



Faculty Handbook

2026-2027

Rutgers School of Public Health Faculty Handbook

2026-2027

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Executive Summary

This handbook is a comprehensive resource for faculty at the Rutgers School of Public Health (SPH), outlining key policies, procedures, and support systems that foster academic excellence, professional growth, and community engagement.

Rutgers SPH is part of Rutgers Health, a leading academic health center. Our school is committed to advancing health equity through research, education, advocacy, and service. Its mission is guided by core values of equity, collaboration, inclusion, and innovation.

The handbook covers essential faculty areas, including onboarding, mentorship, development opportunities, promotion pathways, teaching responsibilities, and annual performance evaluations. It also details student support expectations, academic policies, and operational guidance on technology, grants, travel, and wellness.

Faculty are encouraged to fully engage with the SPH community, contribute to interdisciplinary initiatives, and take advantage of available resources to support their success and impact.

Please note this is a living document and that policy noted herein is subject to change and revision.

This handbook is maintained by the Office of Faculty Affairs. Please direct any feedback to K. Maynard, Director of Staff and Faculty Affairs at klm413@sph.rutgers.edu.

Rutgers University

[Rutgers, The State University of New Jersey](#), is a leading national research university and New Jersey's preeminent, comprehensive public institution of higher education. Founded in 1766, Rutgers is the eighth oldest higher education institution in the United States. Rutgers boasts a diverse, multinational student body, with more than 71,000 students from all 50 states and more than 130 countries. Rutgers-Newark is consistently selected "Most Diverse National University" by U.S. News & World Report: America's Best Colleges. Rutgers University has the threefold mission of 1) providing for the instructional needs of New Jersey's citizens through its undergraduate, graduate, and continuing education programs; 2) conducting the cutting-edge research that contributes to the medical, environmental, social and cultural well-being of the state, as well as aiding the economy and the state's businesses and industries; and 3) performing public service in support of the needs of the citizens of the state and its local, county, and state governments.

Rutgers University includes 4 divisions: Rutgers – New Brunswick, Rutgers – Camden, Rutgers – Newark, and Rutgers Health which is based at 7 locations throughout the state, serves as the umbrella organization for 8 schools of the health professions and biomedical sciences, 5 research centers and institutes, and New Jersey's largest behavioral health care network, Rutgers University Behavioral Health Care (RUBHC).

University Mission

As one of the leading comprehensive public research universities in the nation, Rutgers, The State University of New Jersey, has the threefold mission of:

- Providing for the educational needs of New Jersey through our undergraduate, graduate, and continuing education programs;
- Conducting cutting-edge research that contributes to the health, environmental, social, and cultural well-being of the state, nation, and world, as well as strengthening the economy and supporting businesses and industries; and
- Performing public service in support of the needs of the people of the state and their local, county, and state governments.

Rutgers Values

The Rutgers community embraces and upholds the fundamental values that define the university: academic excellence that's both accessible and affordable; building a community where every single member of the university has a voice; and serving the common good while making a meaningful difference in the world.

Rutgers Health

Rutgers University is an academic health leader that is shaping the future of human health, pioneering breakthroughs, and integrating care to keep the world well. Through the activities of Rutgers Health, the university stands as one of America's largest and most comprehensive university-based centers for studying and improving human health and health care. Rutgers takes an integrated approach to educating students, providing clinical care, and conducting research with the goal of improving human health.

[Rutgers Health](#) (sometimes still referred to as RBHS) harnesses the strength of our top academic, health, and research institutions to better empower the people of New Jersey, the Northeast, and the world. We are realizing a healthier, more innovative future for all and setting a new standard of what it means to care for the community.

School of Public Health

Founded in 1983 within the former UMDNJ, we have locations in Newark and New Brunswick as well as hybrid and remote course options. Under the leadership of Dean Perry N. Halkitis, the school has become a leader in bioethics, cancer health disparities, climate change and planetary health, HIV, COVID-19, TB, and other infectious diseases, modern statistical methods, pharmacoepidemiology, sexual and reproductive health, LGBTQ+ health, population aging and mental health, gun violence prevention, and much more.

Welcome from the School of Public Health Dean

Dear Faculty,

As Dean, it is my honor to work alongside such a distinguished group of educators and researchers committed to advancing health equity and improving the well-being of communities locally, nationally, and globally.

At the School of Public Health, we pride ourselves on fostering a dynamic and inclusive academic environment where innovation, collaboration, and impact thrive. Our shared mission is to empower the next generation of public health leaders and scholars while conducting groundbreaking research and community engagement that addresses critical health challenges.

Your contributions as faculty are integral to our success. Whether in the classroom, the lab, or the field, you are the driving force behind our mission to create a healthier and more just world. This handbook is designed to provide the tools and resources to support you in your journey, offering guidance on policies, procedures, and opportunities to enrich your professional growth.

I encourage you to take full advantage of the support and resources available to you and to actively participate in our vibrant school community. Together, we will continue to uphold the values of excellence, equity, and social justice that define the Rutgers School of Public Health.

Thank you for your dedication, expertise, and commitment to shaping the future of public health.

With warm regards,



Perry N. Halkitis, PhD, MS, MPH (He/Him/His/Himself)

Dean

Hunterdon Professor of Public Health & Health Equity

Distinguished Professor of Biostatistics & Epidemiology

Director, Center for Health, Identity, Behavior & Prevention Studies (CHIBPS)

Professor Emeritus, New York University

Editor in Chief, Behavioral Medicine

Founding Editor in Chief, Annals of LGBTQ Public Health and Population Health

[Visit Dean Halkitis' Faculty Profile](#)

[Visit Dean Halkitis' Website](#)

School of Public Health Mission, Vision, and Values

Our Mission

To advance health and wellbeing and prevent disease throughout New Jersey, the United States, and the world, by preparing students as public health leaders, scholars, and practitioners; conducting public health research and scholarship; engaging collaboratively with communities and populations; and actively advocating for policies, programs, and services through the lens of equity and social justice.

Our Vision

A world in which all people have the opportunity to reach their full potential in terms of health and wellbeing and where solutions to public health challenges are rooted in population and individual strengths based on a commitment to equity and social justice.

Our Values

Collaboration: Productive and mutually beneficial partnerships within our school, across Rutgers University, and with government, businesses, non-profit organizations, foundations, and individuals in the populations we serve.

Creativity: State-of-the-art thinking, innovation, and discovery that improves public health approaches in the 21st century.

