2024-2025
FACULTY COMPENSATION PROGRAM (FCP)

Office of University Labor Relations
Friday, October 27, 2023
OVERVIEW AND TIMELINE
AAUP-AFT Collective Negotiations Agreement

**Article 8, PART ONE**

<table>
<thead>
<tr>
<th>Year</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022-23</td>
<td>$5,035</td>
</tr>
<tr>
<td>2023-24</td>
<td>3.5% ATB</td>
</tr>
<tr>
<td>2024-25</td>
<td>FCP *****</td>
</tr>
<tr>
<td>2025-26</td>
<td>3.5% ATB</td>
</tr>
</tbody>
</table>

**Faculty Salary Provisions**

**Article 8, PART TWO**

**FACULTY COMPENSATION PROGRAM (“FCP”)**

Merit Salary Increases
(up to 10% increase to base salary)
FCP Overview

Start

Target Amount
Pool of funds/salary pool

Allocations
Covers all University areas and T/TT and NTT pools

Department Criteria

Formation of PECs
(if applicable)

PEC Review
(if applicable)

Chair Review

Dean/Unit Review

Chancellor Review

President Review

Consideration and Recommendation Process

Faculty Upload Materials

Chair Announcement

Final University Review

Faculty Notified
Faculty given access to view all recommendations

Merit Increases Implemented
Increases effective 7/1/2024

End
## Timelines for FY 2023/2024

### November
- Formulation and promulgation of department statement of criteria
- Announcements by chairs
- Formation of PECs
- Total Pool and Allocations

### December
- FCP online platform opens to faculty: 11/27/2023 - 12/20/2023
- Upload of faculty materials during same time

### January - May
- PEC recommendations (if applicable)
- Chair recommendations
- Dean/Head of Unit recommendations
- Chancellor recommendations
- President/EVPAA recommendations

### June
- Final University review
- Payroll preparation
- Access provided to users to pull reports

### May
- University review of recommendations
- Chancellors and deans conduct review of final recommendations

### July
- Access provided to faculty to review all levels of recommendations
- Merit increases implemented (increases effective 7/1/2024)
We will be covering:

Section 1: Salary Pool
Section 2: Criteria for Awards
Section 3: Faculty Eligibility and Award Requirements
Section 4: PEC Formation
Section 5: November 2023 Kickoff
Section 6: Consideration and Recommendation Process
Section 7: FCP Online Software
Section 8: Conclusion of the Process
1. SALARY POOL
Total Amount of Merit Salary Increases
Salary Pool for FY 2024-2025
FCP Merit Increases

3.25% of total *unrestricted* faculty salary base as of October 27, 2023 (second payroll of October 2023)

Unrestricted Funds Exclude:
- Auxiliary funds
- Grants
- Endowments
- Federal Appropriations
FY 2020-2021 FCP

(Prior Round)

Salary Pool ~ $11.3 million*

<table>
<thead>
<tr>
<th>Unit</th>
<th>Allocation</th>
</tr>
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<tbody>
<tr>
<td>NB</td>
<td>62%</td>
</tr>
<tr>
<td>NWK</td>
<td>22%</td>
</tr>
<tr>
<td>CMD</td>
<td>10%</td>
</tr>
<tr>
<td>RBHS</td>
<td>3.5%</td>
</tr>
<tr>
<td>Libraries, EVPAA, Office for Research &amp; Global</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

2024-2025 Salary pool and allocations to be released in November 2023

*This figure is based on 3% of total unrestricted faculty salary base for the FY 2020-2021 FCP.
Dividing the Pool Funds

Each Area’s Pool funds must be proportionately divided between

- Tenure and Tenure-Track Pool
- Non-Tenure Track Pool

*Except 5% of total funds → President’s Reserve*
Awarding the Pool Funds

80% of NTT Pool must be used for NTT awards

80% of T/TT Pool must be used for T/TT awards

Up to 20% of either pool may be used for other pool

Allocations and Awards → OBLIGATION
School/Unit and Campus Allocations: Set Aside Program Funds

**Deans:**
May set aside up to 10% of school/unit allocation

**Chancellors:**
May set aside up to 5% of campus allocation

Assist with recommending or awarding increases to chairs or faculty whose assignments occur outside of the standard decanal unit or who in the judgment of dean or chancellor warrant a merit salary increase
Salary Pool/Allocations in the FCP Online System

❖ The FCP online system allows chancellors, deans/heads of units and departments/divisions to:

➢ Track the spend down of the TT and NTT pools; and
➢ Verify totals of recommendations made that impact unrestricted funds, as well as grants and other funds.
As recommendations are made, the numbers below will change so that spend down is tracked.
❖ OULR will email allocations to chancellors at the end of November 2023.

