



RUTGERS POLICY

Section: 60.5.4

Section Title: HR/Faculty

Policy Name: Faculty Appointments

Formerly Book: 3.3.6

Approval Authority: Board of Governors

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Office of Academic Affairs

Originally Issued: 11/10/61

Revisions: 12/10/99

Policy:

FACULTY APPOINTMENTS

- 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 "University Policy on Equal Employment Opportunity and Affirmative Action".
- B. 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.
- C. 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.
- 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 60.5.14 "Criteria for Appointments, Reappointments and Promotions", shall be made known to the appointee by the department chairperson or dean at the time of appointment or reappointment. To promote the effectiveness of the appointee's

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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 common guidelines recommended by the University Senate.

- E. All persons employed by the University to teach are required by law to take an oath to support the Constitution of the United States and the Constitution of the State of New Jersey.

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