Diversity: Celebration of background, experience, and identity among our students, faculty, staff, and the populations we serve.

Engagement: Authentic partnerships with the communities and populations we serve.

Equity: Research, education, and community engagement that invoke the democratic process, equal opportunity, and social justice.

Inclusion: Incorporation of all voices and perspectives in all aspects of the school's endeavors.

Integrity: Ethical behavior, honesty, fairness, responsibility, and accountability.

Measurability: Metrics to assess progress and growth and the timely realignment of resources.

Performance: High impact in all school activities.

Respect: Zero tolerance for any form of harassment and/or discrimination.

Strategic Plan 2020-2025

The School's strategic plan pillars include:

1. ***Educational Excellence:*** Enhancing curricula to prepare competent public health professionals.
2. ***Research Innovation:*** Promoting interdisciplinary research addressing pressing public health issues.
3. ***Community Partnership:*** Strengthening collaborations with local and global communities.
4. ***Institutional Growth:*** Expanding resources and infrastructure to support faculty and student success.

Please view the full [SPH Strategic Plan](#).

Diversity, Equity, Inclusion, Justice, and Belonging

The School is dedicated to fostering an inclusive environment where all members feel valued and respected. Initiatives include:

- Recruitment and Retention: Attracting and supporting a diverse faculty and student body.
- Curriculum Development: Integrating topics on equity and social justice into academic programs.
- Community Outreach: Engaging with underserved populations to address health disparities.

Zero Tolerance for Harassment & Discrimination

The Rutgers School of Public Health has zero tolerance for any form of harassment and discrimination. We oppose acts of harassment and discrimination in all forms, while we simultaneously work towards developing schools and programs that are directed by cultural competence and humility, inclusivity, and diversity.

The Rutgers School of Public Health promises to build upon these ideals, continuing to create and foster an environment where everyone is safe, welcome, and valued.

In partnership with the Association of Schools and Programs in Public Health (ASPPH) and our member schools and programs, we're committed to eliminating harassment and discrimination in academic public health.

Read the full report at <https://sph.rutgers.edu/sites/default/files/2023-03/Statement-Zero-Tolerance-Final.pdf>

Antiracism Pledge

RWJBarnabas Health and the Rutgers School of Public Health join others around the nation to declare that racism is a public health crisis and that Black Lives Matter.

In an effort to ensure a more equitable and just world for Black and brown people, the two organizations developed a call to action in the form of a pledge, which has been adopted by groups that include academia, government, business, and community-based organizations.

Racism hurts the health of communities by depriving people of the opportunity to attain their highest level of health. It is the fundamental cause of health disparities that are inextricably tied with poverty, inadequate housing, under-resourced and thus, underperforming schools, police brutality, mass incarceration, food deserts, food swamps, unemployment or underemployment, wage disparity, stress, poor access to health care, and violence, all of which are substantial barriers to health equity.

The pledge outlines collaborative steps that organizations must take in order to move towards an antiracists and more equitable world.

Academic Calendars

Both our academic and registration calendars can be found here: [academic, registration and withdrawal/refund calendars](#).

University Holidays

Please visit [Rutgers University Holiday and Closings Schedule](#), and refer to **Legacy UMDNJ** information.

School of Public Health Governance & Committees

Faculty governance is integral to the School's operations. Faculty members are encouraged to participate in committees and attend faculty meetings to contribute to decision-making processes. Full [ByLaws for the Governance of the School of Public Health](#)

Our Committees

Executive Council advises the Dean on matters affecting the operation and policies of the school, develops the procedural code, and acts on behalf of the faculty with regard to the duties and powers of the faculty enumerated in the Bylaws.

Admissions and Academic Progression Committee, within legal boundaries, sets requirements for admission to the school and considers matters of student academic standing.

Advisory Committee on Appointments and Promotions reviews and makes formal recommendations to the Dean regarding all appointments and promotions of faculty.

Curriculum Committee develops, reviews, and makes policy recommendations regarding the curricula for the degree and certificate programs of the school and develops standards for the evaluation of each educational program for the school.

Research and Doctoral Committee encourages research activities by faculty and students and serves in an advisory capacity to the Dean on general policy matters related to research.

Bylaws and Elections Committee ensures that the Bylaws of the school are in conformity with the policies and procedures governing Rutgers Biomedical Health Sciences and Rutgers University and the collectively negotiated agreements. This committee shall also have the responsibility of supervising all elections and other ballots conducted among the faculty in coordination with the Secretary of the Faculty.

Diversity, Equity, and Inclusion Committee has the responsibility of developing and promoting strategies and best practices associated with diversity, equity, and inclusion initiatives across the school to support an environment that promotes equity, equality, combats oppression, and values the contributions of everyone so that we can fulfill the mission of excellence in public health.

Academic and Administrative Departments

Department of Biostatistics and Epidemiology

The Department of Biostatistics and Epidemiology focuses on biostatistics and epidemiology, as well as other areas like pharmacoepidemiology, through its research, educational programs, and community engagement activities.

Biostatistics and epidemiology are integrated into all aspects of public health research and practice, from developing methods to research-to-action programs that address pressing public health problems. This department plays a vital role in advancing scientific knowledge and methods, especially in identifying disease causes and developing effective public health interventions.

Department of Environmental and Occupational Health and Justice

The Department of Environmental and Occupational Health and Justice focuses on environmental and occupational health, occupational safety, and environmental sciences, as well as other areas like sustainability and occupational and environmental medicine through its research, educational programs, and community engagement activities.

Environmental and occupational health justice are critical to ensuring public health. The department prepares individuals to effectively identify, manage, and develop solutions to manage safety and health hazards in various settings and industries like manufacturing, construction, and government service. The department is committed to addressing the adverse health impacts of exposure to environmental pollution in New Jersey and around the world through convening public, private, and academic sectors are all striving to improve the ability to understand our environments and to protect them.

Department of Health Behavior, Society and Policy

The Department of Health Behavior, Society, and Policy focuses on social and behavioral health, health systems and policy, population aging and mental health, as well as other areas like economics and ethics through its research, educational programs, and community engagement activities.

The department is committed to improving the development, implementation, dissemination, and sustainment of interventions that optimize public health.

Department of Urban-Global Public Health

The Department of Urban-Global Public Health focuses on urban and global public health, public health nutrition, LGBTQ health, and other areas like public administration and leadership through its research, educational programs, and community engagement activities.