❖ OULR’s email will provide instructions for chancellors to deduct their set aside amounts and email OULR the amounts of the T/TT and NTT pools allocated to each of their schools or units, as well as instructions for disseminating allocations to their schools and units.
OULR’s email will also provide instructions for deans and heads of unit who opt to assign their allocations to their reporting departments. In such case, deans and heads of unit will need to enter the allocations for their reporting departments in the FCP online system.

The screenshots on the following slides provide guidance regarding how schools and units may enter departmental allocations in the FCP online system and will be included in OULR’s email.
Select your Dean/Director office to open page

Welcome to the Faculty Compensation Program.

- Faculty List - View a list of faculty members.
The allocations assigned by the Chancellor appear here. The remaining balance will decrease as you assign allocations to your departments.

Select a department to open the department's page.
The totals will adjust as allocations are assigned to "child" departments.

For the "dean's holdback", please be sure you have the appropriate amount displayed in the "Remaining" column.
Return to the Dean/Director page to continue entering allocations for other departments.

<----Click here to return to your list of departments.
Takeaway for Section 1

- A school’s/unit’s entire allocation must be used for merit increases.
- **In late November 2023**, OULR will email allocations to all chancellors with instructions for emailing OULR the amounts of the T/TT and NTT pools allocated to each of their schools or units and disseminating allocations to their deans and heads of units.
2. CRITERIA FOR MERIT INCREASE AWARDS

Collective Negotiations Agreement and Department Criteria
Collective Negotiations Agreement Criteria

Demonstrated recent and continuing excellence based on one or more of the criteria of “teaching, scholarship, and service”

Compensation warrants special consideration on the basis of “academic and professional contributions” in comparison with colleagues*

*The agreement specifies that such contributions are in comparison with compensation of colleagues of similar achievement in the department or discipline at large.
Department Criteria

- Department statement of specific criteria for tenure and tenure-track (TT) pool and NTT pool and application of criteria
- Must be consistent with contract criteria
- Developed prior to start of process for consideration (prior to chair announcement)
Promulgate Department Criteria

- Upload to the FCP Online System
- Post to Dept. Website
- Send by Mass Email to All Dept. Faculty

AND/OR

DO ALL OF THE ABOVE!
Department Criteria in the FCP Online System

- Departments may opt to upload their criteria to the FCP online system. Please see section in red circle below.
Takeaway for Section 2

- **During 11/1/2023 through 11/7/2023**, departments will formulate and promulgate their department statement of criteria for each pool.
- After promulgating the department criteria for each pool, chairs will announce, **by no later than 11/7/2023**, that faculty may submit materials for consideration.
3. FACULTY ELIGIBILITY AND AWARD REQUIREMENTS

Eligibility Requirements and Award Amounts
Eligible Faculty

AAUP-AFT faculty unit member*

(Excludes Legacy AAUP-BHSNJ faculty)

Full-Time Faculty in AAUP-AFT position as of October 27, 2023

OR

Part-Time Faculty in AAUP-AFT position for 3 consecutive years as of July 1, 2024

Continue to serve in full-time or part-time AAUP-AFT position until the date of payment

*This does not include PTLFC unit members.
Ineligible Faculty

- Participates in FTTRP
- Is in terminal year
- Opt not to be considered
- Does not submit materials
Awards based on salary as of 6/30/2024

<table>
<thead>
<tr>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT LEAST 1% of base salary or $500, whichever is less,</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>UP TO 10% of base salary</td>
</tr>
</tbody>
</table>

Awards to base salary, effective 7/1/2024
Eligibility Status in the FCP Online System

❖ During mid-November 2023, OULR will send an email to all schools and units advising that faculty names have been uploaded to the FCP online platform for schools and units to review and determine eligibility by the date specified.
❖ OULR’s email will provide instructions for entering eligibility information for each faculty member in the online system.
❖ The screenshots on the following slides provide guidance regarding how schools and units may enter eligibility status and will be included in OULR’s email.
After clicking on the pencil icon to the left of a faculty member’s name, eligibility status can be entered in the box below by clicking on the arrow in the first box.
Select the applicable eligibility status for the faculty member selected.

- Eligible
- Ineligible: Opted out of consideration
- Ineligible: Submitted no materials for consideration
- Ineligible: Full-time member appointed after 10/27/2023
- Ineligible: Less than 3 years part-time service as of 7/1/2024
- Ineligible: Terminal year (Faculty in a 12-month employment extension after an Article X grievance or Article XIII appeal)
- Ineligible: Participant in FTTRP
- Ineligible: Other – (insert justification) Please note that selection of “Ineligible: Other” is subject to final University approval.
During mid-November 2023, OULR will email all schools and units and advise that faculty names have been uploaded to the FCP online system for schools, units and departments to review by the date specified.

