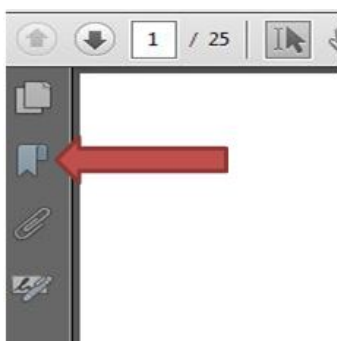


ACADEMIC APPOINTMENTS MANUAL*

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) or RBHS Office of Academic Affairs (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

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(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

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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](#).)

SECTION IV - LEAVES

There are several different types of leaves of absence for faculty as provided by either University program or policy, applicable law or the collective agreement between Rutgers and the AAUP-AFT.

Sabbatical Leave

The Sabbatical Leave Program provides one- and two-semester leaves to eligible faculty members to undertake projects of academic significance to themselves, their departments and units. Sabbatical leaves may be granted to provide members of the faculty an opportunity to engage in an intensive program of research and/or study, thus enhancing their effectiveness to the University as a teacher and scholar. Sabbaticals and eligibility therefor are as follows:

- One-semester leave at 80% salary: three years (six semesters) of full-time service at the rank of Instructor (or equivalent) or above
- One-semester leave at 100% salary: six years (twelve semesters) of full-time service at the rank of Instructor (or equivalent) or above
 - **Special Note for Tenure-Track Assistant Professors:** the service requirement is three years (six semesters) of full-time service at the rank of Instructor (or equivalent) or above
- Two-semester leave at 80% salary: six years (twelve semesters) of full-time service at the rank of Instructor (or equivalent) or above

Individuals in the last year of the probationary period, or in a terminal year, are not eligible for a sabbatical leave.

For detailed program information please refer to the Sabbatical Leave Application and Instructions under the [Resources](#) tab on the Office of Academic Labor Relations website.

Competitive Fellowship Leave

The Competitive Fellowship Leave (CFL) program allows eligible faculty members the opportunity to take advantage of fellowship offers made through prestigious and highly competitive national and international programs e.g. Fulbright, Guggenheim, Mellon, Social Science Research Council, American Council of Learned Societies, without major financial detriment. Faculty members should ordinarily not be called upon to make major financial sacrifices

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in order to accept competitive fellowships; thus, every effort should be made to maintain faculty members' total income during the period of their fellowships.

It is expected that faculty members granted Competitive Fellowship Leaves will resume their duties at the University upon their return for not less than the period of their leaves. Additionally, the period of the leave from the University for a Competitive Fellowship Leave will be counted toward the faculty member's eligibility for consideration for the Sabbatical Leave Program in subsequent years. However, the length of a continuous leave of absence from the University for any and all reasons and on the basis of any and all combinations of leave programs is ordinarily limited to two successive academic years.

On the Camden and Newark campuses, a faculty member's request for a Competitive Fellowship Leave must be approved by the individual's department chair, dean or academic director, and Chancellor, who has final approval of CFL applications on those campuses. In New Brunswick, individual requests must be approved by the faculty member's department chair, academic director if appropriate, and academic dean, who has final approval of CFL applications in New Brunswick units. All requests will be subject to the University's fiscal situation in any given year.

For detailed program information please refer to the Competitive Fellowship Leave Program Guidelines, Agreement, and Authorization Form under the [Resources](#) tab on the Office of Academic Labor Relations website.

Family and Medical Leaves

Faculty may require leaves due to various familial and/or medical necessities. Faculty should notify University Human Resources of a request for such leave so that the University can make a determination as to eligibility for any applicable leaves pursuant to Rutgers Policy or prevailing collective agreements.

Leaves of Absence Without Pay

Article 17 of the Agreement between Rutgers and the AAUP-AFT provides for a leave of absence without pay in certain circumstances. Specifically, leaves of absence without pay are available for the purpose of professional development, personal convenience, or completion of a terminal degree. Such leaves may be for a period up to two consecutive years. The granting of a leave of absence without pay to members of the faculty is subject to the needs of the academic program and requires the approval of the department chairperson and the dean. Such approval may not be unreasonably withheld, and a written statement of the

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reasons for withholding approval shall be given to the faculty member upon request within ten working days of that request.

A request for a leave of absence without pay shall normally be made one year in advance and will specify the requested dates of the commencement and termination of the leave. The date for the commencement and termination of such leave shall be at the discretion of the University, but normally such leave shall commence on July 1 or on January 1 and shall terminate on December 31 or June 30.

A faculty member who has been on a leave shall receive on return any salary improvements he/she would have received had he/she been serving at Rutgers during the leave period. Normal University policy regarding benefits during a period of leave without pay shall apply. The University shall provide to faculty members who are beginning a leave of absence without pay the forms and instructions necessary to re-enrolling in those benefit plans for which they are eligible upon their return to paid employment.

In certain circumstances, a faculty member who takes a leave of absence without pay may have time excluded from his/her probationary period. Consult Article 17 of the Agreement between Rutgers and the AAUP-AFT for more detailed information.

SECTION V - MISCELLANEOUS

AY and CY appointments

Faculty members appointed for the academic year (AY) carry a normal teaching program for both fall and spring terms and must be available for related duties, committee assignments, and similar activities from September 1 until Commencement, or an equivalent period within the academic year. Faculty members appointed for a calendar year (CY) are expected to devote the entire year with the exception of one month's vacation⁶ to their university duties. In both cases, the work is done on campus except by special arrangement with the appropriate dean or director.