Admissions and Recruitment

The office furthers the mission and vision of the school by recruiting, admitting, and enrolling talented and diverse students to the school's in-demand public health programs. The office helps students navigate the admission process and successfully enroll at the school. From initial inquiries through application completion to enrollment, the office helps prospective students every step of the way. The office is located at both of the school's locations.

Community Engagement and Public Health Practice

Combining community engagement and public health service are fundamental components of the educational experience at the Rutgers School of Public Health. The Office of Community Engagement and Public Health Service builds partnerships with community organizations and promotes interaction and collaboration between community partners, students, and faculty.

Dean's Office

The office furthers the [mission and vision](#) of the school.

Diversity, Equity, and Inclusion

The office furthers the mission of the school by advocating for equity, diversity, and inclusiveness and promoting collaboration across Rutgers by supporting and participating in diversity enrichment opportunities for the faculty, staff, and students.

Faculty and Staff Affairs

The office is responsible for recruiting and retaining highly qualified individuals for faculty and staff roles within the school. The office maintains policies and procedures on faculty appointments, promotions, and tenure. The office also works closely with Rutgers Biomedical Health Sciences faculty affairs and human resources in addressing relevant items that overlap between faculty and staff.

Information Technology

The office works in collaboration with administrative and academic units to deliver operational and strategic technical leadership while implementing and innovating emerging technologies to advance the mission and vision of the Rutgers School of Public Health. This includes supporting faculty, staff, and students across academic systems, web services, audio visual technologies, network connectivity, remote and help desk support, instructional technology, and desktop computing.

Marketing and Communication

The office exists to uphold and advance the mission, vision, and values of the school through increasing visibility, awareness, and reputation by highlighting students, faculty, alumni, programs, and research to New Jersey, national, and international audiences.

In addition to curating stories and disseminating information on groundbreaking research and advances in public health, the office maintains the school's official social media accounts, works with members of the press, updates website copy, develops educational program marketing materials, consults units on best practices, and much more.

Registrar

The office serves Rutgers School of Public Health students, faculty, and staff by performing a wide range of functions related to student records management and academic policy administration. Our primary mission is to uphold the academic policies and procedures of the school and to maintain the confidentiality and integrity of student academic records.

Through the office, students can receive support for registration, transcripts and verifications, course grades and degrees, residency changes, academic calendars, name and address changes, veteran's benefits, diplomas, as well as graduation and commencement information.

Research

The school's Office of Research seeks to advance the health and wellbeing and prevent diseases throughout New Jersey, the United States, and the world by supporting the school's research portfolio.

The office:

- Facilitates the proposal application, agreement, and award process
- Communicates and coordinates sources of financial support for research
- Supports and oversees the performance of compliant research activity
- Tracks, collects, and translates research data output into metrics for stakeholders

Student Services and Alumni Affairs

The office provides opportunities for students and alumni to learn, connect, and advance their public health skills. By overseeing academic advising, career services, student support services, student organizations, and student events, this office offers a variety of resources, services, and support to maximize the experience and wellbeing of students while at the school and after they graduate.

The office is located at both of the school's locations, and services are accessible both on-campus and remotely. Current students should check the Student Connect Canvas page for information on resources, services, and general student matters.

Academic Affairs

Teaching. Education. Academics. This is what the Office of Academic Affairs at the Rutgers School of Public Health is all about. The office plays an important role in fulfilling the school's Excellence in Education Pillar Goal of preparing public health leaders, practitioners, and researchers using modern pedagogical approaches to promote health in diverse communities and populations. We work to foster curricular excellence and innovation by providing our instructors with the tools they need to create a successful learning experience; oversee the management of our academic policies and procedures; guide the iterative improvement of our academic programs; oversee enrollment management; and provide oversight for our school's accreditation.

Global Programs

The office is aligned with the school's mission, goals, and pillars and places emphasis on developing individuals into public health leaders, exposing students and faculty to global cultures while promoting health and education in diverse communities.

The office is committed to offering students and faculty the opportunity to participate in immersive experiences that expand their knowledge, develop their research, and formulate diverse worldviews. In collaboration with academic departments, experiences include, but are not limited to:

- Faculty and student exchange programs
- Faculty-led study abroad courses
- Joint course (in-person and/or using distance technology)
- Applied Practice Experiences
- Practicum Capstone

Finance and Administration

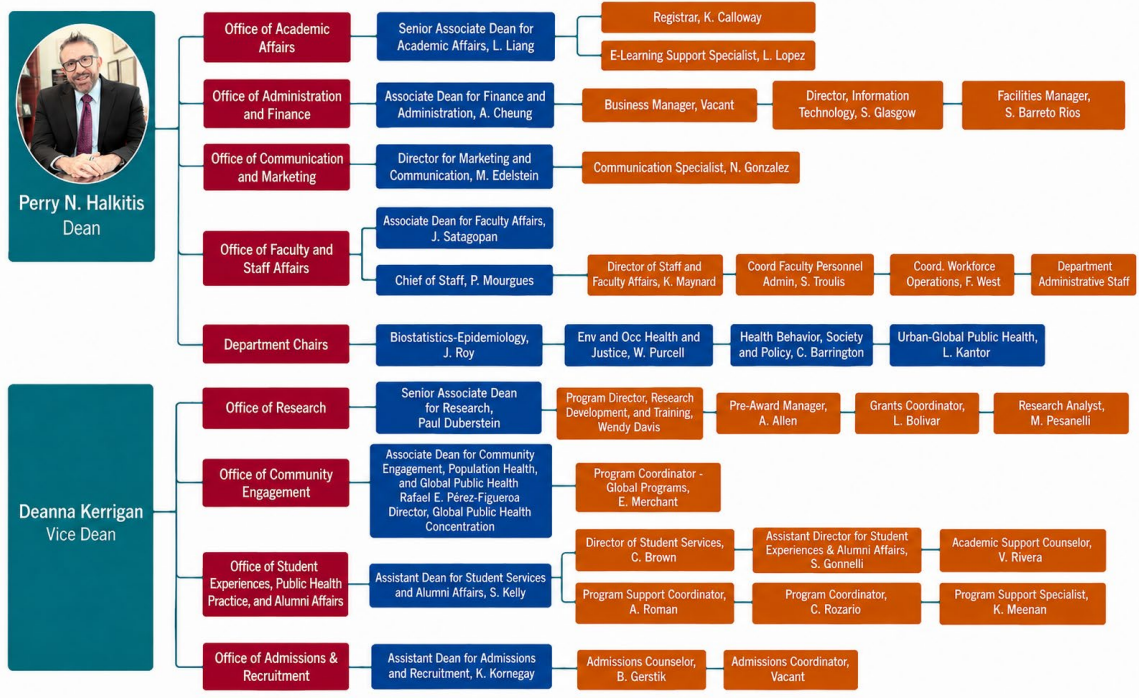
The office functions to provide stakeholders with the financial tools and strategies necessary to advance the operationalization of the school's mission and vision. The office stewards financial reporting, resource management, university policy adherence, and facilities oversight to ensure the successful execution of the school's goals and endeavors.

