NON-INSTRUCTIONAL ASSIGNMENT
ACADEMIC YEAR 2027-2028

The following Non-Instructional Assignment Application and Instructions are for faculty members in the AAUP-AFT but do not apply to faculty members formerly represented by the AAUP-BHSNJ ("Legacy BHSNJ Faculty Members") applying for a Non-Instructional Assignment (defined below) occurring in academic year 2027-2028. Questions from schools and units regarding the process and requirements may be directed to the Office of University Labor Relations at oulr@oulr.rutgers.edu.

Application Information and Instructions

1. Timelines

Non-library faculty must submit completed applications, with the appropriate chair or program director endorsement signatures, if applicable, to their Dean no later than **January 4, 2027**. Library faculty must submit completed applications to their unit director no later than **January 4, 2027.** Endorsement by the chair or program director is not required for library faculty.

2. Description

The University provides eligible faculty members the opportunity to request a one- or two-semester non-instructional assignment which allows them to concentrate on a research project of academic significance to themselves and their departments or schools/units in their assigned field of study and for which the faculty member will be paid at 100% of their base salary ("Non-Instructional Assignment"). Faculty who are approved for a Non-Instructional Assignment will be required to:

- Undertake the research project approved by their Dean and Chancellor for non-library faculty, or their unit director and the Vice President for University Libraries and University Librarian ("Vice President for University Libraries") for library faculty;
- Submit a minimum of one periodic written report during each semester of the Non-Instructional Assignment, at a pre-established interval, detailing research and activities accomplished; and
- Submit a final, comprehensive written report at the end of the Non-Instructional Assignment which details all research and activities accomplished and demonstrates the success of the project and the benefit the project provided to the faculty member and the University.

Faculty members are not required to resume their duties at Rutgers or return to University service following a Non-Instructional Assignment. For non-library faculty, a Non-Instructional Assignment is administered by the office of the respective Dean and Chancellor. For library faculty, a Non-Instructional Assignment is administered by the unit director and the Vice President for University Libraries, regardless of the library faculty member's geographic location.

3. Eligibility and Exclusions

a. Eligibility Requirements

Non-Instructional Assignments may only be taken once for every ten years of qualifying University

service as a faculty member. A faculty member must meet all of the following requirements:

- Associate Professor (or equivalent) rank or above and ten years (20 semesters) of continuous full-time service at Rutgers as a full-time non-tenure track, tenure track or tenured faculty member at the rank of Instructor (or equivalent) or above; however, time spent in rank on a non-competitive fellowship leave program (with or without compensation) does not count towards eligible service but time spent in rank on a Competitive Fellowship Leave does count as eligible service;

- No sabbatical leave, assignment to research or participation in any other leave program (with the exception of a competitive fellowship leave or parental leave under Article 16) in the six years preceding the start of the requested Non-Instructional Assignment; **and**

- Sustained record of faculty member excellence, including no record of suspension without pay, in the six years preceding the start of the requested Non-Instructional Assignment.

b. Exclusions

- A faculty member who has been notified of their non-reappointment as a faculty member is not eligible to request a Non-Instructional Assignment.
- A Non-Instructional Assignment shall not be awarded in a faculty member's terminal year of appointment.
- If a faculty member has been granted a Non-Instructional Assignment and later receives notice of non-reappointment, the Non-Instructional Assignment is automatically rescinded.

4. Application Process

Faculty members may apply for a one-semester or two-semester (Fall and Spring of the same academic year) Non-Instructional Assignment occurring in academic year 2027-2028 by completing the attached form and submitting it to their Dean, or their unit director in the case of all library faculty, **by January 4, 2027**.

Non-library faculty members must obtain chair or program director endorsement, if applicable, before submitting their completed application to the Dean by the required date. A prospective non-library faculty applicant must discuss their interest in a Non-Instructional Assignment with their department chair or director, if applicable, before submitting an application to their Dean by the required date. Such faculty member must submit their completed application detailing their research proposal to their department chair or program director, if applicable, for approval and endorsement **prior to submitting it to their Dean by the required date**. Chair or director endorsement does not apply to library faculty. Library faculty members must submit their completed application detailing their research proposal to their unit director by the required date.

