



RUTGERS POLICY

Section: 60.5.4

Section Title: Faculty

Policy Name: Faculty Appointment Procedures and Faculty Responsibilities

Formerly Book: 3.3.6

Approval Authority: President

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Office of Academic Labor Relations

Originally Issued: 11/10/1961

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Errors or changes? Contact: aclr@rutgers.edu

1. **Policy Statement**

This policy sets forth the University's commitment that faculty appointments be made without discrimination on account of any matter protected by state or federal law, outlines certain requirements for faculty appointment letters and the responsibilities associated with Academic Year and Calendar Year appointments, and recites the legal requirement of completion of an oath or affirmation of office by employees hired to teach.

2. **Reason for Policy**

To inform faculty members and academic administrators of certain policies and requirements regarding faculty appointments.

3. **Who Should Read This Policy**

- Chancellors, Deans, directors and department chairs
- Faculty members
- Academic administrators
- All employees hired to teach

4. **Related Documents**

Policy 60.1.8, Equal Employment Opportunity and Affirmative Action
Policy 60.5.14, Criteria for Appointments, Reappointments and Promotions
Oath or Affirmation of Office
Individual School/Unit Bylaws

5. **Contacts**

Office of Academic Labor Relations
848-932-7174

6. The Policy

60.5.4 FACULTY APPOINTMENT PROCEDURES AND FACULTY DUTIES AND RESPONSIBILITIES

- A. Appointments shall be made without discrimination on account of any matter protected by state or federal law, in accordance with university policy 60.1.8 Equal Employment Opportunity and Affirmative Action.
- B. Except as set forth in Section C below, faculty members appointed for the academic year (AY) carry a normal teaching program for both fall and spring terms and must be available for related duties, committee assignments, and similar activities from September 1 until Commencement, or an equivalent period within the academic year.

Faculty members appointed for the calendar year (CY) are expected to devote the entire year with the exception of one month's vacation to their university duties. This work is done on campus except by special arrangement with the appropriate dean or director.

- C. In Robert Wood Johnson Medical School, School of Health Related Professions, Rutgers School of Dental Medicine, New Jersey Medical School, School of Public Health, and School of Nursing (former UMDNJ School of Nursing), appointments that are for any specified three-hundred-sixty-five (365) day duration or part thereof, and which require the devotion of the entire duration of the appointment, with the exception of vacation time as set forth in the appropriate collective negotiations agreement, to the assigned duties, are Calendar Year (CY) appointments. This work is done on campus except by special arrangement with the appropriate academic officer.
- D. Each newly appointed or reappointed faculty member shall receive a formal letter of appointment from the appropriate administrative officer which sets forth precisely the terms of the appointment. In addition, the duties required of an appointee in the areas of teaching, scholarship and service, or the alternative areas relevant to the appointment as set forth in university policy 60.5.14 Criteria for Appointments, Reappointments and Promotions or applicable school or unit bylaws, shall be made known to the appointee by the department chairperson, dean or director at the time of appointment or reappointment. To promote the effectiveness of the appointee's department, college and university, the performance of his or her assigned duties shall be reviewed and evaluated periodically, using procedures established by his or her college, school or unit of the university. These procedures shall be consistent with university policy.
- E. All persons employed by the university to teach are required by law to complete an oath or affirmation of office.