

NEW JERSEY MEDICAL SCHOOL

THE CHAIR'S HANDBOOK

FOR PROCESSING

FACULTY PERSONNEL ACTIONS

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I. APPOINTMENTS

A. SALARIED

1. Salaried appointments, which include 100% salaried, coterminous salaried and part-time salaried appointments, are initiated by the submission of a Salaried Recruit Request (Attachment I-A) by the chair to the Dean's Office through the Faculty Affairs Office.

Please note that the appropriate titles for faculty appointed on a part-time salaried basis are the titles preceded by such designations as "Adjunct", "Clinical" or "Visiting".

Prior to the submission of the recruit request the departmental chair should discuss his/her plans with the Dean and Vice Dean.

The information to be provided in the Recruit Request must include the following:

1. PROPOSED RANK
2. EFFECTIVE DATE
3. JUSTIFICATION
4. UNIVERSITY HOSPITAL RESPONSIBILITIES
5. SALARY RANGE +/- \$2,500
6. SOURCE(S) OF SALARY (account numbers)

Upon approval of the Business Office and Vice Dean, the Recruit Request will be returned to the chair and the job search, as defined by AA/EEO Fair Employment Practice Guide is initiated.

2. Following selection of the candidate, the approved Recruit Request is completed and submitted together with the Affirmative Action report, "Attachment 'H' form" and a C.V. to the Faculty Affairs Office.

Please note the following:

- A. An offer letter should not be tendered to a candidate prior to receiving approval of the Attachment 'H' form by AA/EEO.
 - B. All offer letters must be approved by the Vice Dean. For more detailed information, please refer to the 'Letters of Offer section of this handbook.
3. Following approval by the Vice Dean and Affirmative Action, the chair may forward a complete appointment proposal to the Faculty Affairs Office. The Dean's copy of this material, which will be retained in the faculty personnel file, must contain the following:
- A. The original of the chair's letter to the Dean proposing the candidate for appointment. This letter must indicate the candidate's name and degree(s), proposed rank, a description of what the individual's clinical, research, and teaching responsibilities will be and the vote of the senior full-time Faculty regarding this proposal appointment.
 - B. A minimum of three (3) letters of recommendation (original copies) are required for appointment to all professorial ranks. For the tenured or tenure track ranks of Associate Professor and Professor, and for the rank of Professor (clinician- educator), such letters must be from individuals not associated with the UMDNJ; for the rank of Associate Professor (clinician- educator), such letters must be from individuals not associated with the NJMS. For the rank of Instructor on all tracks, a minimum of one (1) letter of recommendation is required. Please note that these letters must be written within the ten (10) months preceding submission to the Faculty Affairs Office and the letters must be from individuals of rank equal to or higher than the rank proposed.

- C. A current C.V. in official UMDNJ format (Attachment I- B).
 - D. For appointments at the rank of Associate Professor and Professor, eighteen (18) copies of three (3) published or in press articles of the candidate's choice are required. For appointment in the clinician educator track for Associate Professor and Professor, three (3) copies of three (3) articles are required.
 - E. For appointment to the rank of Tenure Eligible Associate Professor or Professor, a list of
 - F. A copy of a current NJ medical license (when applicable).
 - G. For individuals not possessing a NJ medical license, a letter verifying his/her terminal degree from the academic institution which granted the degree.
 - H. A copy of current NJ DEA and CDS certificates (when applicable).
 - I. A copy of the Recruit Request with all approvals.
 - J. A Personal Data Sheet (Attachment I-C).
 - K. An I-9 form (proof of employment eligibility, Attachment I-D) and a W-4 form completed by the candidate.
 - L. Faculty Disclosure and Authorization Form, and new Faculty Personal Data Form.
 - M. TB Surveillance Form
4. In addition to the Dean's copy of the proposal, multiple copies, as indicated below, of the following are required for committee review:
- A. CHAIR'S LETTER
 - B. LETTER(S) OF RECOMMENDATION
 - C. LIST OF AUTHORITIES (when applicable)
 - D. C.V.

Please note that appointments to the faculty at the ranks of Instructor and Assistant Professor are reviewed by Faculty Council and the Board of Trustees, whereas faculty appointments at the ranks of Associate Professor and Professor are reviewed initially by the FCAP, then Faculty Council, the Deans Committee (if the appointment involves tenure) and lastly, the Board of Trustees (for many actions).

