

**OUT-OF-CYCLE INCREASES - AAUP-AFT FACULTY**

(Please note that this document does not cover increases based on requests by faculty members for salary equity adjustments pursuant to Article 8, Part Five, section B of the collective negotiations agreement between the University and the AAUP-AFT (“Agreement”). Information governing the AAUP-AFT faculty salary equity review process may be found at the following link, under “Faculty Salary Equity Review”: <https://laborrelations.rutgers.edu/faculty/resources>. Additionally, for RBHS faculty, including Legacy AAUP-BHSNJ faculty, please be guided by the information provided by RBHS Faculty Affairs at [rbhs-out-of-cycles.pdf \(rutgers.edu\)](#).)

| <b>Requirements and Process</b>                              |  |
|--|--|
| <b>Justifications/Reasons for Requesting an OOC Increase</b> | <p>The following are reasons upon which a school or unit may request an OOC increase for a faculty member:</p> <ul style="list-style-type: none"> <li>• Unusual professional achievement</li> <li>• Bona fide outside offer</li> <li>• Evidence of the imminence of an outside offer</li> <li>• Response to market conditions in a particular discipline or subdiscipline</li> </ul> <p><i>Please keep in mind that additional duties cannot serve as a basis for an OOC increase.</i></p>   |
| <b>Required Approvals</b>                                    | <p>Requests for OOC increases require the following approvals:</p> <ul style="list-style-type: none"> <li>• Dean’s recommendation (<i>suggested template recommendation memos and communications are included at the end of this document</i>)</li> <li>• Chancellor or Chancellor-Provost approval</li> <li>• EVPAA final approval</li> </ul> <p><i>All requests for OOC increases require final approval by the EVPAA. No OOC increase may be implemented until the EVPAA provides final written approval. Once the EVPAA approves an OOC increase, it may not be rescinded or retracted.</i></p>  |
| <b>Required Documents and Information</b>                    | <p><b>Documents to Submit to OULR in Support of Request for OOC Increases</b></p> <ul style="list-style-type: none"> <li>• Faculty member’s CV</li> <li>• Outside offer (only for OOC increase requests based on a bona fide outside offer)</li> <li>• Department’s recommendation (if applicable and if information pertaining to the notice provided to tenured faculty members in the department is not provided in the Dean’s recommendation)</li> <li>• Dean’s recommendation</li> <li>• Chancellor or Chancellor-Provost approval (<i>Schools and units may submit Chancellor or Chancellor-Provost approval at the time the request for an OOC is submitted to OULR. If it is not submitted at that time, OULR will forward the request, with all supporting documentation, to the Chancellor or Chancellor-Provost for review and approval once OULR completes its review of the request and supporting information.</i>)</li> </ul> |

|  |  |
|--|--|
|  | <p><b>Information Provided in the Dean’s Recommendation</b></p> <ul style="list-style-type: none"> <li>• Faculty member’s position, title, rank, department and current salary (specified as AY or CY), and the proposed new AY or CY salary with effective date</li> <li>• Rationale or justification for the requested OOC increase, such as an outside offer, evidence of imminence of an outside offer, market conditions in a discipline or subdiscipline or unusual professional achievements</li> <li>• Information supporting the basis for the requested OOC increase <ul style="list-style-type: none"> <li>○ If applicable, specify the details relating to the outside offer or evidence of imminence of the outside offer</li> <li>○ If applicable, specify the details relating to the market conditions in the discipline or subdiscipline and any methodology used to calculate the requested increase</li> <li>○ Specify the faculty member’s relevant professional achievements and contributions, including the merit and distinctiveness associated with such achievements and their significance to the department, school or unit</li> </ul> </li> <li>• With the exception of OOC increase requests based on market conditions, confirmation that notice of the increase has been provided to tenured faculty members in the department and a brief description of the response received from such faculty members</li> </ul> |
| <p><b>Review and Approval Process</b></p>  | <ol style="list-style-type: none"> <li>1. Schools and units submit all required documents supporting the requested OOC increase to OULR (<a href="mailto:paula.mercadohak@rutgers.edu">paula.mercadohak@rutgers.edu</a>, <a href="mailto:hrappaport@oulr.rutgers.edu">hrappaport@oulr.rutgers.edu</a>, <a href="mailto:sbaradhi@oulr.rutgers.edu">sbaradhi@oulr.rutgers.edu</a>).</li> <li>2. OULR reviews the request and supporting documents to confirm it complies with the Agreement’s requirements and criteria</li> <li>3. If Chancellor or Chancellor-Provost approval has not been obtained by the school or unit, OULR forwards all supporting documents to the Chancellor or Chancellor-Provost for review and approval</li> <li>4. OULR forwards all supporting documents to the EVPAA for review and final approval.</li> <li>5. If the EVPAA approves the request, OULR notifies the school or unit and union, and forwards the OOC request to UHR for implementation.</li> <li>6. If the EVPAA does not approve the request, OULR notifies the Chancellor or Chancellor-Provost and the school or unit.</li> </ol>  |
| <p><b>Timelines</b></p>  | <ul style="list-style-type: none"> <li>• Schools and units may submit OOC requests to OULR for review and approval on a rolling basis.</li> <li>• The time required for OULR to review and process an OOC request and secure EVPAA approval varies depending on the type of request. Every effort is made to expedite requests based on an outside offer.</li> </ul>   |
| <p><b>Considerations Relating to Faculty Members with Pending Salary Equity Requests</b></p> | <ul style="list-style-type: none"> <li>• Faculty members with pending salary equity requests are not required and may not be asked to withdraw pending salary equity requests as a condition of a school’s or unit’s request for an OOC increase.</li> <li>• Once an OOC increase is approved by the EVPAA, it may not be rescinded or withdrawn.</li> </ul>   |
| <p><b>Effective Date of the OOC Increase</b></p>   | <ul style="list-style-type: none"> <li>• The effective date for a recommended OOC increase is determined by the school or unit on a case-by-case basis.</li> <li>• While OOC requests routinely provide for an effective future date, a school or unit may elect to make the OOC effective on the date when the request is submitted.</li> </ul>   |