OULR’s email will provide instructions for entering eligibility status.
4. PEC FORMATION

Departmental Peer Evaluation Committee (PEC)
PEC Formation

Nominations may be by any department faculty member

Election is by secret ballot
(By full-time (1.0 FTE) Asst. Prof. or above not in terminal year)

Chair is a non-voting member

Dean provides guidance on available funds to the chair or PEC (if there is no chair)
PEC Composition

- **Department with 4 or More Tenured Members**
  - PEC consists of at least 3 full-time (1.0 FTE) faculty members consisting of tenured members and at least 1 NTT

- **Departments with Less than 4 Tenured Members**
  - All tenured members constitute PEC

- **Department with No Tenured Members**
  - No PEC - duties go to chair
PEC Functions

**REQUIRED**

Reviews materials uploaded by faculty and makes recommendations (indicates which one of more of the criteria is the basis for the recommendation)

**OPTIONAL**

Recommendations to chair:
- Regarding size of salary increase for those recommended
- Providing that up to 20% of dollars in each pool (TT and NTT) be used for awards in other pool
PECs in the FCP Online System

- The FCP online system allows schools, units and departments to identify the members of their respective PECs.

- The screenshot on the following slide provides guidance regarding how to enter the names of a department’s PEC members in the online system.
Names of PEC members can be moved from this box to the “chosen faculty” box by clicking on the faculty member’s name and the right arrow.

If a PEC advises that it has opted to make recommendations as to the size of the increase members, faculty salary information can be provided to the PEC by clicking on this red box.
During mid-November 2023, OULR will email all schools and units and provide a timeline for schools and units to complete entering the names of their PEC members in the online system.
5. NOVEMBER 2023 KICKOFF
Nov. 2023

- Nov. 1 - 7: Departments formulate and promulgate statement of criteria for each pool.
- Nov. 1 - 7: Department chair announces faculty may submit materials for consideration.
- Nov. 1 - 7: PECs are formed (only for departments with tenured faculty members).
- Nov. 27 - Dec. 20: Faculty upload materials for consideration to the FCP online system.
- Jan. 2024: PECs meet and recommendations are entered during Jan. 15 - Jan. 31.

Dec. 2023

Jan. 2024
Takeaway for Section 5

Please be guided by the dates on the preceding slide.
6. CONSIDERATION AND RECOMMENDATION PROCESS

Series of Recommendations Starting with PEC
FCP Terminology

<table>
<thead>
<tr>
<th>FCP Terminology</th>
<th>Translation or Application to FCP Online system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of review “forwards” recommendations</td>
<td>Recommendations are not forwarded. Instead, each review level enters them in the FCP online system for each faculty member.</td>
</tr>
<tr>
<td>Prepare “list” of faculty or “nominees”</td>
<td>Lists do not need to be prepared. Instead, recommendations are entered in the FCP online system for each faculty member.</td>
</tr>
<tr>
<td>PEC “summary statements”</td>
<td>No summary statements are required. The PEC enters recommendations for each faculty member in the FCP online system and may upload recommendation documents.</td>
</tr>
<tr>
<td>“Final determinations” of the Chancellor</td>
<td>Chancellors enter recommendations which are final determinations and may upload recommendation documents.</td>
</tr>
</tbody>
</table>
Recommendation Information Provided by All Levels of Review

PEC (if applicable) → Chair → Dean/ Head of Unit → Chancellor → President

(1) Select “yes’ under “Recommend” (select “no” if no increase is recommended);

(2) Enter amount of increase as a percentage or as a dollar value; and

(3) Identify the criteria forming the basis for the recommendation: select teaching, scholarship, service and/or “special.”

**Each level of review may upload recommendation documents but it is not required.**

“Special” means compensation warrants special consideration on the basis of academic or professional contributions in comparison with other colleagues of similar achievement in the department or discipline at large.
PEC Recommendations

*PECs are required to recommend or not recommend faculty for a merit salary increase but are not required to make recommendations as to the size of the merit salary increase.

*PECs may opt to make recommendations as to the size of the merit salary increases. In such case, schools and units can provide the PEC with access to the salary information in the FCP online system.

Dean/Head of Unit should discuss with the chair the following faculty before entering recommendations:

1. any faculty not recommended by the chair who the Dean recommends for an increase; and

2. any faculty who the Dean desires to increase or decrease the merit salary increase recommended by the chair and such increase or decrease exceeds 1% of the faculty member's salary.
Recommendations in the FCP Online System

Recommendations may be made at each review level by completing the fields below.
The FCP online system contains all fields necessary for making recommendations. Uploading recommendation documents is optional.