The number of copies required is as follows:

PROFESSOR (ALL TRACKS)	80 PROPOSALS
ASSOCIATE PROFESSOR (FULL, CLINICIAN EDUCATOR AND COTERMINOUS TRACKS)	80 PROPOSALS
ASSISTANT PROFESSOR (TENURE TRACK AND COTERMINOUS TRACK)	65 PROPOSALS
ASSISTANT PROFESSOR (CLINICIAN EDUCATOR AND QUALIFIED TRACKS)	
INSTRUCTOR (ALL TRACKS)	

B. COTERMINOUS APPOINTMENTS (fully compensated by an affiliated institution)

1. Coterminous appointments are initiated by the submission of a Coterminous Recruit Request (Attachment I-A) with the candidate's C.V. (in official UMDNJ format) by the chair to the Dean's Office through the Faculty Affairs Office.

The information to be provided on the recruit request must include the following:

1. NAME OF PROPOSED CANDIDATE
2. RANK
3. NAME OF AFFILIATE INSTITUTION
4. EFFECTIVE DATE

5. JUSTIFICATION

6. UNIVERSITY HOSPITAL RESPONSIBILITIES

Upon approval by the Vice Dean, the recruit request will be returned to the chair.

2. At this time, the chair may submit a complete coterminous appointment proposal to the Faculty Affairs Office. The Dean's copy of this material, which will be retained in the faculty personnel file, must contain the following:

A. The original of the chair's letter to the Dean proposing the candidate for appointment. This letter must state the candidate's name and degree, proposed rank, a description of what the individual's clinical, research and teaching responsibilities will be, the vote of the senior full title faculty and a letter from the affiliated institution verifying the full-time status of the candidate.

B. A minimum of three (3) letters of recommendation (original copies) are required for all appointments to the Professorial ranks. For the ranks of Associate Professor and Professor, and for the rank of Professor (Clinician Educator), such letters must be from individuals not associated with the UMDNJ; for the rank of Associate Professor (Clinician Educator), such letters must be from individuals not associated with the NJMS; for the ranks of Assistant Professor and Assistant Professor (Clinician Educator), at least one (1) letter must be from an individual not associated with the NJMS. For the ranks of Instructor and Instructor (Clinician Educator), a minimum of one (1) letter of recommendation is required.

Please note that these letters must be written within the ten (10) months preceding submission to the Faculty Affairs Office and the letters must be from individuals of rank equal to or higher than the rank proposed.

C. For appointment to the ranks of Professor and Associate Professor, eighteen (18) copies of three (3) published or in press articles of the candidate's choice are required. For appointments to Associate Professor and Professor (Clinician Educator), three (3) copies of three (3) articles are required.

D. For appointment to the rank of Associate Professor or Professor, a list of authorities in the candidate's field of study who may be contacted by FCAP.

E. A current C.V. in official UMDNJ format (Attachment I-B).

F. A copy of a current NJ medical license, DEA and CDS certificates (when applicable).

G. For individuals not possessing a NJ medical license, a letter verifying his/her terminal degree from the academic institution which granted the degree.

H. A Personal Data Sheet (Attachment I-C).

3. In addition to the Dean's copy of the proposal, multiple copies, as indicated below, of the following are required for committee review:

1. CHAIR'S LETTER
2. LETTER(S) OF RECOMMENDATION
3. LIST OF AUTHORITIES (when applicable)
4. C.V.

Please note that appointments to the faculty at the ranks of Instructor and Assistant Professor are reviewed by Faculty Council and the Board of Trustees, whereas faculty appointments at the ranks of Associate Professor and Professor are reviewed initially by the FCAP, then Faculty Council, and lastly, the Board of Trustees.

The number of copies required for appointment to the coterminous track is as follows:

PROFESSOR AND PROFESSOR (CLINICIAN EDUCATOR)	80 PROPOSALS
ASSOCIATE PROFESSOR AND ASSOCIATE PROFESSOR (CLINICIAN EDUCATOR)	80 PROPOSALS
ASSISTANT PROFESSOR	65 PROPOSALS
ASSISTANT PROFESSOR (CLINICIAN EDUCATOR)	10 PROPOSALS
INSTRUCTOR AND INSTRUCTOR (CLINICIAN EDUCATOR)	10 PROPOSALS

C. VOLUNTEER APPOINTMENTS

1. Volunteer appointments are initiated by the submission of a Volunteer Recruit Request (Attachment I-A) with the candidates' C.V. in official UMDNJ format by the chair to the Dean's Office through the Faculty Affairs Office.

