



RUTGERS UNIVERSITY 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

Revisions: 12/10/1999, 07/1/2010, 07/1/2013

Errors or changes? Contact: aclr@rutgers.edu

<u>Policy Name:</u>	Faculty Appointment Procedures and Faculty Responsibilities				
<u>Section #:</u>	60.5.4	<u>Section Title:</u>	Human Resources: Faculty	<u>Formerly Book:</u>	3.3.6
<u>Approval Authority:</u>	President		<u>Adopted:</u>	11/10/1961	<u>Reviewed:</u> 06/02/2020
<u>Responsible Executive:</u>	Senior Vice President for Academic Affairs		<u>Revised:</u>	12/10/1999, 07/01/2010, 07/01/2013, 06/02/2020	
<u>Responsible Office:</u>	Office of the Senior Vice President for Academic Affairs		<u>Contact:</u>	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, 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

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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~~Resources**

University Policy 60.1.8: Equal Employment Opportunity and Affirmative Action

University Policy 60.5.14: Criteria for Appointments, Reappointments, and Promotions

~~Oath or Affirmation of Office~~
Individual School/Unit- Bylaws

5. **~~Contacts~~Definitions**

Office of Academic Labor Relations
848-932-7174

N/A

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 ~~u~~University p~~Policy 60.1.8: Equal Employment Opportunity and Affirmative Action.~~
- B. Except as set forth in Section C below, faculty members appointed for the ~~a~~Academic y~~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 ~~a~~Academic y~~Year.~~

Faculty members appointed for the ~~e~~Calendar y~~Year (CY)~~ are expected to devote the entire year, with the exception of one month's vacation, to their ~~u~~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

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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, and/or unit of the University, the performance of ~~his or her~~ the appointee's assigned duties shall be reviewed and evaluated periodically, using procedures established by ~~his or her~~ the appointee's 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.~~

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