Entering a Chancellor Recommendation in the FCP Online Platform

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

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.
2. From this view, you can:
   a. Select multiple rows to approve the recommendations made by the Dean, OR
   b. Choose to open individual profiles by clicking the pencil icon to enter a different recommendation and/or to enter a request from the President’s Reserve.

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.
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 to a Chancellor recommendation, click to highlight the appropriate rows and then click the Approve Selected button. After approving, any approved recommendations 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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<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Campus</th>
<th>Department</th>
<th>Award (%)</th>
<th>Award ($)</th>
<th>Prev. Award (%)</th>
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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)”. 

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.
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 fcpquestions@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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<tr>
<th>First Name</th>
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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.

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