Please note that the titles available for appointment to the volunteer faculty are Lecturer, Associate and titles preceded by such designations as "Adjunct", "Clinical" or "Visiting". All such appointments are at-will and expire on June 30 of each year.

The information to be provided on the recruit request must include the following:

1. NAME OF THE CANDIDATE
2. PROPOSED RANK
3. EFFECTIVE DATE
4. JUSTIFICATION
5. UNIVERSITY HOSPITAL RESPONSIBILITIES

Upon approval by the Vice Dean, the recruit request will be returned to the chair.

2. At this time, the chair may submit a complete volunteer appointment proposal to the Faculty Affairs Office. The Dean's copy of this material, which will be retained in the faculty personnel file, must include the following:

- A. The original of the chair's letter to the Dean proposing the candidate for appointment. This letter must indicate the candidate's name and degree (s), proposed rank, a description of what the individual's clinical, research and teaching responsibilities will be and the vote of the tenured faculty regarding this proposed appointment.
- B. A minimum of three (3) letters of recommendation (original copies) are required for appointment to all Professorial ranks. For the ranks of Associate Professor and Professor, such letter may be from individuals not necessarily of equal or higher academic rank, but in a professional position with experience in evaluating academically relevant achievements. For the rank of Instructor and the title Associate or Lecturer, a minimum of one (1) letter of recommendation is required.

Please note that these letters must be written within the ten (10) months preceding submission to the Faculty Affairs Office.

- C. A current C.V. in official UMDNJ format (Attachment I-B).
- D. A copy of a current NJ medical license (when applicable).
- E. For individuals not possessing a NJ medical license, a letter verifying his/her terminal degree from the academic institution that granted the degree.
- F. A copy of the approved Recruit Request.
- G. A Personal Data Sheet (Attachment I-C).

3. In addition to the Dean's copy of the proposal, multiple copies, as indicated below, of the following are required for committee review:

1. CHAIR'S LETTER
2. LETTER(S) OF RECOMMENDATION
3. C.V.

Please note that appointments to the faculty at the ranks of Instructor and Assistant Professor are reviewed by Faculty Council and the Board of trustees, whereas faculty appointments at the rank of Associate Professor and Professor are reviewed initially by the FCAP and faculty Council.

The numbers of copies required are as follows:

CLINICAL, ADJUNCT OR VISITING PROFESSOR	80 PROPOSALS
CLINICAL, ADJUNCT OR VISITING ASSOCIATE PROFESSOR	25 PROPOSALS
CLINICAL, ADJUNCT OR VISITING ASSISTANT PROFESSOR	10 PROPOSALS
CLINICAL OR ADJUNCT INSTRUCTOR	10 PROPOSALS
ASSOCIATE OR LECTURER	10 PROPOSALS

D. JOINT APPOINTMENTS

1. Joint appointments are initiated by the submission of a Recruit Request with the candidate's C.V. in official UMDNJ format by the chair of the secondary department to the Dean's Office through the Faculty Affairs Office.

The following information to be provided on the recruit request includes the following:

1. NAME OF THE FACULTY MEMBER
2. PROPOSED RANK
3. JUSTIFICATION
4. JUSTIFICATION
5. UNIVERSITY HOSPITAL RESPONSIBILITIES

Upon approval by the Vice Dean, the recruit request will be returned to the chair.

2. At this time, the chair may submit a complete joint appointment proposal to the Faculty Affairs Office. The Dean's copy of this material, which will be retained in the faculty personnel file, must include the following:

- A. The original of the chair's letter to the Dean proposing the candidate for a joint appointment. This letter must indicate the candidate's name and degree(s), current rank in the primary department, proposed rank in the secondary department, a description of what the individual's clinical, research, and teaching responsibilities will be and the vote of the tenured faculty regarding this proposed joint appointment.
- B. A letter of support from the chair of the faculty member's primary department.
- C. A minimum of three (3) letters or recommendation are required for appointment to all professorial ranks, and a minimum of one (1) letter for Instructor.

