



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

A complete statement of the policies and regulations of the University is contained in the University Regulations, Procedures, and Forms Usage Manual. Reference copies of this document are located in all departmental offices and in those of all deans and academic directors. The employment rights and responsibilities of each faculty member are discussed therein on a broad range of subjects. It is the obligation of each faculty member to become familiar with all policies contained in the Manual.

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 Year

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

Calendar year appointments are subject to annual review and rejustification.

I fully understand that by accepting this appointment and signing and returning this letter to the designated officer of the University administration, I am agreeing to comply with the terms and conditions set forth herein, with all pertinent provisions of the laws of New Jersey, with all University regulations, and with all provisions of applicable collective negotiations agreements. I further understand that no representations other than those stated herein will be binding on the University. Finally, by my signature and return of this letter, I acknowledge that I have received, read, understood, and accepted the statements contained within the enclosures, "University Policies on Academic Appointments and Promotions," and "Patent Policy of the University."

Please sign and date this letter and return it to the University officer at the address listed in the lower left-hand corner of this page.

Signature of Dean or Director Date

Signature of Chancellor Date

Signature of Employee Date

On or before _____, your acceptance should be sent to:

Address

Enclosed: "University Patent Policy"

"University Policy with Respect to Academic Appointments and Promotions"