

Office of Faculty Affairs
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FACULTY RETURN FROM PROFESSIONAL LEAVE

NAME:		EFFECTIVE DATE OF RETURN:
DEPARTMENT:		
LEAVE TYPE:PA	AIDUNPAID	

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
Letter from Faculty to Chair (with summary report)			Department
Letter from Chair to Dean			Department
• CV			Department
G/L String			Department
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. Update FIS			Office of Faculty Affairs
7. File Documents			Office of Faculty Affairs