Please note that the same letters of recommendation used for appointment in the primary department can be used for the joint appointment if the appointment in the primary department occurred within the preceding three (3) years and the letters meet the requirements for the title in the secondary department.

D. A current C.V. in official university format (Attachment I-B).

3. Multiple copies, as indicated below, of the proposal are required for committee review.

Please note that joint appointments to the ranks of Instructor and Assistant Professor are reviewed by Faculty Council and the Board of Trustees, whereas joint appointments at the ranks of Associate Professor and Professor are reviewed initially by FCAP, then Faculty Council and the Board of Trustees.

The numbers of copies required are as follows:

PROFESSOR (ALL TRACKS)	10 PROPOSALS
ASSOCIATE PROFESSOR (ALL TRACKS)	10 PROPOSALS
ASSISTANT PROFESSOR (ALL TRACKS)	10 PROPOSALS
INSTRUCTOR (ALL TRACKS)	10 PROPOSALS

E. LETTERS OF OFFER

1. A letter of offer must be sent by the chair to the chosen candidate to fill a vacant salaried faculty position after the following criteria has been met:

- A. Affirmative Action has approved the Attachment 'H' form.
- B. Step II of the salaried recruit request has been approved by the Dean.
- C. The Dean has reviewed and approved the Letter of Offer.

2. When composing an offer letter, please use the language and format as that shown in the Sample Offer Letter provided on disk.

3. The Dean's Office must receive a copy of the offer letter sent to the candidate.

F. AWAITING FACULTY APPOINTMENT

1. An individual proposed by his/her chair for a salaried faculty appointment may be paid as "Staff Awaiting Faculty Appointment" prior to final approval by the Board of Trustees after the following criteria have been met:

A. The Recruit Request has been approved.

B. The Attachment 'H' has been approved.

C. The candidate has a current NJ medical license, CDS and DEA certificates.

2. Placing an individual in the status of Awaiting Faculty Appointment is initiated by completing a Staff Recruit Request (Attachment I-H) and submitting it to Faculty Affairs with the following attachments:

A. A copy of the approved recruit request and Chair's Justification Memo to the Dean.

B. A copy of the individual's NJ medical license, DEA and CDS certificates.

C. An I-9, W-4 and Personal Data Sheet completed by the candidate.

D. A current C.V. of the candidate in official university format (Attachment I-B).

3. Upon approval of the Awaiting Faculty Appointment request by the Business Manager, the Vice Dean and the Senior Vice-President for Academic Affairs, the Request form and its attachments shall be forwarded to the Central Administration Personnel Department in order to place the individual on payroll.

4. The Dean's Office will inform the chair when the individual is entered onto the University payroll system. At this time, the chair should advise the individual in writing of his/her status and inform the individual that he/she should enroll for health benefits. The Dean's Office must be copied on this letter.
5. Please be aware that no individual can remain in this status longer than ninety (90) days. Exception to this policy requires approval by the Senior Vice- President for Academic Affairs.

III. REAPPOINTMENTS

A. REAPPOINTMENT OF FACULTY ON ONE YEAR CONTRACTS

1. In December, the chairs will receive a roster of their faculty whose terms are expiring on the forthcoming June 3. The chairs must indicate, directly on this roster, their recommendations and votes of their tenured faculty for the reappointment of the listed faculty members.
2. The reappointment rosters are due back in the Faculty Affairs Office by February 15. Since we are expecting a relatively quick turnaround time, it is suggested that the chairs begin the reappointment process, i.e. consulting with the faculty members in question, the Senior Faculty Title faculty and the Vice Dean if needed, in early November.
3. If the recommendation by the chair is for reappointment with a change in status, or if the chair's recommendation is for a non-renewal of the faculty member's contract, please refer to the appropriate section of this handbook.
4. Please be aware that individuals appointed to the faculty with a qualified title after the submission of the reappointment roster must also be reappointed for the coming academic year. Therefore, the chair must notify the Dean in a separate memo to reappoint these individuals.

B. REAPPOINTMENTS OF FACULTY ON MULTI-YEAR CONTRACTS AND LETTERS OF INTENT

1. For faculty on multi-year contracts whose terms are expiring the following academic year, the Dean requires that the chair indicate his/her intention regarding a faculty personnel action when the contract does expire. This memo is commonly known as a “Letter of Intent”.