In the event the PEC opts to make recommendations as to the size of the merit salary increase for each faculty member, the school, unit or department will provide the PEC with access to faculty salary information in the FCP online system (see slide no. 42).
(Takeaway for Section 6 continued)

Please keep the following key dates in mind:

- **November 27 – December 20, 2023** - The FCP online platform opens to eligible faculty so that they may upload their materials for consideration.
- **January 15 – January 31, 2024** - The PECs enter their recommendations.
- **February 9 – February 23, 2024** - The chairs enter their recommendations.
- **March 1 – March 22, 2024** - The deans/heads of unit enter their recommendations.
- **April 1 – April 19, 2024** - The chancellors enter their recommendations.
- **May 1 – May 22, 2024** - The President enter their recommendations.
7. FCP ONLINE SOFTWARE

fcp.rutgers.edu
Groups of FCP Online Users
Access Capability to the Online System

Group A: View Data
Group B: Upload Faculty Doc
Group C: Upload Faculty Doc and Mark Eligibility
Group D: Upload Faculty Doc, Mark Eligibility, and Assign Faculty to PEC
Group E: (PEC Chair/Dept. Chair) Create PEC Recomm.
Group F: (Dept. Chair) Create Chair Recomm.
Group G: (Dean) Create Dean Recomm.
Relevant Permissions

Faculty upload documents
---
Faculty opt-out
---
Chairs & admin. upload faculty
---
Determine eligibility of faculty member
---
Review and edit eligibility of faculty member
---
Assign faculty member to the departmental PEC
---
Create recommendations at PEC, Chair, Dean, Chancellor and President levels
---
Features to Keep in Mind

- Check boxes for recommended increases and applicable criteria and an option for uploading recommendation documents
- Ability to see faculty shared by departments
- Running total dollar amount
- No feature for viewing/downloading all department faculty in one spreadsheet
fcp.rutgers.edu

*Accessible by Rutgers NetID and Password*
PH Landing Page
# Faculty List Page

## Faculty Compensation Program

### FACULTY DASHBOARD

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>HR Department</th>
<th>Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron</td>
<td>Bernstein</td>
<td>SAS - Computer Science</td>
<td>ASST PROFESSOR ACD YR</td>
<td>123,600.00</td>
</tr>
<tr>
<td>Aaron</td>
<td>Hostetter</td>
<td>FASC - English</td>
<td>ASSOC PROFESSOR ACD YR</td>
<td>81,060.10</td>
</tr>
<tr>
<td>Aaron</td>
<td>Majumdar</td>
<td>Eng - Mech &amp; Aerospace Engr</td>
<td>ASSOC PROFESSOR ACD YR</td>
<td>118,998.61</td>
</tr>
<tr>
<td>Aaron</td>
<td>Affalo</td>
<td>Sch of Law-Intl, Dean's Office</td>
<td>PROFESSOR I/LAW ACD YR</td>
<td>168,719.94</td>
</tr>
<tr>
<td>Abdullah</td>
<td>Brahima</td>
<td>SAS - Physics &amp; Astronomy</td>
<td>TEACHING PROFESSOR AY</td>
<td>133,625.66</td>
</tr>
<tr>
<td>Abboud</td>
<td>Bouzas</td>
<td>SAS - Computer Science</td>
<td>ASST PROFESSOR ACD YR</td>
<td>127,029.73</td>
</tr>
<tr>
<td>Abdey</td>
<td>Tahziz-Zadeh</td>
<td>SAS - Mathematics</td>
<td>PROFESSOR I ACD YR</td>
<td>140,632.23</td>
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<tr>
<td>Albano</td>
<td>Buja</td>
<td>SAS - Women's &amp; Gender Studies</td>
<td>PROFESSOR I ACD YR</td>
<td>142,336.85</td>
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<tr>
<td>Abigail</td>
<td>Williams-Butler</td>
<td>School of Social Work</td>
<td>ASST PROFESSOR ACD YR</td>
<td>90,640.00</td>
</tr>
<tr>
<td>Abigail</td>
<td>Dallor</td>
<td>SEBS - Environmental Science</td>
<td>TEACHING INSTRUCTOR AY</td>
<td>81,968.11</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 3,227 entries.
Next week, OULR will email all chancellors, schools and units to request the names and information of individuals in their office, school or unit who should be given user access to the FCP online system by the specified date.
8. CONCLUSION OF THE PROCESS
Subsequent to Merit Increase Awards

On July 1, 2024, faculty will be provided with access to FCP online system which will enable them to review all recommendations. After award process, deans will discuss FCP awards with chairs. (Chairs inform PEC of discussions.)

The University will provide the AAUP-AFT with a report of all merit increase awards. Access to the online system will be provided to all users. Users will be able to pull reports at this time.

*Academic judgment forming the basis of denying or granting a merit salary increase, including the size of the increase, is not grievable by faculty.
THANK YOU!

Please feel free to contact the Office of University Labor Relations with any questions.

Please email questions to FCPquestions@oulr.rutgers.edu

Have a great day!