

Entering a Chancellor Recommendation in the FCP Online Platform

1. From your home page, click on “Bulk Approval”.

Home Faculty List Not Initiated Assigned Departments ▾

Faculty Compensation Program

[Faculty List](#) - View a list of faculty members.

[Faculty List \(Not Initiated\)](#) - ■ faculty member(s) from your department(s) have not had their eligibility determined.

[Bulk Approval](#) - Approve recommendations for awards from a previous level in bulk.

[Faculty List \(No Recorded Award\)](#) - ■ eligible faculty member(s) from your department(s) are missing recommendation entries.

[Reports](#) - Download various reports on FCP data in Excel format.

3. To approve several recommendations at once, select the rows you would like to approve and click on “Approve Selected”.

Faculty Compensation Program

Bulk Approval

This list contains all faculty members who **report to** a department **you have been assigned access**, and who have been marked as eligible for consideration of an award. This list shows recommendations recorded at the **Dean** level.

To approve and apply the **Dean** recommendation **as-is** to a **Chancellor** recommendation, click to highlight the appropriate row and then click the *Approve Selected* button. After approving, any approved recommendation will be recorded and removed from this list.

To enter a Chancellor recommendation that differs from the Dean recommendation, and/or to enter a request from the President’s reserve, click on the icon next to the faculty member’s name to edit the entry.

Multiple rows can be selected.

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Search:

First Name	Last Name	Campus	Department	Award (%)	Award (\$)	Pres. Award (%)	Pres. Award (\$)

4. To enter a recommendation for a faculty member, click on the pencil icon next to the faculty members’ name and follow the instructions which appear in the “Recommendations” section.

RECOMMENDATIONS

Select **Yes** under **Recommend** to make a recommendation. If recommending, at least one of the **Teaching**, **Scholarship**, **Service**, or **Special** boxes must be checked. You must click the **Recommend** button in the **Submit** column of the table for the recommendation to be saved. Uploading recommendation documents is done separately.

The amount of the merit salary increase, if any, that may be awarded shall be at least 1% of the 6/30/2024 salary or \$500, whichever is less, or up to a maximum of 10% of the 6/30/2024 salary.

5. When there are no faculty names remaining in the “Bulk Approval” view, return to the home page and click on “Faculty List (No Recorded Award)”.

[Home](#) [Faculty List](#) [Not Initiated](#) [Assigned Departments](#) ▾

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6. The faculty names in this view are faculty that were determined to be eligible but are still missing recommendations at the Chancellor, Dean, or at the PEC and/or Chair levels. Please follow the instructions in step #4 to enter recommendations for these faculty. If it is determined that a recommendation was mistakenly not entered at the Dean, Chair or PEC level, or incorrectly entered at one of those levels, please contact OULR at fcquestions@oulr.rutgers.edu.

Faculty Compensation Program




Faculty List (No Recorded Award)





This list contains all faculty members who **report to** a department **you have been assigned access** or **whose PEC you've been assigned**. Check [your account page](#) for a complete list of accessible departments.

Faculty in this list have not had an award recorded at your recommendation level.

Use the filter box in the upper-right corner above the table to filter by **First Name**, **Last Name**, **HR Department**, or **Title**.

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First Name	Last Name	HR Department	Title
			
			
			
			

7. Once you have entered recommendations, you can view the “Spend Down” for your area’s allocation by clicking “Assigned Departments” and clicking the appropriate office for Chancellor, EVPAA, Libraries, or Research. Reports are also available for you to view.

The screenshot shows a web application interface. At the top, there is a navigation bar with links for Home, Faculty List, Not Initiated, and Assigned Departments (circled in red). The user is logged in as [redacted] Chancellor. Below the navigation bar, there are tabs for Information and Faculty. The main content area is titled 'Allocations' and contains a 'SPEND DOWN' table. The table has columns for TT Pool, Awarded Unrestricted TT, Remaining TT Pool, Meets 80% TT Pool (Yes/No), NTT Pool, Awarded Unrestricted NTT, Remaining NTT Pool, Meets 80% NTT Pool, Total Awarded Unrestricted, and Total Awarded Grants/Other. Below the table, there are sections for 'ASSIGN ALLOCATIONS' (with a message: 'You don't have permissions to assign allocations to this department.') and 'ASSIGNED ALLOCATIONS' (with a table showing Assigned, Child Totals, and Remaining amounts for TT and NTT). On the right side, there is a 'Reports' sidebar (circled in red) with links for 'Award Recommendations' and 'Award Detail', and a 'Documents' section with a 'DEPARTMENT DOCUMENTS' box and a 'Drop files here to upload.' prompt.

If you have any questions, please contact fcpquestions@oulr.rutgers.edu.