Career Services

The office provides career-related advising and professional development programs to help students cultivate the transferable skills, creativity, professionalism, and vision required to be a contributing member of the public health workforce.

- Help students find and develop their professional identities, strengths, and passions within public health
- Provide skills-based training and professional development resources to assist students in applying for jobs, research opportunities, and further education
- Engage with community partners to promote employment opportunity

High-Level Organization Chart



Centers and Institutes

The School collaborates with various centers and institutes to enhance research and practice, including:

[Center for Public Health Workforce Development](#) offers training and educational opportunities for those practicing in the field of public health, environmental health and occupational safety, as well as for those in schools, industry, various professional fields, and for the general public. Nearly 400 continuing education courses are offered annually for 3,000 participants.

[Center for Health, Identity, Behavior & Prevention Studies \(CHIBPS\)](#) is a nationally recognized center for the study of LGBTQ health. The center advances research and knowledge to improve the lives of those affected with or by HIV and other infectious diseases, substance use, and mental health burden through the rigorous application of social science and public health research paradigms. The team at CHIBPS envisions, develops, and enacts research with and for the communities they study.

[Center on Gun Violence Research \(GVRC\)](#), is among the first state funded research centers in the United States that conducts interdisciplinary research on the causes, consequences, and solutions to gun-related violence, while respecting the rights of legal, safe gun ownership, and use. The GVRC works in collaboration with and is supported by the [New Jersey Office of the Secretary of Higher Education \(OSHE\)](#).

[Rutgers University Biostatistics & Epidemiology Services \(RUBIES\)](#) is a center within [Rutgers Biomedical and Health Sciences](#) and the [Rutgers School of Public Health](#) that provides statistical support, including design, programming, data management, and data analysis, to investigators throughout Rutgers University. RUBIES team members complete requested services with the Faculty Director or other associated Faculty members where appropriate.

Partner Center & Institutes include:

The mission of the [Institute for Nicotine & Tobacco Studies](#) is to reduce and ultimately, eliminate tobacco-related morbidity and mortality in New Jersey, the US, and globally. We seek to do this via 1) research that informs interventions, regulations and policies; 2) the delivery of evidence-based tobacco treatment; 3) dissemination of research findings to key stakeholders; and 4) training of tobacco treatment providers and the next generation of tobacco control researchers.

The [Environmental and Occupational Health Sciences Institute \(EOHSI\)](#) is an international resource that promotes the broad understanding of health effects associated with environmental and occupational chemical exposures. Through its six Divisions, EOHSI supports basic and clinical research in environmental health sciences and environmental exposure measurement and assessment, provides graduate training programs for Ph.D. and postdoctoral students and medical residents, supports an occupational medicine clinic, provides educational programs for various professional and non-professional groups,

outreach to affected communities, and the development of public health policies related to environmental issues.

The [Rutgers Institute for Health, Health Care Policy and Aging Research](#) is a hub for multidisciplinary and translational research focused on improving population health.

Rutgers Cancer Institute together with [RWJBarnabas Health](#) is one of an elite group of comprehensive cancer centers in the U.S. designated by the [National Cancer Institute](#) and the only one in the state of New Jersey. This coveted designation gives Rutgers Cancer Institute the distinction of being among the best cancer research institutions in the nation.

Communications

Effective communication is vital. Faculty should regularly check their Rutgers email for updates and announcements.

The Office for Marketing and Communication oversees internal and external communications.

Please contact Michelle Edelstein, Chief Marketing Officer, for media training at mse46@sph.rutgers.edu.

Safety Protocols and School Closure Policy

The School adheres to Rutgers University's safety protocols. In case of emergencies or inclement weather, closure announcements are communicated via email and posted on the University's website.

You may also subscribe to Rutgers's Emergency Notification System (ENS) to receive University Public Safety's notifications of emergency situations that affect the university at <https://it.rutgers.edu/emergency-notification-system-ens/>.

Data/Information Protection & Confidentiality

Faculty are responsible for safeguarding sensitive information. Compliance with data protection policies and training on confidentiality is mandatory.

Rutgers Health Faculty Affairs

The Rutgers Health Office of Faculty Affairs works with the leadership, faculty and administrators across Rutgers Health to support an overarching goal of Rutgers Health – to be recognized as one of the best academic health centers in the U.S., known for its education, research, clinical care, and commitment to improving access to health care and reducing health care disparities. Our mission is to support this goal by implementing Rutgers Health-wide initiatives, improving the Rutgers Health experience for all members of the community; and, facilitating the recruitment and appointment, promotion, and retention of faculty.

Their specific projects include:

- Supporting the schools and units on matters relating to appointments, reappointments, promotions, other faculty personnel actions, and providing faculty data
- Administration and implementation of collective negotiation agreements
- Supporting the initiatives of the Rutgers Health Provosts and Vice Chancellor for Faculty Development

Information on Appointments & Promotions, Faculty Resources, Faculty Development and much more is available at <https://facultyaffairs.rbhs.rutgers.edu/>.

SPH Faculty and Staff Affairs

The office is dedicated to recruiting and retaining highly qualified individuals for faculty and staff positions within the school. It oversees policies and procedures related to faculty appointments, promotions, and tenure. Additionally, the office collaborates closely with Rutgers Health Faculty Affairs and Rutgers Human Resources to address matters that impact both faculty and staff.

Jaya Satagopan, PhD (she/her/hers)

Associate Dean for Faculty Affairs; Professor

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For general Office for Faculty and Staff inquiries, contact facultyaffairs@sph.rutgers.edu.

New Faculty Orientation & Support

New faculty at Rutgers SPH are introduced to other new faculty members, university resources, SPH resources, expectations, and support systems through an annual orientation program that typically runs from September through April. Our orientation covers such topics as:

- Introduction to key administrative offices
- Overview of teaching resources and student engagement strategies
- Research funding and grant application processes
- Policies on tenure, promotion, and faculty evaluation

Mentorship

The SPH Faculty Mentoring Program Guide, is a resource designed to support your professional growth and career success at the School of Public Health. Whether you're a new faculty member looking for guidance or an experienced colleague eager to mentor, this program fosters collaboration, career development, and a thriving academic community.