There is a salary differential of 15% between an AY and CY appointment. As such, when an appointment changes from AY to CY or CY to AY, the salary must be either multiplied or divided by the differential of 1.15, respectively, to adjust the salary appropriately.

Probationary Period

The probationary period is the period of full-time service at the rank of Assistant Professor and above, before which a faculty member is considered for promotion with tenure. The probationary period is typically six years, with faculty ordinarily considered for tenure during the sixth and final year of the probationary period; however, consideration for tenure may occur prior to the sixth and final year. The six years may include prior time at other institutions - up to a maximum of three years - when the faculty member has held a full-time appointment at the rank of Instructor, Lecturer or above after the Ph.D. - or the terminal degree normally required for the particular discipline - has been conferred.

There are certain circumstances where time is excluded from the probationary period. Consult Articles 16 and 17 of the collective negotiations agreement between Rutgers and AAUP-AFT for more detailed information.

Adjunct Status

A full-time faculty member engaged in study for a terminal degree may, at his or her option, exclude up to four years of service from the time counted toward tenure. This shall be agreed to in writing at the time of initial appointment or commencement of study, whichever is later, and filed in the faculty member's

⁶ Which may be forfeited in order to receive summer salary.

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official personnel file. The prefix “Adjunct” shall be used in the title of a person during the period he or she claims such exemption from time counted toward tenure.

Unpaid Leave of Absence⁷

A faculty member who takes a leave of absence without pay may be eligible to have time excluded from the probationary period and to receive an extension of the appointment for an equivalent amount of time, subject to the conditions set forth in the Agreement between Rutgers and the AAUP-AFT. Typically, a first year’s leave of absence without pay shall automatically extend the term of appointment by a period equal to the time excluded from the probationary period; however, a second year’s leave of absence without pay shall not automatically extend the term of appointment.

Multiple Appointments

There are instances where an individual faculty member may have more than one appointment. These multiple appointments must be compatible, as follows:

Class 1 appointments: compatible with Class 8 and Class 9

Class 6 appointments: compatible with Class 5, Class 8 and Class 9

Class 7 appointments: compatible with Class 8 and Class 9

Class 8 appointments: compatible with Class 1, Class 5, Class 6, Class 8 and Class 9

Summer Salary

The University permits faculty members on AY appointments to receive approved summer compensation of up to 3/9th of their academic year salary, provided that: a) there is no conflict with the policies of the relevant funding agencies for externally funded grants and contracts; and b) there is approval by the faculty member’s dean or director. Similarly, faculty members on CY appointments may receive approved summer compensation up to 1/11th of their annual salary in lieu of the faculty member’s one month of vacation.

Emeritus Appointments

Emeritus/emerita titles are granted upon retirement to persons who retire after having served in a full-time professorial capacity at Rutgers University for ten

⁷ Typically, individuals may not receive more than two extensions combined, and extensions do not apply to the final year of the probationary period.

years or more, or as a full professor at Rutgers University for at least five years plus a significant number of years in a professorial capacity in another accredited university or college to make a total of at least ten years. All faculty entitled to the emeritus/emerita designation will automatically be “promoted” to this title at the time of their retirement and will receive an Emeritus certificate from the President.

Board of Governors Professorship

Board of Governors Professorships are awarded to individuals whose accomplishments are recognized nationally or internationally as being consistently and unusually outstanding at a level exceeding even the extremely high standards expected of faculty members who have earned Professor II designations at the University. These professorships recognize faculty members whose accomplishments are particularly outstanding and have earned the individual faculty member national or international distinction within the discipline.

Board of Governors Professorships are not positions, but rather they are titles. A Board of Governors Professorship is linked to a specific distinguished individual member of the faculty. Upon the faculty member’s retirement or departure the specific Board of Governors Professorship ceases to exist.

A Board of Governors Professorship begins with a nomination by the appropriate dean. The dean, after consultation with the department or unit chair, will discuss the nomination with the provost. If there is general agreement that consideration of a Board of Governors Professorship is warranted, the dean shall discuss with the appropriate department chair a list of external referees to document the high scholarly and research achievements of the candidate. This list of referees will be submitted to the Chancellor, along with the nomination by the Dean or the Department Chair, or both, and the C.V. of the nominee. Using the standard solicitation letter, the Office of the Chancellor will write to the referees. If the external letters support the nomination, the Executive Vice President for Academic Affairs submits the package to the BOG Professorship Review Committee and to the Chancellors for review. If the reviews are positive, the candidate is recommended to the President, who shall evaluate the credentials and, if the President concurs, he shall recommend to the Educational Policy and Planning Committee and to the Board of Governors.

University Professorship

University Professorships are awarded to senior faculty members by the Board of Governors upon recommendation by the President. The title is awarded to a faculty member who has made exceptional contributions in academic or administrative service or who has earned academic distinction across disciplinary

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lines. A University Professor need not be part of any particular University department, although the faculty member might be primarily affiliated with one field. Some University Professors are engaged primarily in administrative duties.

University Professors have University-wide responsibilities and are to report yearly to the Executive Vice President for Academic Affairs on their activities, accomplishments, and plans for the year ahead. Once appointed, a faculty member remains a University Professor until he/she retires.

A University Professor actively engaged in research and teaching may be provided with a small annual research account, renewed on an annual basis. Funds may be used for equipment, wages of labor, etc.