

Office of Faculty Affairs
Medical Science Building, C-594
Rutgers, The State University of New Jersey
185 South Orange Avenue
Newark, NJ 07103

njms.rutgers.edu

p: 973-972-5500 f: 973-972-7691

FACULTY PRACTICE INCREASE

NAME:	EFFECTIVE DATE:
DEPARTMENT:	-
PLEASE REFER TO DOCUMENT LISTING TI	HE REASONS FOR INCREASE

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
CIG Approval	71174110	74174110	Department
Letter from Chair to Faculty			Department
Letter from Chair to Dean			Department
• CV			Department
G/L String			Department
Benchmark Data			Office of Faculty Affairs
Complete Process:			
Prepare FTF/Upload into Perceptive Content			Office of Faculty Affairs
2. Finance approval			Office of Faculty Affairs
3. Dean's approval			Office of Faculty Affairs
4. RBHS approval			Office of Faculty Affairs
5. Send FTF to UHR			Office of Faculty Affairs
6. Finalized FTF in FIS			Office of Faculty Affairs
7. Update FIS			Office of Faculty Affairs
Prepare and Email Confirmation Letter			Office of Faculty Affairs
9. File Documents			Office of Faculty Affairs