2. In early January, the chairs will receive a list of their faculty who require a letter of intent.

These letters are due in the Faculty Affairs Office no later than the first business day in April.

V. NON-RENEWAL AND TERMINATION OF FACULTY APPOINTMENTS

A. NON-RENEWAL

1. Faculty with term appointments are entitled to advance notice if his/her contract is not going to be renewed for the coming academic year. The term of appointment generally runs from July 1 to June 30. If a faculty member’s contract is not going to be renewed, the following timetable for notice must be adhered to *insert bylaw reference/link xxxxxxxxxxxxxxxx*:

<u>Length of Term</u>	<u>Advance Notice</u>
1 Year	4 months prior to June 30 of the academic year in which the contract expires.
2 Years	6 months prior to June 30 of the academic year in which the contract expires.
3+ Years	1 year prior to June 30 of the academic year in which the contract expires.

Please note that non-renewal of contract is not a punitive action and, while it requires written notice to the faculty member, **it does not require a written explanation.**

2. Notice that a contract will not be renewed is initiated by a memo from the chair to the Dean through the Faculty Affairs Office with a copy to the faculty member. The memo to the Dean should indicate any vacation time for which the faculty member is entitled to be compensated.

B. TERMINATIONS

1. Qualified Titles

A. Only faculty with qualified titles (denoted by the prefix clinical, adjunct or visiting in the academic title) can be terminated or have their contract expire without advance notice. In this case, the termination is initiated by a request from the chair to the Dean through the Faculty Affairs Office with a copy to the faculty member. Faculty with qualified titles serve at the pleasure of the Dean and while advance notice of non-renewal is not required, it is desirable to give the individual as much notice as possible.

2. Termination for Cause

A. Full-Titled faculty may be terminated at any time for cause. Please refer to UMDNJ By-laws. *Insert hyperlink to blaws*

C. RESIGNATIONS

1. In the case of a resignation, the Dean requires a memo from the chair informing him of the resignation with a copy of the resignation with a copy of the resignation letter attached. The chair's letter must indicate the effective date of the resignation and any remaining vacation time to which the faculty member is entitled. The faculty member must receive a copy of the chair's letter to the Dean.

2. The faculty member must use any accrued vacation time prior to the resignation date. If departmental staffing needs do not allow for scheduling of the accrued vacation time, a lump sum payment will be made based on a statement from the chair indicating the amount of uncompensated vacation time.

IV. CHANGES WITHIN THE SAME ACADEMIC RANK

A. CHANGES IN TITLE

1. A change in title is defined as a change from one track to another, i.e. between full titled, coterminous, clinician educator and qualified tracks. All proposed changes in title are reviewed by the Vice Dean, the Faculty Committee on Appointments and Promotions (Associate Professor and full Professor ranks), Faculty Council, the Deans Committee (if the change involves granting of tenure) and the Board of Trustees (for many actions).

2. All changes in title are initiated by a request from the chair to the Dean's Office through the Faculty Affairs Office which states the justification for the change. A current C.V. of the faculty member must accompany the memo.

Please note that changes in title at the ranks of Assistant Professor, Associate Professor and Professor to a track with more stringent requirements, e.g. Clinical Associate Professor to Associate Professor, are treated as appointments to that track and require the same number of copies of the proposal as would an appointment.

B. CHANGE IN SALARY

1. A change in salary, i.e. change in source of funds, salary increase/decrease (other than increases due to contract-determined COLA's or merits), for a faculty member is initiated by a memo of request from the chair to the Dean through the Faculty Affairs Office. This change is

subject to approval by the Business Officer, Vice Dean and the Senior Vice President for Academic Affairs.

C. CHANGE IN STATUS

1. A change in status is defined as a change in the percent of effort expended by the faculty member. Such a change may result in a salary change and/ or a change in title.

2. A change in status is initiated by a request from the chair to the Dean through the faculty Affairs Office. This memo must provide a justification for the change; a current C.V. of the faculty member should be attached. Upon approval by the Business Office and the Vice Dean, the proposal will be forwarded to the appropriate committees for review. Final approval by the Board of Trustees is required in many actions.

