



UNIVERSITY POLICY

Policy Name:	Faculty Appointment Procedures and Faculty Responsibilities				
Section #:	60.5.4	Section Title:	Human Resources: Faculty	Formerly Book:	3.3.6
Approval Authority:	President		Adopted:	11/10/1961	Reviewed: 06/02/2020
Responsible Executive:	Senior Vice President for Academic Affairs		Revised:	12/10/1999, 07/01/2010, 07/01/2013, 06/02/2020	
Responsible Office:	Office of the Senior Vice President for Academic Affairs		Contact:	svpaa@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, and outlines certain requirements for faculty appointment letters and the responsibilities associated with Academic Year and Calendar Year appointments.

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. Resources

[University Policy 60.1.8: Equal Employment Opportunity and Affirmative Action](#)

[University Policy 60.5.14: Criteria for Appointments, Reappointments, and Promotions](#)

Individual School/Unit Bylaws

5. Definitions

N/A

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

6. The Policy

- 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 Professions, Rutgers School of Dental Medicine, New Jersey Medical School, School of Public Health, and 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 Academic 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, or unit of the University, the performance of the appointee's assigned duties shall be reviewed and evaluated periodically, using procedures established by the appointee's college, school, or unit of the University. These procedures shall be consistent with University policy.