

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

SECONDARY ASSIGNMENT PROCESS

NAME:	EFFECTIVE DATE:
PRIMARY DEPARTMENT:	
PRIMARY ACADEMIC TITLE/TRACK:	
PRIMARY APPOINTMENT FTE:	
SECONDARY ASSIGNMENT DEPARTMENT:	
SECONDARY ASSIGNMENT TITLE:	
SECONDARY ASSIGNMENT FTE:	

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
Secondary Assignment Request for Faculty Form			Department
Secondary Assignment Offer Letter or Agreement Letter			Department
Complete Process:			
Upload FTF 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 (for Teaching Course only)			Office of Faculty Affairs
6. File Documents			Office of Faculty Affairs