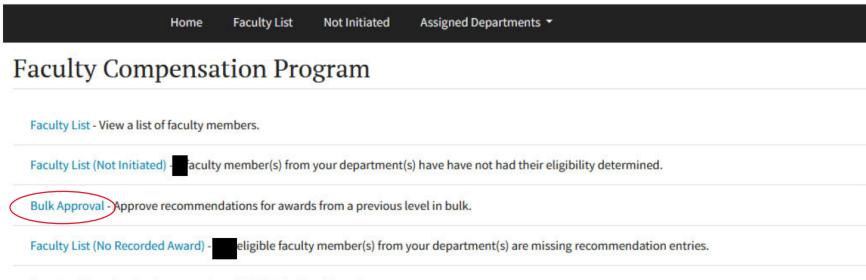
Entering a Chancellor Recommendation in the FCP Online Platform

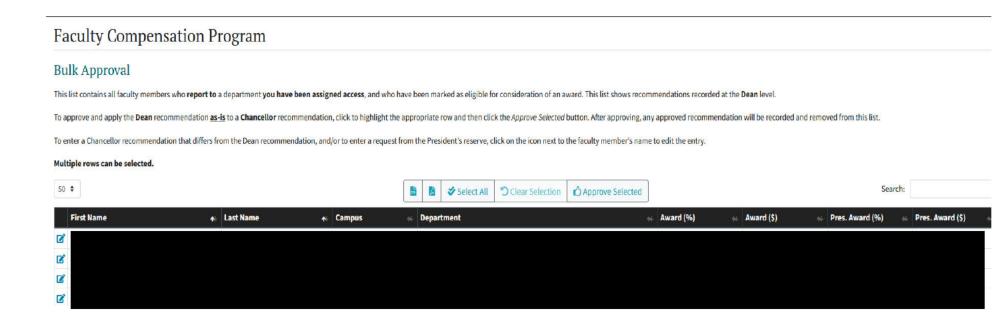
1. From your home page, click on "Bulk Approval".



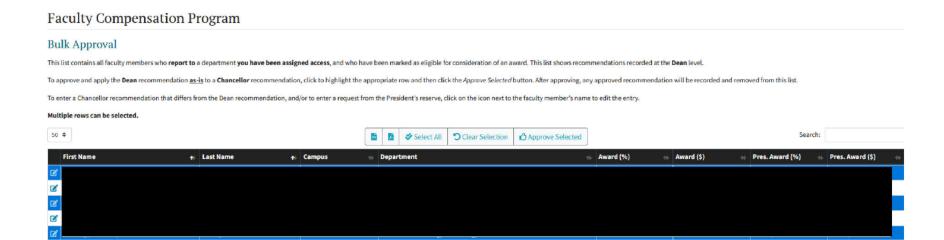
Reports - Download various reports on FCP data in Excel format.

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.



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



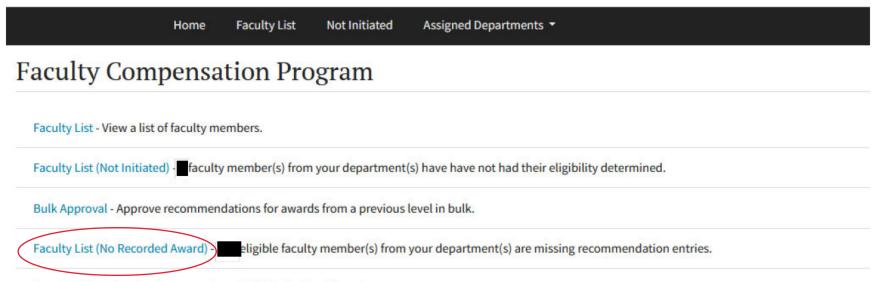
4. To enter a recommendation for a faculty member, click on the pencil icon next to the faculty members' name and follow the instructions which appear in the "Recommendations" section.

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)".



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)

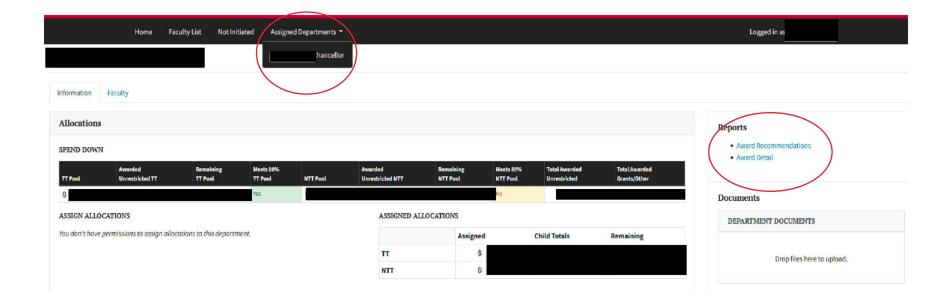
This list contains all faculty members who report to a department you have been assigned access or whose PEC you've been assigned. Check your account page for a complete list of accessible departments.

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.



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.