assistants in each of the previous three semesters shall provide notice in writing of the departmental criteria for such appointments or reappointments. Individual contract letters shall be issued to Teaching Assistants and Graduate Assistants upon appointment and reappointment and, where written criteria for appointment or reappointment exist, they shall be included with the appointment letter.

The letter offering reappointment will include the following information, to the extent known at the time of the appointment letter:

- Appointment title
- Appointment ratio
- Effective dates and duration of appointment
- Hiring unit
- Hiring unit contact
- A summary of the nature of required duties
- Salary
- Health and other applicable benefits
- Costs of tuition or fees that are required as a condition of employment, if any
- Tuition and fee waiver or exemption information
- Response requirements, if any
- A statement that the position is covered by this collective agreement
- The current collective agreement website address
- The address of the Rutgers AAUP-AFT's website

### **Waiting List**

Currently employed TAs and GAs must be notified in writing of their status for the coming year on or before April 30. Those TAs and GAs appointed only for the fall semester must be notified on or before October 31 of their status for the spring semester.

If currently a employed TA or GA's status is on the waiting list, they must be sent the either [Form C-1 or C-2](#) non-reappointment/waiting list letter. The notification shall indicate if reappointment is contingent upon the availability of funding, or meeting other previously established and announced criteria, or both. TAs and GAs with waiting list status shall also be notified of the number of TAs and GAs employed in the department in the current year and the number of appointments already offered in the department for the coming year.

## Reappointment and Promotion

Those students who are placed on waiting list shall be notified as soon as possible with respect to any changes in their status. If a student on a waiting list requests it in writing, he or she shall receive a second notification in writing on or before June 30 of the number of appointments already offered in the department for the coming year.

Should an assistantship become available for a student whose name is on the waiting list he or she must be sent an appointment letter and the waiver (Forms [A](#) and [B](#).)