Through structured mentorship and advisory support, this initiative will help you:

- Navigate promotion and tenure processes
- Enhance research, teaching, and leadership skills
- Expand professional networks
- Maintain a healthy work-life balance

As part of our commitment to faculty development, participation in this program is expected. We encourage you to explore the full guide to understand how mentorship can aid in supporting your academic journey.

Please refer to the SPH Mentoring Handbook at

<https://sph.rutgers.edu/sites/default/files/2025-03/SPH-mentoring-program-Jan-2025.pdf>

Faculty Development

Faculty development initiatives at Rutgers SPH and RBHS include:

- Mentorship Programs: Providing structured guidance for junior faculty
- Workshops and Seminars: Covering pedagogy, grant writing, and career progression
- Research Collaboration Opportunities: Encouraging interdisciplinary partnerships
- Leadership Training: Equipping faculty with skills to assume administrative and academic leadership roles

Please visit <https://facultyaffairs.rbhs.rutgers.edu/faculty-development/> for a full spectrum of Faculty Development opportunities across Rutgers Health.

Please visit <https://facultyaffairs.rbhs.rutgers.edu/faculty-development/faculty-development-opportunities-across-rutgers-university/> for opportunities across Rutgers University.

Faculty Workload Distribution Guide
Effective November 1, 2024

The following should be used for determining the distribution of faculty workload based on the faculty member's assigned track and coterminous status. Workload distribution for all SPH jointly appointed Faculty will be negotiated between the appropriate School Deans. Faculty workload is defined, and subject to change, on an annual basis via the performance evaluation process. These ranges should be considered a guide. Protected time for grant writing may be negotiated by the faculty member within the provided range and is subject to approval by the department Chair and Dean. There may be instances where a faculty member's workload varies from the ranges provided; the Dean must approve such deviations. **A satisfactory rating on the most recent faculty evaluation for "research & scholarship" is a prerequisite for ANY protected time for grant writing.** This is a living document, subject to change, and will continue to evolve.

		Range
Coterminous with funding	RBHS Instructor/Lecturer/Teaching Track	0%
	protected time spent on grant writing*+	0-10%
	advising and service/clinical	90-100%
	funded research (including practice), administration, and/or teaching	
	Research Track	0%
	protected time spent on grant writing*+	0-10%
Not Coterminous with funding	advising and service/clinical	90-100%
	funded research and/or teaching	
	Professional Practice Track	0%
	protected time spent on grant writing*+	0-10%
	advising and service/clinical	90-100%
	funded research (including practice), administration, and/or teaching	
Not Coterminous with funding	RBHS Instructor/Lecturer/Teaching Track	0%
	protected time spent on grant writing*+	0-10%
	advising and service/clinical	90-100%
	funded research, administration, and/or teaching	
	Tenured, Tenure Track, Clinical Scholars	0-15%
	protected time spent on grant writing*+	5-10%
Not Coterminous with funding	advising and service/clinical	60-90%
	funded research, administration, and/or teaching	
	Professional Practice	0-15%
	protected time spent on grant writing*+	5-10%
	advising and service/clinical	60-90%
	funded research (including practice), administration, and/or teaching	

Note:

Teaching efforts will be calculated as follows:

- 3 credit course offered by SPH or Chair approved SPH affiliate (e.g. Bloustein): up to 15 % effort
- Development of 3 credit course offered by SPH: up to 15% effort

***+ Department Chairs will be responsible for allocating protected time for grant writing for SPH faculty without Center/Institute affiliation.**

***+ Center/Institute directors will be responsible for allocating protected time for grant writing for Center/Institute faculty with SPH appointments.**

Faculty Performance Evaluation

Annual Timeline Overview

- Evaluation process for AAUP-AFT Legacy BHSNJ Faculty begins annually on April 1st and ends July 15th of each year.
- Faculty member's self-evaluation and updated CV in RBHS format or from the Faculty Survey are due to the Chair – May 1st.
- Completed evaluation provided to the faculty member by the Chair – July 1st
- Deadline for Chair to meeting with faculty member – July 15th

For AAUP – AFT Legacy AAUP - BSHNJ faculty the evaluation will be completed online via this link https://rapid.rwjms.rutgers.edu/faculty_evals/

The full evaluation process is available at <https://facultyaffairs.rbhs.rutgers.edu/wp-content/uploads/faculty-evaluation-instructions.pdf>

The SPH Office of Faculty Affairs has developed an annotated evaluation, as a guide to assist you with the evaluation process, available at:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:5177c3ad-2359-4072-af7d-4960133c5812>

Faculty Expectations

SPH faculty members are expected to:

- Contribute to teaching, research, and service in alignment with school priorities
- Participate in mentorship, student advising, and curriculum development
- Engage in interdisciplinary collaboration and outreach initiatives
- Meet annual performance evaluation requirements as outlined in university policies

Tenure track appointments, reappointments and promotions of tenure-track and tenured faculty may be made in recognition of accomplishments: in teaching, scholarship, and service for general teaching/research faculty. A summary of each of these areas follows.

Teaching. Effective teaching should be a fundamental endeavor of all members of the faculty. As teachers, members of the faculty are responsible for effective instruction. Teaching includes classroom, field, and non-credit instruction; supervision of research, student internships, professional practice, clinical practice, theses, and doctoral dissertations; academic advising and acting as a mentor; participation in interdisciplinary courses, honors courses and other special courses offered through the undergraduate colleges and other units of the University; and, the writing of textbooks and the development of other instructional materials. Effective teachers must demonstrate depth and breadth of knowledge in their discipline, must communicate this knowledge to others, and must give evidence of a continuing development of their knowledge so as to ensure their continued effective teaching over the duration of their appointment.

Scholarship. Active scholarship should be a fundamental endeavor of all members of the faculty. Scholarship, including basic and applied research, means in-depth study and learning in a specific field and inquiry and experimentation designed to make direct contributions to knowledge in that field. Scholarship, as measured by peer recognition of its originality, impact on, and importance to the development of the field, is demonstrated most typically by refereed publications, such as journal articles and books of high quality. Scholarship and research accomplishments are also demonstrated by the design and execution of applied research; through the presentation of papers at organized scholarly meetings, usually at the national or international level; through the attraction of external support or competitive fellowships and awards appropriate to the faculty member's field of study; through such activities as editing and translation, the compilation of information, and the development of materials that make information more accessible to researchers, other scholars, and practitioners.