PROMOTIONS

1. The promotion cycle commences with the submission by the chair to the Dean's Office through the Faculty Affairs Office of the list of candidates for promotion together with each candidate's C.V. This list and accompanying C.V.'s should be submitted no later than the first Monday in November.

2. After review by the Dean and Vice Dean and discussion with the pertinent chair, the chair may submit an official promotion proposal for each candidate. This proposal, which must be received by the Faculty Affairs Office no later than the last business day in December, must include the following:

A. The original copy of the chair's letter to the Dean proposing the candidate for promotion. This letter must indicate the candidate's name and degree(s), current rank and proposed rank, a description of the candidate's clinical, research and teaching responsibilities, and the vote of the tenured faculty regarding this proposed promotion. When necessary, the chair should also send a separate memo to the Dean indicating the personnel action to be taken if the promotion is not approved.

B. A minimum of three (3) letters of recommendation (original copies) are required for promotion to all professorial ranks. For the tenured or tenure track ranks of Associate Professor and Professor, and for the rank of Professor (clinical educator), such letters must be from individuals not associated with the NJMS; for the rank of Assistant Professor for all tracks, at least one (1) letter must be from an individual not associated with the NJMS.

Please note that these letters must be written within the ten (10) months preceding submission to the Faculty Affairs Office and the letters must be from individuals of rank equal to or higher than the rank proposed.

C. If the candidate chooses, he/she may submit his/her own letter of support for the promotion.

D. A current C.V. in official university format (Attachment I-B).

E. For promotion in the full and coterminous tracks at the ranks of Associate Professor and Professor, eighteen (18) copies of three (3) published or in press articles of the candidate's choice are required. For promotion in the clinician-educator track at the ranks of Associate Professor and Professor, three (3) copies of three (3) articles are required.

F. For promotion to the ranks of Associate Professor and Professor on the full and coterminous tracks, a list of available authorities in the candidate's field of study who may be contacted by FCAP.

3. In addition to the Dean's copy of the proposal, multiple copies, as indicated below, of the following are required for committee review:

1. CHAIRMAN'S LETTER
2. LETTERS OF RECOMMENDATION
3. LIST OF AUTHORITIES (when applicable)
4. C.V.

Please note that promotion to the rank of Assistant Professor is reviewed by Faculty Council and the Board of Trustees (for Tenure Track) whereas promotions to the ranks of Associate Professor and Professor are reviewed initially by the FCAP, then Faculty Council, the Deans Committee (if the promotion involves tenure), and lastly, the Board of Trustees (for many actions).

The number of copies required is as follows:

PROFESSOR (ALL TRACKS)	80 PROPOSALS
ASSOCIATE PROFESSOR (FULL, CLINICIAN EDUCATOR AND COTERMINOUS TRACKS)	80 PROPOSALS
ASSOCIATE PROFESSOR (QUALIFIED TRACK)	25 PROPOSALS
ASSISTANT PROFESSOR (FULL AND COTERMINOUS TRACKS)	65 PROPOSALS
ASSISTANT PROFESSOR (CLINICIAN EDUCATOR AND QUALIFIED TRACK)	10 PROPOSALS

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VI. EVALUATIONS

1. All paid faculty and all coterminous faculty who receive UMDNJ paycheck must be evaluated annually.
2. The chair should request that the faculty member submit an updated C.V. and faculty data sheet along with any other materials relevant to the evaluation process prior to conducting the evaluation.
3. The chair must conduct an evaluation of the faculty member's performance which also includes the setting of goals for the coming year. This should be done with the faculty member who must sign the completed evaluation form. By signing the evaluation, the faculty member is indicating that he/she has seen the evaluation and has been informed as to whether or not a merit increase or bonus has been recommended (please refer to the AAUP Contract link). Note, that under the current AAUP Contract, a "Satisfactory" evaluation entitles the faculty member to a "merit" pay increment.

The "Goals and Objectives" section of the evaluation should contain specific goals for the next year. Vague statements, e.g. "Increased activity in..." are not useful. It is recommended that specific goals, such as those listed below, are used:

- Submission of _____ grant applications
- Response to _____ number of clinical trial RFA's
- Submission of _____ manuscripts for publication in peer reviewed journals
- Development of _____ new lectures in a given course
- Presentation of _____ rounds or seminars
- A _____ % increase in faculty practice revenue

4. Upon completion of the evaluation process, the chair submits the signed Evaluation Form to the faculty Affairs Office with a copy of the faculty member's updated C.V.

