

**UNIVERSITY OFFICE OF ACADEMIC AFFAIRS
REQUIREMENTS FOR FACULTY ACTIONS**

<u>TYPE OF ACTION</u>	<u>ATTACHMENTS TO FTE</u>							<u>REVIEWS/APPROVALS</u>	
	SIGNED OFFER LETTER	REVIEW SHEET ¹	HIGHLIGHTS	DEAN'S LETTER	CHAIR'S LETTER	LETTERS OF RECOM. ²	CV	DEANS' COM.	BOT APPROVAL
Tenure/Tenure-track Actions									
Appointments with Tenure	X	X	X		X	X	X	X	X
Award of Tenure (<i>Current Faculty</i>)		X	X		X	X	X	X	X
Promotions with Award of Tenure		X	X		X	X	X	X	X
Appointments & Promotions to Full Professor	X*	X			X	X	X	X	X
All Other Tenure-track Appointments & Promotions	X*	X			X	X	X	X	X
Tenure-track Reappointments ³					X				
Change to Tenure Track, w/ or w/o Promotion		X			X	X	X	X	X
Administrative Appointments-New & Changes⁴									
Chairs	X	X		X			X	X ⁵	X
Vice Deans, Senior Associate Deans, Associate Deans	X	X		X			X		X
Assistant Deans	X			X			X		X
Section or Division Chief/Head, Track Coordinator	X				X		X		X
Vice Chair, Director, Program Director	X				X		X		X
Emeritus & Distinguished Professor Appts.		X	X	X	X	X	X	X	X
Leaves									
Faculty Renewal Leaves ⁶		X	X	X	X				X ⁷
Paid Professional Leaves (<i>Bylaws: Articles V, Title B</i>)				X	X				X ⁷
All Unpaid Leaves					X				
Non-tenure Track & Coterminous Full-title Actions									
Appointments & Promotions (inc. Full Professor, NT)	X*				X		X		
Reappointments ³					X				
Qualified Titles & Instructor Actions									
Appointments & Promotions	X*				X		X		
Reappointments ³					X				
Per Diem Appointments	X*				X		X		
Volunteers, Joint Appt. & Coterminous Full-title (Unpaid) Actions									
Appointments ⁸ & Promotions	X ⁹				X		X		
Reappointments ³					X				

*Appointments only

<u>TYPE OF ACTION</u>	<u>ATTACHMENTS TO FTF</u>							<u>REVIEWS/APPROVALS</u>	
	SIGNED OFFER LETTER	REVIEW SHEET¹	HIGHLIGHTS	DEAN'S LETTER	CHAIR'S LETTER	LETTERS OF RECOM.²	CV	DEANS' COM.	BOT APPROVAL
Miscellaneous									
Awaiting Faculty Appointment	X			X			X		
Changes in Contract (10 to 12 or 12 to 10)					X				
Changes in Department or Program					X				
Changes in Faculty Practice Salary Component					X ¹⁰				
Changes in FTE					X				
Changes in Patient Services Salary Component					X ¹⁰				
Changes in Title (<i>Full to Qualified or vice versa for Full-time Faculty</i>)					X				
Compensation for Additional Services				X	X				
Faculty Admin. Return to Regular Faculty				X	or	X			
Joint Appointments (<i>Current Faculty</i>)					X		X		
Matching Outside Offer				X	X		X		
Out-of-cycle Increase				X	X		X		
Resignations, Retirements, Non-reappointments, Terminations, Deaths					X				
Return from Unpaid/Paid Leaves					X				
Retention of Full Title and/or Tenure Status for Part-time Faculty ¹¹				X	X		X		X

*Appointments only.

Note: A change in status to paid should be treated like a new appointment.

1. Review sheets for Faculty Actions should be on white paper/stock. Review sheets for Faculty Renewal Leaves must be on green paper/stock.
2. Minimum number of letters of recommendation required with FTF is determined by School's requirements.
3. May be reported annually via lists during the month of June.
4. RWJMS-Camden Chiefs of Service at Cooper Hospital (who are 100% coterminous w/ Cooper) are not considered School administrators and their positions as Chiefs do not require any OAA or BOT action.
5. Except for "Acting" or "Interim" Appointments.
6. When submitting Faculty Renewal Leaves, the following are also required and must be submitted three (3) months prior to effective date:
 - a. Detailed description of the plan for the renewal leave.
 - b. Letter from host university or organization confirming invitation.
 - c. Approval of the School's committee.
7. Faculty Renewal Leaves and Paid Professional Leaves are reported to the BOT annually in March.
8. Signed Disclosure and Authorization form and Personal Data form for background check OR an HR background clearance memo must be attached to FTF.
9. Only 100% "Coterminous Full-title (Unpaid)" actions need an offer letter.
10. All changes in salary components require a letter to the faculty member advising them of the change. This is a required attachment.
11. See University Bylaws Article IV, Title C, Section 1.4 for all requirements.

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.