Service. Service includes the contributions a faculty member makes to the academic profession, to the University, and to society at large. Contributions to the advancement of the academic profession are most typically demonstrated by active participation in professional and scholarly associations; by service on editorial boards and as a reviewer of scholarly works and proposals; by participation on expert committees, such as NIH (National Institutes of Health) research study sections, grant selection panels, or practice committees of professional associations or institutions, and by fostering collaborative relationships with clinical agencies providing sites for clinical practice. Contributions to the

effective operation of the University are most typically demonstrated by significant academic and professional service to the department, the discipline, the school, RBHS, or the University as a whole, through such activities as recruitment of scholars to the University, evaluation of peers, contributions as a fellow, and contributions to important committees. Contributions to society at large are most typically demonstrated through the application of academic expertise and professional skills to the solution of international, national, state, county and local problems and by service for the public good.

Getting Ready for Reappointment and Promotion

An abundance of information regarding reappointment and promotion are available on the Rutgers Health Faculty Affairs website. The SPH Faculty Affairs offices encourages all new faculty to familiarize themselves with reappointment and promotion processes at <https://facultyaffairs.rbhs.rutgers.edu/faculty-resources/>.

Please be sure to consult the SPH Faculty Affairs Office and your department for internal submission deadlines and questions.

Faculty Survey (CV Development and Updating)

Faculty Survey is a Rutgers online program to help you maintain your CV. You may create a Faculty Survey account and use that account to routinely add to your CV and generate an updated CV when needed. Faculty Survey can be found at:

<https://oirap.rutgers.edu/facsurv/>.

The Faculty Survey Manual can be found by clicking on the “FS manual” tab near the top of the page.

Your CV must comply with RBHS format for any reappointment, promotion and/or tenured actions.

Tenure and Non-Tenure Faculty Tracks

At Rutgers Health, faculty are appointed as Lecturer, Instructor or to one of the five different tracks¹: a tenure track, and four non-tenure tracks. At Rutgers School of Public Health faculty are employed as either tenure track or non-tenure track. SPH does not use the RBHS Lecturer title.

1. TENURE TRACK:

Appointment and promotion to the Tenure Track is based primarily on leadership in laboratory, translational, clinical, or health care research, or any other research relevant to the health sciences.

Tenure may be granted only to faculty on the Tenure Track. Excellence in teaching and health care activities (if applicable) are also expected.

Tenure Track (and Tenured) Titles: Assistant Professor (Tenure Track only), Associate Professor, Professor, Distinguished Professor

2. NON-TENURE TRACKS:

a. TEACHING TRACK: Appointment and promotion to the Teaching Track is based primarily on leadership in teaching, including generally recognized scholarship in the field of education and/or the faculty member's field of practice. Excellence in health care activities (if applicable) is also expected. Teaching Track Titles: Assistant Professor, Teaching Track Associate Professor, Teaching Track Professor, Teaching Track Distinguished Professor, Teaching Track

b. CLINICAL TRACK: Within the Clinical Track exists two different types of clinical appointments: Clinical Scholar and Clinical Educator. Clinical Scholar – Appointment and promotion as a Clinical Scholar is based primarily on excellence in health care practice (when applicable), as well as collaborative research and administrative contributions. Excellence in teaching is also expected. Clinical Educator – Appointment and promotion as a Clinical Educator is based primarily on excellence in clinical practice, teaching, scholarship, and service for clinical faculty. Clinical Track Titles: Assistant Professor, Clinical Track Associate Professor, Clinical Track Professor, Clinical Track Distinguished Professor, Clinical Track

c. PROFESSIONAL PRACTICE TRACK: Professional Practice Faculty are expected to have professional experience, which may include health care delivery, or equivalent intellectual capital, in their chosen field of professional practice which enables them to bring to their work as a faculty member both a professional perspective and a knowledge of the contexts

¹ Rutgers Biomedical and Health Sciences Policies and Guidelines Governing Appointments, Promotions and Professional Activities of the Faculty. <https://facultyaffairs.rbhs.rutgers.edu/wp-content/uploads/Version-Approved-by-Union-on-10-16-2024.AP-Guidelines-dated-April-24-2023.pdf>

in which graduates may be employed. Professional Practice Track Titles: Assistant Professor, Professional Practice Track Associate Professor, Professional Practice Track Professor, Professional Practice Track Distinguished Professor, Professional Practice Track

d. RESEARCH TRACK: Appointment and promotion to the Research Track is based primarily on collaborative contributions to laboratory, translational, clinical, or health care research, or any other research relevant to the health sciences, and teaching related to the conduct of the research. Research Track Titles: Assistant Professor, Research Track Associate Professor, Research Track Professor, Research Track Distinguished Professor, Research Track

APPOINTMENT AS RBHS LECTURER OR RBHS INSTRUCTOR

1. RBHS Lecturer

To be appointed as an RBHS Lecturer, faculty may not yet have completed their terminal degree but will be working on that degree while serving as part-time or full-time teachers of their discipline. Full-time RBHS Lecturers will receive from 1 to 3-year appointments and may maintain this rank for up to 10 years. If Rutgers reappoints a RBHS Lecturer in the 9th year of appointment, then he/she receive a 1-year terminal, non-renewable appointment for year 10. Once a faculty member has achieved a terminal degree and satisfies the applicable criteria for promotion, the faculty member may be considered for promotion to RBHS Instructor or Assistant Professor in the relevant track. Appointment as RBHS Lecturer does not require designation of track. Faculty can be part-time RBHS Lecturers indefinitely.

Notwithstanding the foregoing, the University may decide at any time prior to the end of the ninth year of appointment that it will not reappoint the RBHS Lecturer provided that Rutgers has met the notice requirements of Article 38.B. RBHS Lecturers may be appointed as coterminous with an identified funding source. A coterminous faculty member is one hired and retained to perform services under a contract or grant and whose salary and benefits are directly dependent on the fees paid under that contract or grant. The offer letter of those faculty will specifically state that their employment is coterminous with the specific contract or grant.² The position can be terminated at the time when these funds are no longer available.