When applying for a Non-Instructional Assignment, faculty are required to submit a detailed written proposal, by way of the attached application form, which must: (1) accompany the application form; (2) provide information on the nature and scope of the research project to be undertaken during the period of assignment; (3) explain how the research will contribute to the faculty member's own scholarly development and the development of the discipline in the department, school/unit or faculty; and (4) attach copies of the report of their activities and accomplishments during the immediately prior sabbatical leave taken, if any, as required by Article 25.A of the collective negotiations agreement between the AAUP-AFT and the University ("the Agreement").

For all non-library faculty, the Non-Instructional Assignment applications endorsed by the faculty member's chair or program, if applicable, will be reviewed by the Dean and the Chancellor. Prior to

submission to the Chancellor, the application must be endorsed by the non-library faculty member's department chair or program director, if applicable, and Dean. The Chancellor has final approval authority. If an application is not endorsed by the department chair or program director (if applicable), the Dean and/or the Chancellor, the reasons for non-endorsement will be provided to the faculty member.

For all library faculty, an application will be reviewed by the library faculty member's unit director, who must endorse the application. The library faculty member's application is then forwarded to the Vice President for University Libraries who has final approval authority. If an application is not endorsed by the unit director and/or the Vice President for University Libraries, the reasons for non-endorsement will be provided to the faculty member.

5. Criteria and Considerations

In any one year, no more than five percent of the faculty members of any school or unit may be approved for a Non-Instructional Assignment. For schools or units with at least twenty-five faculty members in any one department, the following shall apply:

(1) for departments with a total of twenty-five or fewer faculty members, no more than one faculty member may be approved for a Non-Instructional Assignment in any one year;
(2) for departments with a total of twenty-six to fifty faculty members, no more than two faculty members may be approved for a Non-Instructional Assignment in any one year; and
(3) for departments with a total of fifty-one or more faculty members, no more than three faculty members may be approved for a Non-Instructional Assignment in any one year.

Generally, first consideration is given to faculty with the greatest seniority in terms of University service. Of this group, first priority is given to faculty who have not been granted a sabbatical leave or non-instructional assignment for which they have been eligible in previous years.

A decision not to endorse an application based on either (1) the Dean, the Chancellor or the Vice President for University Libraries not supporting the project proposal with respect to the faculty member's own scholarly development or the development of the discipline in the department, school//unit or faculty, or (2) staffing needs of the program not being met in the faculty member's absence, shall not be subject to the grievance procedure.

6. Sabbatical Leave Considerations

A faculty member approved for a Non-Instructional Assignment is not eligible for a sabbatical leave under Article 25.A of the Agreement until the faculty member has provided the required three or six years of service at Rutgers in the time following the Non-Instructional Assignment.

7. Compensation

Faculty who are approved for a two-semester Non-Instructional Assignment will be paid 100% of their annual base salary. Faculty who are approved for a one-semester Non-Instructional Assignment will be paid a prorated portion of their annual base salary.

8. Responsibilities of the Faculty Member

Once approved for a Non-Instructional Assignment, a faculty member cannot change their project or the time period approved, e.g., Spring instead of Fall or AY 2028-2029 instead of AY 2027-2028. No approval shall be given for any alternate research project or time period.

Faculty are prohibited from: (1) accepting outside compensation from externally funded sources, including consultant work, during a Non-Instructional Assignment; and (2) undertaking full-time employment or a full-time compensated assignment at another university or elsewhere.

