

2024 SAS-HR Monthly Training Sessions

January 2024

Competitive Fellowship Leave (CFL): This session will review the guidelines and paperwork processing for CFL's.

Non-Aligned Performance Management – Mid-Year Review: This session will review the Mid-Year Review process in the Performance Management System for supervisors of Non-Aligned staff members and for Non-Aligned staff.

April 2024

Instructions for Tenured and Tenure-Track Candidates Being Promoted: This session will review the process on how to submit a promotion packet for a candidate to Distinguished Professor, Professor, and Associate Professor with Tenure. This session is intended for candidates only and will discuss the completion of the Form 1a, Form 2, and Personal Statement. A general overview of the promotion process will also be provided.

Tenured and Tenured-Track Promotion Instructions for Chairs & Department Administrators – Part 2: This session will review the instructions and process on submitting promotion packets for department chairs and administrators.

Staff Compensation Program – Performance Evaluation Training Session: This session will review the performance management process and performance appraisal/evaluation for SAS supervisors of aligned staff employees (URA-AFT and AAUP-AFT-EOF).

July 2024

Teaching and Graduate Assistants: This session will review the Teaching Assistant /Graduate Assistant processes and portal.

October 2024

Active Shooter: This session provides guidelines for employees that could help reduce personal risk in the event of an Active Shooter situation.

Tenured-Track Reappointment and Non-Tenure Track Long Form Promotion Process: This session will review the processes of reappointing tenured-track faculty and NTT promotions to Associate and above.

Packet Corrections: This session will review the instructions on how to make corrections to reappointment and promotion packets.

February 2024

Courtesy Appointments, Short Term Visitors and Post-Doctoral Associates and Fellows: The session will review requirements and processes for Courtesy and Short-Term Visitors as well as how to process post-doctoral appointments through the Post-Doctoral Appointment portal.

Class 4 Recruitment Process Overview: This session will review the process for hiring a Class 4 Temporary/Casual/Seasonal staff position.

Staff Progressive Discipline: This session will be presented by University Labor Relations and will review the progressive discipline process for staff. This session is intended only for supervisors that are currently supervising Class 1 staff.

May 2024

OEE: What Supervisors Should Know about Investigations and Accommodations: This training session will cover two topics: a harassment-free workplace and understanding the accommodation process at Rutgers.

ROCS Process for Staff: This session will review the recruiting process for staff using the Recruitment, Onboarding and Classification System (ROCS).

Supervisors of Non-aligned Performance Management - End of Year Review: This session will review the End of Year Reviews process in the Performance Management System for supervisors of Non-Aligned staff members.

Summer Salary Process: This session will provide an overview of the summer salary process and procedures and a review of the summer salary form.

August 2024

ROCS and Background Checks Process for Faculty: This session will review the recruiting and background check process for faculty using the Recruitment, Onboarding and Classification System (ROCS).

Non-aligned Staff Goal Setting: The session will review the Goal Setting processes for both non-aligned staff employees and managers/supervisors of non-aligned staff employees.

November 2024

ROCS Process for Staff: This session will review the recruiting process for staff using the Recruitment, Onboarding and Classification System (ROCS).

Lecturer, Co-Adjutant Contract & Submissions: This session will review the process of developing and submitting Lecturer and Co-Adjutant contracts.

Sabbaticals: This session will review the guidelines and paperwork processing of the Sabbatical application.

March 2024

Active Shooter: This session provides guidelines for employees that could help reduce personal risk in the event of an Active Shooter situation.

Non-Tenured Track Faculty Reappointment Processing and Contracts: This session will review how to process Non-Tenured Track Faculty reappointments and contracts.

Tenured and Tenured-Track Promotion Instructions for Chairs & Department Administrators – Part 1: This session will review the process on how to submit a promotion packet for a candidate to Distinguished Professor, Professor, and Associate Professor with Tenure.

Staff Compensation Program – Performance Evaluation Training Session: This session will review the performance management process and performance appraisal/evaluation for SAS supervisors of aligned staff employees (URA-AFT and AAUP-AFT-EOF).

June 2024

Non-aligned Performance Management - End of Year Review: This session will review the End of Year Review process in the Performance Management System for supervisors of Non-Aligned staff members.

September 2024

Non-Tenured Track Faculty Promotions (short form): This session will review the process and instructions on how to submit Non-Tenured Track Faculty promotion to the rank of Assistant Professor.

Non-aligned Staff Goal Setting: The session will review the Goal Setting processes for both non-aligned staff employees and managers/supervisors of non-aligned staff employees.

December 2024

ROCS and Background Checks Process for Faculty: This session will review the recruiting and background check process for faculty using the Recruitment, Onboarding and Classification System (ROCS).

Non-aligned Performance Management – Mid-Year Review: This session will review the Mid-Year Review process in the Performance Management System for supervisors of Non-Aligned staff members and for Non-Aligned staff.