VII. FACULTY RENEWAL LEAVE

1. The Faculty Renewal Leave Program is described in the Faculty Handbook link and the UMDNJ Bylaws link. Faculty interested in applying for such a leave should review these documents.

2. Faculty who fulfill the following criteria may apply for Faculty Renewal Leave:

- A. Member for the Full-Title faculty of the NJMS.
- B. Completed seven (7) continuous years of employment at the UMDNJ.
- C. No less than six (6) years have passed since his/her last Faculty Renewal Leave.
- D. The chair approves of the leave.

3. The initial application for the leave must be approved by the chair and forwarded to the Dean at least one (1) year prior to the proposed start date of the leave. The official application for the leave, which must be forwarded to the Dean through the Faculty Affairs Office six (6) months prior to the proposed start date, must contain the following documents:

- A. A memo of request from the faculty member to the Dean stating when and where the leave shall take place.
- B. A memo from the chair supporting the leave (it is understood that departmental faculty will absorb the increased instructional load which the granting of a period of

academic renewal will create. Periods of academic renewal will not be granted if the teaching load cannot be absorbed or if it must be taken at the expense of students or the regular departmental programs).

C. A detailed description of the renewal leave activities.

D. A one page synopsis of the leave proposal.

E. A letter from the host university or organization confirming the invitation or acceptance of the faculty member.

4. Upon review by the Faculty Affairs Committee and approval by the Dean, the proposal will be forwarded to the Senior Vice President for Academic Affairs for review by the Deans' Committee and approval by the Board of Trustees.

5. Within thirty (30) days following return from the Faculty Renewal Leave, the faculty member must submit a brief report (2 pages) to the Dean describing the activities and accomplishments of the leave.

VIII. VACATION, SICK TIME ACCRUAL, AND FLOAT HOLIDAYS

1. The chair is responsible for maintaining accurate records of vacation time for the faculty.

2. In order to determine the vacation time which the faculty member is eligible, please refer to the AAUP Contract and the Faculty Handbook link.

IX. INCENTIVE AWARDS

A. TEACHING AND SERVICE INCENTIVE AWARDS

1. For members of the faculty represented by the AAUP, UMDNJ has established a pool of money to be used to pay lump sum bonuses to members of the faculty whose performance in teaching and service has been exceptional. Such bonuses are in the amounts of \$1,000 to \$2,000 with the exact amount for any proposed recipient being recommended by the respective chair and then approved by the Dean.

2. This process is initiated by the chair consulting with the tenured faculty of the department. The chair then makes appropriate recommendations to the Dean through the Faculty Affairs office. For each nominee, the following documents are required:

A. A memo from the chair to the Dean which outlines the nominee's achievements for which it is believed he/she deserves the award. This memo must also indicate the amount of the award being recommended (\$1,000- \$2,000) and the vote of the tenured faculty regarding this nomination.

B. A current C.V. in official university format (Attachment I-B).

Please note that twenty (20) copies of the chair's letter and C.V. are required for each nominee. The deadline for submission is generally in December.

3. The proposals shall be forwarded to FCAP who will evaluate the nominations and make recommendations to the Dean. The Dean shall decide which of the nominees will be granted the award. Please note that the decision of the Dean on this matter is final and binding and not subject to grievance and/or arbitration.

B. EXTRAMURAL SUPPORT INCENTIVE AWARDS

1. Members of the faculty represented by the “AAUP, who are both the principal investigator and principal author of a funded grant which provides support for their own salary are eligible for this award. However, faculty who are required to maintain grant support for their salaries as a condition of employment, i.e. coterminous faculty, are not eligible for this award.

2. In order to confirm eligibility for this award, the faculty member should complete Part A of the “UMDNJ EXTRAMURAL SUPPORT INCENTIVE PROGRAM” form (see guidelines issued by finance office)

Upon approval of the chair and the Office of Grants and Contracts, the faculty member may forward the form to the NJMS Business Manager for processing payroll.

Please note that the Extramural Support Incentive Program form must be forwarded to the Business Manager by June 1 to process an award for that academic year.