

REQUIREMENTS FOR AWAITING FACULTY APPOINTMENTS

When individuals are needed immediately to provide VITAL services (usually in educational or clinical areas), the awaiting faculty appointment status can be used as a mechanism to pay an individual until the faculty appointment can be processed. **NO ONE MAY PERFORM WORK AT THE UNIVERSITY FOR WHICH SHE OR HE WILL BE COMPENSATED UNLESS GIVEN AN AWAITING FACULTY OR OTHER OFFICIAL APPOINTMENT.** Faculty in awaiting faculty appointments serve at the will and pleasure of the University and their employment at the University may be terminated at any time.

The following documentation is required when submitting an awaiting faculty appointment for approval:

1. Faculty Transaction Form (FTF) with appropriate signatures.
2. A copy of the Dean's letter providing justification.
3. NJ License and CDS/DEA numbers should be listed on the FTF (when appropriate). Copies of the certificates and license are not required.
4. A copy of the candidate's signed offer letter.
5. C.V.

The maximum length of time for faculty members to be in awaiting status is 90 days. Exceptions can be made by submitting a letter of justification from the Dean addressed to the VP for Academic Affairs requesting an exception to the 90-day limit, the reason for extension beyond the 90 days, and the date the faculty member is expected to be given his/her full appointment. Please forward exception letters when reviewing your monthly Awaiting Faculty Appointment Reports before the expiration of 90-days.