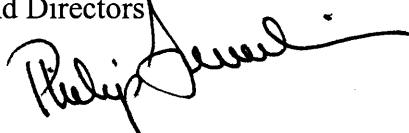


THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

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November 8, 2006

Memorandum to: Provosts Roger Dennis and Steven Diner
University Librarian Marianne Gaunt
New Brunswick Deans and Directors

From: Philip Furmanski 

Subject: Faculty Academic Service Increment Program (FASIP) - 2006/2007

The final of three FASIP rounds provided for in the current University-AAUP contract has begun. This cycle has a phased implementation schedule, with the awards effective retroactive to July 1, 2006, and to January 1, 2007 based on the relevant salary schedules.

Attached you will find the Instructions (Appendix B of the contract) for this program. These instructions should be distributed whether in hard copy or electronically to your areas by November 17, 2006 or as soon thereafter as possible.

Please make a note of the following important information and deadlines:

- As in years past, Human Resources has produced for your use an individualized Recommendation Form for each member of your faculty. Those forms will be distributed to you at a FASIP workshop to be conducted by Karen Stubaus from my Office on Monday, December 4, 2006 at 2:00 pm in the Rutgers Student Center, Room 411 ABC.
- **New this year, we are introducing a user-friendly, web-based application system for data entry and report printing and exporting.** New features include: 1) a budget report which details faculty whose salary budgets are split between units and departments; 2) a list of all faculty members in each unit/department and tools by which you can search and sort by department or name; 3) access for your Department Chairs or Library Directors is now available; and, 4) for those of you in New Brunswick Centers and Institutes, access is now available. Sharon Fortin-Kramer from my office will be contacting each of you to request that you provide a list of those individuals in your area(s) who should have access to this system. Please think about who you would like to grant access to this system now so that you can quickly provide that information when it is requested. Training workshops will be held during the week of December 11th for those individuals you identify as system users.

- The state-funded program cost this year is determined using the salary bases for June 30, 2006 and October 20, 2006. We will provide you with the allocation target for your area by the week of November 13th.
- Please note that all dollars associated with the FASIP program have been included in your budget for 2006/07, including dollars that may be used to fund awards made by the President (i.e. awards made from the "President's reserve"). When you receive your allocation target, we will identify the portion of those dollars from which you may recommend faculty to the President who have made extraordinary contributions or accomplishments at the University level during the past year.
- On or around May 11, 2007, the President will notify faculty who receive an academic service increment award of that fact; Deans have the responsibility to notify non-awardees by this same date.
- Increases will appear in the faculty members' May 18, 2007 paychecks, with the retroactive amount reflected in the June 29, 2007 paychecks.
- In order for Human Resources to meet this schedule, **the Provosts and I must receive the FASIP recommendations from the Deans and New Brunswick Directors no later than Wednesday, January 31, 2007; I must receive the recommendations from the University Librarian and the Camden and Newark Provosts no later than Wednesday, February 28, 2007.**

If you have any questions on these materials, or on the program itself, please feel free to contact Sharon Fortin-Kramer at (732) 932-7722, or at fortin@oldqueens.rutgers.edu.

Thank you for giving this important program your full and careful attention.

c: S. Fortin-Kramer
S. Russell
S. Spinello
K.R. Stubaus
J. Wolf