A non-library faculty member is obligated to submit the following written reports to their department chair or program director (if applicable), the Dean and the applicable Chancellor which shall become a part of the faculty member's personnel file, and a library faculty member is obligated to submit the following written reports to their unit director and the Vice President for University Libraries which shall become a part of the faculty member's personnel file:

a) A minimum of one periodic written report per semester of the research and activities accomplished on the date(s) designated in the faculty member's approved application, including documentary evidence of scholarly or creative activity; and
b) An additional final comprehensive written report at the end of the assignment which details all research and activities accomplished and demonstrates the success of the project and the benefit the project provided to the University submitted no later than January 15 for Fall semester assignments and June 30 for Spring or academic year assignments.
c) A Non-Instructional Assignment shall immediately end for any faculty member who fails to submit the written report required by paragraph (a) of this section by the date designated in the faculty member's approved application. Failure to submit the written report required by paragraph (b) of this section obligates the faculty member to repay the University all salary monies received during the Non-Instructional Assignment. As a condition of approval for the Non-Instructional Assignment, the faculty member shall acknowledge and agree to this requirement during the application process.

Faculty members are not required to resume their duties at Rutgers or return to University service following a Non-Instructional Assignment.

NON-INSTRUCTIONAL ASSIGNMENT APPLICATION
ACADEMIC YEAR 2027-2028
(For AAUP-AFT faculty members but not faculty formerly represented by the AAUP-BHSNJ)

Please read the accompanying information and instructions before completing this application form.

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1.Name of Applicant: _____

2.Academic Rank and Title: _____

3.Unit/School and Department:_____

Please check the appropriate responses:

4. Indicate your current term of appointment: _____

Academic Year (10-month) ____ Calendar Year (12-month) _____

5. Are you currently a tenured faculty member? Yes☐ No☐

6. Are you currently a non-tenure track faculty member? Yes☐ No☐

7. If not tenured, indicate expiration date of your current appointment: _____

8. Indicate the time period for which you are applying for a Non-Instructional Assignment:

☐Fall 2027 ☐Spring 2028
☐Academic Year 2027-2028

9. Please list all the full-time academic appointments which you have held at Rutgers. Include your faculty rank, inclusive dates and confirm that the appointment was full-time.

Rank	Month/Year From - To	Full-Time (Y/N)

10. Total number of semesters, up to the proposed Non-Instructional Assignment, you have served as a full-time member of the Rutgers faculty: _____semesters

Applicant's Name: _____Proposed Non-Instructional Assignment Period: _____

11. If you have had previous sabbatical leaves, please indicate:
    (a) the time period(s): _____; and
    (b) the number of semesters, up to the proposed Non-Instructional Assignment, you have served as a full-time member of the Rutgers faculty since your last sabbatical leave: _____ semesters.

12. Attach to this application your report of activities and accomplishments of your last sabbatical leave.

13. If you have not had a previous sabbatical leave, please indicate the number of semesters of full-time employment from your first appointment at Rutgers to the beginning date of the proposed Non-Instructional Assignment: _____semesters

14. If you have had previous assignments to research, please indicate:
    (a) the time period(s): _____; and
    (b) the number of semesters, up to the proposed non-instructional assignment, you have served as a full-time member of the Rutgers faculty since your last assignment to research: _____ semesters.

15. Please list all other previous leaves from your normal academic duties at Rutgers. Include Rutgers Faculty Fellowships supported by your school or unit, fellowships from outside granting agencies, visiting professorships, personal leaves, etc. Indicate what percentage of your salary, if any, was paid by Rutgers during each such leave.

Type/Name of Leave	Month/Year From - To	% of salary, if any, paid by Rutgers

16. If you plan to spend any part of your Non-Instructional Assignment abroad, please indicate which countr(y)(ies):

Applicant's Name: _____Proposed Non-Instructional Assignment Period: _____

RESEARCH PROJECT PROPOSAL

In this space, and on additional pages if necessary, provide information on the nature and scope of the research project to be undertaken during the period of assignment; and explain how the research will contribute to your own scholarly development and the development of the discipline in your department, school/unit or faculty. Also, attach copies of the report of their activities and accomplishments during the immediately prior sabbatical leave taken, if any, as required by Article 25.A of the collective negotiations agreement between the AAUP-AFT and the University.