2. RBHS Instructor

Appointment as RBHS Instructor provides the new faculty member up to 3 years to choose a career direction and associated track. To be appointed as RBHS Instructor, the faculty member must normally have an advanced graduate degree or equivalent experience or must have completed an accredited residency and/or fellowship or equivalent; be eligible for certification by their specialty Boards, for those with health care background in fields that have Board certifications and have evidence of a potential for substantial academic achievement in a health-related field. RBHS Instructors will receive from one- to three-year appointments and may maintain this rank for up to 4 years. If Rutgers reappoints a RBHS Instructor in the 3rd year of appointment, then he/she will receive a 1-year terminal, non-

renewable appointment for year 4. Once a faculty member satisfies the criteria for promotion the faculty member may be promoted to Assistant Professor on one of the five full time faculty tracks. Appointment as RBHS Instructor does not require designation of track.

Notwithstanding the foregoing, the University may decide at any time prior to the end of the third year of appointment that it will not reappoint the RBHS Instructor provided that Rutgers has met the notice requirements of Article 38.B.

RBHS Instructors may be appointed as coterminous with an identified funding source. A coterminous faculty member is one hired and retained to perform services under a contract or grant and whose salary and benefits are directly dependent on the fees paid under that contract or grant. The offer letter of those faculty will specifically state that their employment is coterminous with the specific contract or grant. The position can be terminated at the time when these funds are no longer available.

Extensions to the timetables outlined above may be granted in extenuating circumstances. Extensions must be approved by the chair, dean, and provost. No extension applicable to the final year of the faculty member's appointment may be requested or granted. Wherever the terms "terminal degree" and "advanced graduate degree" are used in these Guidelines, these shall mean a terminal degree or advanced graduate degree appropriate to the faculty member's profession and/or specialty.

Faculty Time & Leave Summary

Twelve-month full-time faculty members accrue 22 days of vacation per year until the commencement of the twenty-first year of service when faculty accrue 25 days of vacation per year. A maximum of one year's accrual may be carried over to the next fiscal year.

Twelve-month full-time faculty members accrue 22 days of sick leave annually, with sick leave accruals cumulative from one year to the next with no limitations.

Annually, during the evaluation period, aligned faculty log their vacation and sick leave in the RAPIDS system. Faculty Administrator vacation and sick leave is logged annually via a Faculty Affairs audit. All faculty should alert their departments regarding any time and leave taken for additional tracking purposes. Complete paid time and leave policies for RBHS are available at <https://uhr.rutgers.edu/benefits/paid-time-off>

Faculty Leaves of Absence (Sabbatical) Summary*

The sabbatical program aims to enhance faculty professional competence through activities like study, research, or writing, benefiting the University's academic and service missions. It is only available to faculty on career tracks requiring scholarship.

Eligibility

- Faculty with ≥ 0.5 FTE and at least 6 years of continuous Rutgers service may apply for:
 - 6-month sabbatical at full academic base salary, or
 - 1-year sabbatical at half academic base salary.
- Prior full-time service at another institution (ranked Instructor or above) may count toward eligibility (max of 4 years).
- Faculty must wait another 6 years of Rutgers service before taking a subsequent sabbatical.
- No sabbaticals are granted during the first year of probation or in a terminal year.

Application Process

- Must be approved by department chair, SPH A&P Committee, Dean, and RBHS Chancellor.
- Submit at least 3 months before the leave date.
- A report of activities is required after returning.
- Denials by Dean/Chancellor must include written reasons.

Compensation

- 6-month leave: full academic base salary.
- 1-year leave: half academic base salary.
- Clinical/patient care income is not guaranteed during leave but may be allowed by the chair.
- External funding is encouraged and can offset University-paid salary.
- Pension contributions and taxes are based on the sabbatical salary.

For complete sabbatical policy and application forms, please visit <https://facultyaffairs.rbhs.rutgers.edu/faculty-resources/faculty-leaves-of-absence/> and navigate to the **Sabbatical Leave Program to State RBHS Units Except for NJEA and Legacy AAUP-AFT** dropdown.

***Please note that any faculty member considering taking extended leave of any kind must coordinate with the Research unit in advance regarding NIH grant permissions.**

In-Person Campus Presence

A vibrant university community thrives when faculty are physically present with our students and staff, working together to fulfill our institution's mission.

With this in mind, our School's expectation requires a minimum of three days per week of in-person presence on campus.

We understand that there may be exceptions and unique circumstances that are reviewed on a case by case basis. However, these are rare and intended to be the exception rather than the rule. Like all other aspects of our professional responsibilities, in-person attendance will be considered as part of the expectations of fulfilling your obligations to the school.

Center or Institute faculty members will follow Center or Institute policy.

Student Affairs Office & Student-Centered Policies

The Student Affairs Office provides support for academic success, student engagement, and policy adherence. Faculty are expected to:

- Maintain communication with students through appropriate channels
- Provide clear syllabi and expectations
- Identify students needing academic support and direct them to appropriate resources

For additional information, please contact the SPH Office of Student Affairs.

Communicating with Students

When corresponding with students, always use your **sph.rutgers.edu** email address. Avoid using your personal email for professional communication and vice versa.

Using personal email may compromise student confidentiality (or patient confidentiality if you are a healthcare provider) and expose work-related messages to unauthorized access or data mining.

Your Rutgers email also presents a more professional image. An email from **sph.rutgers.edu** conveys credibility and professionalism, unlike personal email addresses from services like Yahoo, Hotmail, or Gmail.

Syllabi

Faculty must provide a syllabus for each course taught, outlining course objectives, required readings, assignments, grading policies, and expectations for student conduct. Syllabi must comply with Rutgers SPH guidelines and be submitted to the department for record-keeping.

Midterm Warnings and Academic Probation

Faculty are encouraged to provide midterm progress reports for students who are at risk of failing. The Office of Student Affairs monitors students on academic probation and provides guidance to support academic success.

Remediation

Students who do not meet course requirements may be offered remediation opportunities, including additional assignments, tutoring, or retaking exams. Faculty must coordinate with the Student Affairs Office when implementing remediation plans.

Student Writing Support

The Rutgers Writing Center provides academic writing support for students, including workshops, individual consultations, and online resources. Faculty should direct students to these resources to enhance their writing skills.

Grade Grievance

Students may formally contest a grade if they believe it was assigned in error or unfairly. The grievance process involves discussing the concern with the instructor, followed by submitting a written appeal to the department chair and, if necessary, the Academic Review Committee.

Academic Integrity and Student Standards of Conduct

Faculty are responsible for upholding Rutgers' academic integrity policies, which prohibit plagiarism, cheating, and other forms of misconduct. Suspected violations must be reported to the Academic Integrity Office for investigation and disciplinary action.

