



FACULTY EMPLOYMENT AGREEMENT (UPF-5)

Name: _____

General Terms and Conditions of Faculty Appointments

Academic Year Appointment

Appointment for the academic year requires that the faculty member be in attendance at the University from September 1 to Commencement, or an equivalent period, unless excused by the appropriate academic officer.

Calendar Year Appointment

Appointees for the calendar year (July 1 to June 30, or equivalent period of time) are expected to devote the entire year to their University duties with the exception of a vacation of one month. Calendar year appointments are subject to annual review and rejustification. When there is no longer justification, a calendar year appointment reverts to academic year.

Reappointments and Promotions

University policies on academic reappointments and promotions, to which all faculty are subject, are described in the University Policy with Respect to Academic Appointments and Promotions which is enclosed.

Academic Tenure

Academic tenure is conferred on eligible faculty members solely by action of the Board of Governors of Rutgers, The State University of New Jersey. No officer or employee of the University has the authority to promise or to award such status to anyone under any circumstances.

Mode of Compensation

Salaries are paid over 12 months, from July 1 through the following June 30, except that individuals on academic year appointments receive their yearly salary as follows:

- a. First year appointment - salary for July and August is paid in the first paycheck in September.
- b. Subsequent appointment - salary payments are made in biweekly paychecks beginning with the first paycheck in July.

Individuals on academic year appointments are paid approximately two months of salary prior to its being earned. Persons who terminate their employment prior to Commencement agree to reimburse the University for any unearned salary that may result. Resignations after June 30 and before September 1 are effective June 30; resignations after December 31 and before the first day of classes of the spring semester are effective December 31.

Patent Policy

All employees are subject to the University Patent Policy, which is enclosed with this agreement. By signing the FACULTY EMPLOYMENT AGREEMENT the faculty employee agrees to the terms of the University Patent Policy, as it may be amended from time to time, including its requirement that he or she disclose and assign inventions or discoveries to the University.

University Regulations and Policies

A complete statement of regulations and policies of the University is contained in the University Policy Library (<http://policies.rutgers.edu>). The employment rights and responsibilities of each faculty member are discussed therein on a broad range of subjects. The University Policy Library includes Board policies and certain academic, administrative, financial, operational, and business policies and procedures. It is the obligation of each faculty member to become familiar with all policies contained in the University Policy Library. As a member of the University community, you will be expected to abide by departmental and University rules and regulations.



Name: _____

In accordance with the foregoing terms and conditions of faculty appointments and on behalf of the Board of Governors and the President, I am pleased to offer you this appointment:

Rank:

Department:

Academic Unit:

Renewable Non-Renewable

Full time Part time If part time, percent _____

Appointment Status (check one): Academic Year or Calendar Year¹

If Calendar Year, justification:

Effective Date of Appointment:

Appointment Expiration Date:

Initial Salary:

Appointment is or is not tenure track.

If applicable, check : Appointment subject to receipt and continuation of sufficient funds to support this appointment (_____ grant or self-support account number).

Other Special Conditions

¹ Calendar year appointments are subject to annual review and rejustification.