Applicant's Name: _____Proposed Non-Instructional Assignment Period: _____

AGREEMENT BETWEEN APPLICANT AND RUTGERS,
THE STATE UNIVERSITY OF NEW JERSEY

Per the terms of the collective negotiations agreement between the AAUP-AFT and the University, if my application is approved, I acknowledge and agree to the following:

1. To not accept outside compensation from externally funded sources, including consultant work, during my Non-Instructional Assignment;

2. To not undertake full-time employment or a full-time compensated assignment at another university or elsewhere during my Non-Instructional Assignment;

3. To submit the following written reports to my department chair or program director, if applicable, Dean and Chancellor for non-library faculty, or to my unit director and the Vice President for University Libraries and University Librarian for library faculty, which shall become a part of my personnel file:

    a) A minimum of one periodic written report per semester of the research and activities accomplished on the date(s) designated in my approved application, including documentary evidence of scholarly or creative activity which are due on the following date(s): _____; and
    b) An additional final comprehensive written report at the end of my assignment which details all research and activities accomplished and demonstrates the success of the project and the benefit the project provided to the University which I will submit no later than January 15 for Fall semester assignments and June 30 for Spring or academic year assignments.

4. To repay the University all salary monies received during my Non-Instructional Assignment and immediately return from my Non-Instructional Assignment should I fail to submit the written reports required in above paragraph 3 by the dates designated in my approved application; failing to submit such reports by the dates designated means that my Non-Instructional Assignment shall immediately end; and

5. To relinquish my approved Non-Instructional Assignment if the approved assignment falls within my terminal year in the event that my appointment at Rutgers University is terminated by notice of non-reappointment.

Signed:_____ Date: _____
(Applicant)

Applicant's Name: _____Proposed Non-Instructional Assignment Period: _____

REQUIRED ENDORSEMENTS

By Department Chairperson or Program Director (<u>For Non-Library Faculty Only, If Applicable</u>)

******Chair/program director endorsement, if applicable, must be obtained by the faculty member *<u>prior to</u>* submitting this completed application to the Dean (non-library faculty) by January 4, 2027.******

After reviewing the official personnel file of the applicant, indicate whether 2027-2028 represents a possible terminal year for the applicant: (check one) Yes ☐ No ☐

Is applicant on leave during 2027-2028?

(check one) Yes ☐ No ☐ If yes, explain: _____

I have reviewed the attached application for a Non-Instructional Assignment for the period noted and purposes described. On the basis of that review, the application: (check one)

IS ENDORSED ☐ IS NOT ENDORSED ☐

Rationale for non-endorsement, if applicable:

Signed:_____ Date: _____

Print name and title:_____

* *

By the Dean for Non-Library Faculty or the Unit Director for Library Faculty

I have reviewed the attached application for a Non-Instructional Assignment for the period noted and purposes described. On the basis of that review, the application: (check one)

IS ENDORSED ☐ IS NOT ENDORSED ☐

Rationale for non-endorsement, if applicable:

For endorsed applications: Applicant's written reports of the research and activities accomplished each semester are due on the following date(s): _____.
Note to Deans and Unit Directors: Please fill in the blank space on page 4, paragraph 3(a) of this form (Applicant's Agreement) with these same date(s).

Signed:_____ Date: _____

Print name and title:_____

Applicant's Name: _____Proposed Non-Instructional Assignment Period: _____

By the Chancellor for Non-Library Faculty or the
Vice President for University Libraries and University Librarian for Library Faculty

I have reviewed the attached application for a Non-Instructional Assignment for the period noted and purposes described. On the basis of that review, the application: (check one)

IS ENDORSED_____ IS NOT ENDORSED_____

Rationale for non-endorsement, if applicable:

Signed:_____ Date: _____

Print name and title:_____

A copy of this application must be sent to all secondary departments, centers or institutes that the applicant may be affiliated with, and the Office of University Labor Relations at oulr@oulr.rutgers.edu

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