

FACULTY ACADEMIC SERVICE INCREMENT PROGRAM – 2006/2007 DECEMBER 4, 2006 WORKSHOP

A list of the AAUP eligible faculty is attached to the bundle of Recommendation Forms for faculty in your unit for the FASIP cycle effective July 1, 2006 and January 1, 2007. **It is your responsibility to review these lists for accuracy and completeness.** Please advise Sharon Fortin-Kramer at 732/932-7722 or fortin@oldqueens.rutgers.edu if anyone is missing from your list, or if you have anyone on your list who should not be.

The generation of a pre-printed Recommendation Form does not confer eligibility. Simply because a faculty member is AAUP eligible does not mean that s/he is eligible for FASIP. In order to be eligible for FASIP a faculty member must meet the eligibility requirements as spelled out in the AAUP contract, Appendix B. All candidates must meet these eligibility requirements. A copy of Appendix B is available today as a handout.

Different from the past, you can now indicate eligibility status in the web-based program for those AAUP eligible faculty who are not initiated for FASIP; additionally you will have the capability of printing a report listing these faculty. Below please find the eligibility status choices which you must identify for each AAUP eligible faculty member not initiated:

- A. **Not Eligible** – was not in the bargaining unit at specified time in the contract
- B. **Not Eligible** – less than 1 year of full-time service or less than 3 years of part-time service in an AAUP appointment at time of consideration
- C. **Not Eligible** – was in terminal year at the time of consideration (terminal year = turned down for reappointment or tenure, does not refer to retirees)
- D. **Eligible** but asked not to be considered for an award
- E. **Eligible** but not initiated for an award through the decanal level
- F. **Other** – provide explanation of justification

REQUIRED FORMS AND REPORTS DUE UPON SUBMISSION

The Deans forward to the Provosts (or in New Brunswick, the Executive Vice President for Academic Affairs - EVPAA), the New Brunswick Directors forward to the EVPAA by **January 31, 2006** and the University Librarian forwards to the EVPAA by **February 28, 2006** the following reports which can be printed from the new web-based system:

- **D-1: Faculty Recommended for an Award**
- **D-2: Faculty Initiated but Not Recommended for an Award**
- **D-3: Faculty Not Initiated at Any Level for an Award**
- **D-4: Faculty Recommended for President's Award**
- **Dean's Priority Ranking Report**
- Completed **original Recommendation Form** (pages 1 and 2) including a statement of evaluation from those persons initiating recommendations and the **candidates' curriculum vitae** bundled with either the D-1, D-2, and D-3 reports as appropriate
- **Recommendations for President's Award Report**

The Newark and Camden Provosts and the University Librarian forward to the Executive Vice President for Academic Affairs by **February 28, 2006** the following reports which can be printed from the new web-based system:

- **P-1: Faculty Recommended for an Award**
- **P-2: Faculty Initiated but Not Recommended for an Award**
- **P-3: Faculty Not Initiated at Any Level for an Award**
- **P-4: Faculty Recommended for President's Award**
- Completed **original Recommendation Form** (pages 1 and 2) including a statement of evaluation from those persons initiating recommendations and the **candidates' curriculum vitae** bundled with either the P-1, P-2, and P-3 reports as appropriate

All recommendations from the Peer Evaluation Committee and the department chairperson, as well as those from persons initiating recommendations at other levels, must be included with the Recommendation form upon submission.