

## **FACULTY PRACTICE GUARANTEE TERMINATION BUSINESS PROCESS: (Needs to start **no less than 60 days before** effective termination date)**

1. Department Chairs meet with Faculty members to inform them of the termination of the Faculty Practice Guarantee.
  - ✓ Meeting date/Conference call:
  
2. Chair writes to the Faculty Member and the Dean to confirm the termination of the Faculty Practice Guarantee.
  - ✓ letters to Dean confirming action
  - ✓ letter to faculty
  
3. The Department Administration sends copies of both Chair's letters to the NJMS Office of Faculty Affairs (OFA), with the general ledger (GL) allocation revisions, as a request to adjust the faculty member's total compensation.
  - ✓ Sends letters to FA w/ GL Allocation revisions on the attestation memo to the OFA Coordinator as a request to adjust the compensation for the faculty member.
  
4. OFA completes a Faculty Transaction Form and routes the packet for review and approval to the following offices:
  - i. Finance-Coordinator
  - ii. Dean's Office-Dean Johnson c/o Michael Petti
  - iii. RBHS Faculty Affairs-Faculty Affairs Coordinator
  - iv. Rutgers University Human Resources
  
5. After approval at the above 4 offices, OFA alerts the Department to make the same approved adjustments to the Faculty member's Electronic Charging Instructions (ECI) and notifies UPA and Finance to anticipate the final changes.
  
6. Department reviews Guarantee report in the FACTS system after all actions are completed to ensure the action or adjustment is reflected on the guarantee report.
  
7. Department reviews the PeopleSoft job data to ensure that the changes have been reflected and to ensure that no overpayment occurs.