

2021 SAS-HR Monthly Training Sessions

March 2021

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

Staff Compensation Program – Performance

Evaluation: This session will review the Staff Compensation Program Performance Evaluation process for supervisors of staff covered by the URA-AFT collective bargaining agreement.

April 2021

Tenured and Tenured-Track Promotion Candidate Instructions: 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.

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.

May 2021

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

June 2021

Class 1, Class 3 and Class 4 Staff Hiring Overview: This session will review the recruiting process for all Class 1, Class 3 and Class 4 staff.

Summer Salary Process: This session will review the process of compensating Faculty members on academic year appointments who are approved to receive summer compensation.

July 2021

Part-Time Lecturer, Co-Adjutant Contract & Submissions and TA/GA Appointments: This session will review the process of developing and submitting Part-Time Lecturer and Co-Adjutant contracts and how to process Teaching Assistant and Graduate Assistant appointments.

Staff Leave Process: This session, which will be conducted by Rutgers University Human Resources, will review the different types of leaves available for staff, including NJ Earned Sick Leave, and the process on how to submit a leave in OneSource.

August 2021

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).

Onboarding Refresher for Fall: This session will review the onboarding and I-9 process for departments hiring new staff, faculty and students starting in the Fall semester.

September 2021

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

Non-Tenured Track Faculty promotions (short & long form): This session will review the process and instructions on how to submit Non-Tenured Track Faculty promotion packets.

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

October 2021

Tenured-Track Reappointment Process: This session will review the process on reappointing tenured-track faculty.

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

November 2021

Part-Time Lecturer, Co-Adjutant Contract & Submissions and TA/GA Appointments: This session will review the process of developing and submitting Part-Time Lecturer and Co-Adjutant contracts and how to process Teaching Assistant and Graduate Assistant appointments.

Class 1, Class 3 and Class 4 Staff Hiring Overview: This session will review the recruiting process for all Class 1, Class 3 and Class 4 staff.

December 2021

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).

Staff Progressive Discipline: This session, which will be conducted by Rutgers Office of Labor Relations, will review the steps and process, as well as how/when to use, progressive discipline for staff.

For any questions, please contact Kate Hellings at khellings@sas.rutgers.edu.