**EMAIL/COMMUNICATION FROM THE DEPARTMENT OR DEAN  
TO TENURED FACULTY MEMBERS OF THE DEPARTMENT**

Dear Tenured Faculty Members:

Please be advised that the [*school/unit and department name*] is recommending an out-of-cycle salary adjustment for [*faculty member*] in [*pick one: recognition of a distinguished professional achievement OR response to a bona fide outside offer OR response to evidence of imminence of an outside offer*] in accordance with Article VIII, Part Five, Section [A.1 **OR** A.2<sup>1</sup>] of the collective negotiations agreement between the University and the AAUP-AFT.

***[Please include a brief explanation of the faculty member's background and recent professional achievement. If applicable, please advise faculty that the request for an OOC increase is based on an outside offer or evidence of imminence of an outside offer. Details concerning the salary figure and compensation terms offered by the outside entity are not included.]***

Based on the foregoing, the [*school/unit and department name*] intends to recommend [*name of faculty member*] for an out-of-cycle increase to base salary, effective [*date*].

Per the requirements of Article VIII, Part Five, Section A.1 of the collective negotiations agreement between the University and the AAUP-AFT, this email is intended to provide notice to you as the available tenured members of the department and afford you an opportunity to provide advice on the matter. Your advice will be included in the department's or dean's recommendation. I kindly ask that you provide your advice by no later than [*time and date*].

***[Closing]***

---

<sup>1</sup> Section A.2 covers requests based on market conditions. All other requests are covered by Section A.1.

**DEAN'S RECOMMENDATION  
(MEMO TO THE CHANCELLOR RECOMMENDING AN OOC INCREASE)**

I am requesting approval for an out-of-cycle salary adjustment for [*faculty member rank and name*] in [*pick one*: recognition of a distinguished professional achievement **OR** response to a bona fide outside offer **OR** response to evidence of imminence of an outside offer **OR** response to market conditions in a particular discipline or subdiscipline], in accordance with Article VIII, Part Five, Section [A.1 **OR** A.2<sup>2</sup>] of the collective negotiations agreement between the University and the AAUP-AFT.

[*Faculty member*] is currently a/an [*rank and title*] in the [*Department name.*] [*Explain, in detail, the basis for the requested increase and the qualitative information supporting the increase including, but not limited to, the following:*

- (1) *If applicable, specify the details relating to the outside offer or evidence of imminence of the outside offer.*
- (2) *Specify the faculty member's relevant professional achievements and contributions, including the merit and distinctiveness associated with such achievements and their significance to the department, school or unit.*
- (3) *If the OOC increase is based on market conditions, explain the market conditions in the discipline or subdiscipline. Explain any methodology used to calculate the recommended OOC increase.*

Based on the foregoing, I am requesting your approval for an out-of-cycle salary increase for [*faculty member*], effective [*date*]. [*Faculty member*]'s [*academic year or calendar year*] base salary is currently \$[*current salary*]. The recommended increase will raise their salary to \$[*new salary after increase*]. [*The amount of the requested increase, whether as a dollar amount or percentage, does not need to be included.*]

[*The following language is not required for OOC increase requests based on market conditions.*] In accordance with Article VIII, Part Five, Section A.1 of the AAUP-AFT agreement, I have provided notice to the tenured faculty in the department about this potential out-of-cycle increase. [*Specify response of tenured faculty, e.g., The faculty were overwhelmingly supportive of the increase.*]

[*Closing*]

---

<sup>2</sup> See footnote number 2.

**CORRESPONDENCE TO FACULTY MEMBER WITH AN OUTSIDE OFFER  
COMMUNICATING THE INTENT TO RECOMMEND AN OOC INCREASE**

*The following suggested template is for schools or units that choose to provide a faculty member with a bona fide outside offer with written correspondence communicating the intent to recommend them for an OOC increase.*

Dear [**faculty member**]:

**[Insert introduction, context and explanation for recommending OOC increase.]**

Should you decide to remain at Rutgers and decline the offer of [**University or institution**] we will proceed with the following:

- We will initiate the process to recommend an out-of-cycle salary increase in the amount of \$[**amount**], increasing your current [academic year **or** calendar year] base salary of \$[**current base salary**] to \$[**new base salary with increase**], effective [**date**], subject to review and final approval by the Executive Vice President for Academic Affairs (EVPAA).
- We will [**specify any other commitments that will be recommended or for which approval will be sought.**]

You acknowledge and agree that this correspondence does not constitute an agreement by the University to provide you with the above referenced out-of-cycle salary increase unless it is approved by the EVPAA.

**[Closing, e.g., I hope this offer conveys to you how much we value your achievements and contributions. Please do not hesitate to contact me if you have any questions.]**