Student Complaints

Students may file complaints related to academic concerns, faculty conduct, or administrative processes. Complaints should first be addressed at the department level. If unresolved, they may be escalated to the Office of Student Affairs.

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects student records. Faculty must ensure that student information remains confidential and is shared only with authorized individuals. Annual FERPA training is required for faculty handling student records.

Students with Disabilities

The Office of Disability Services provides accommodations for students with disabilities. Faculty must ensure compliance with approved accommodations, such as extended test time, assistive technology, or note-taking services.

Student Counseling Services

Rutgers Health provides mental health resources, including counseling services and crisis intervention. Faculty should be aware of referral processes and emergency contacts to assist students in distress. (800) 327-3678.

Class Roster, Submitting Final Grades, & Advisees

Faculty must verify class rosters at the beginning of the semester and report discrepancies. Final grades must be submitted through the Rutgers grading system by the posted deadlines. Advisors should maintain regular contact with assigned students to support academic progress.

Course Evaluations

Students are encouraged to complete anonymous course evaluations at the end of each semester. Faculty should review feedback to improve teaching effectiveness and curriculum development.

###

A complete list of all Academic Policies and Procedures and Forms are available at <https://sph.rutgers.edu/academics/policies-procedures-and-forms#tab=panel-1>

Learning Management System

Rutgers uses Canvas as its primary Learning Management System (LMS). Faculty must upload course materials, communicate with students, and track assignments through Canvas.

Canvas related university resources are available at

<https://canvas.rutgers.edu/instructors/getting-started-in-canvas-instructors/>

For local assistance with Canvas course development, please contact Linda Lopez, E-Learning Specialist at ll846@sph.rutgers.edu, in the office of Academic Affairs.

Commencement

Rutgers SPH holds an annual commencement ceremony. Faculty participation is encouraged, and those attending must wear appropriate academic regalia.

Grants Office

The Grants Office provides faculty with support in identifying funding opportunities, preparing grant applications, and managing awarded funds. Faculty are encouraged to engage with the Grants Office early in the grant writing process for guidance and compliance review.

For guidance, visit the Rutgers Grants Office Portal or contact grants@sph.rutgers.edu.

Finance and Administration Office & Related Resources and Policies

The office functions to provide stakeholders with the financial tools and strategies necessary to advance the operationalization of the school's mission and vision. The office stewards financial reporting, resource management, university policy adherence, and facilities oversight to ensure the successful execution of the school's goals and endeavors.

Marketplace

Rutgers University utilizes the Marketplace system for ordering office supplies, laboratory equipment, and other essential materials. Faculty and staff can access Marketplace through their Rutgers NetID to browse approved vendors and make purchases. All purchases must align with university policies, and department approvals may be required before finalizing orders.

<https://procurementservices.rutgers.edu/purchasing/ru-marketplace>

Purchase Orders

A purchase order (PO) is required for procuring goods and services through Rutgers University vendors. Faculty should work with their department administrator to initiate a PO request. The university's procurement system ensures compliance with vendor agreements and budget constraints. For assistance, refer to the university's Procurement Services portal or contact the Finance and Administration Office.

<https://procurementservices.rutgers.edu/accounts-payable>

Conferences & Travel

Faculty members are encouraged to participate in conferences and professional development activities that enhance their teaching, research, and service. Rutgers University provides funding opportunities for travel through department budgets, discretionary accounts, or external grants. All travel must comply with university travel policies, and prior approval may be required.

<https://procurementservices.rutgers.edu/travel-and-expense>

Before Your Trip

Before traveling for university-related purposes, faculty should:

- Obtain approval from their department or funding source.
- Book flights, hotels, and conference registrations through the university's approved travel vendors.
- Ensure all necessary travel documents, including visas and insurance, are in order.
- Familiarize themselves with Rutgers' travel reimbursement policies to understand eligible expenses.

Filing an Expense Report

Expense reports must be submitted through the university's expense management system within 30 days of returning from travel. Faculty should retain all receipts and provide justification for each expense. Reimbursement requests require department approval and must align with Rutgers University's expense policies. Contact the Finance and Administration Office for assistance with submission procedures.

Discretionary Accounts

Discretionary accounts are established to support faculty in their professional activities, including research, travel, and other work-related expenses. These funds are subject to university policies and must be used in accordance with Rutgers University financial guidelines. Faculty members should consult with the Finance and Administration Office for details on allowable expenses and proper documentation.

<https://procurementservices.rutgers.edu/discretionary-spend-policies>

Information Technology & Related Resources

Our local SPH Information Technology Office works in collaboration with administrative and academic units to deliver operational and strategic technical leadership while implementing and innovating emerging technologies to advance the mission and vision of the Rutgers School of Public Health. This includes supporting faculty, staff, and students across academic systems, web services, audio visual technologies, network connectivity, remote and help desk support, instructional technology, and desktop computing.

SPH IT is available at both our Piscataway and Newark campus locations:

sphcomputing@ca.rutgers.edu

New Brunswick

683 Hoes Lane West
Piscataway, NJ 08854
732-235-3231

Newark

One Riverfront Plaza
Suite 1020 (10th Floor)
Newark, NJ 07102-0301
973-972-7212

Rutgers University provides faculty, staff, and students with technology resources, guides, and support.

- [Rutgers University Portal](#)
- [Canvas](#)
- [Box](#)
- [Net ID Management and Service Activation](#)
- [Accessing Virtual Computer Labs](#)
- [Navigating the University Software Portal](#)
- [Computer Requirements](#)

Rutgers University Software Portal

Various software is available to faculty for purchase or download based on current licensing agreements, with access via your single-sign on at <https://software.rutgers.edu/info/login/>

Library Access

Rutgers staff and faculty, including faculty emeriti, visiting scholars, and RBHS volunteer faculty, are eligible to:

- Borrow any circulating item from any Rutgers library
- Use interlibrary loan
- Book your course reserves materials at a specific time to use in class
- [Access other libraries with which we have cooperative agreements](#)

Use [QuickSearch](#) to find library materials. Sign in with your NetID to place requests.

To check items out at the library, use your Rutgers ID card.

More information is available at <https://www.libraries.rutgers.edu/>

Non-Aligned Faculty Administrators

Faculty who are not in a union (primarily administrative faculty, such as the Associate Deans, Vice Deans, and Dean) track their goals on an on-line performance management process and tool (TalentForce). Goals are entered by September and evaluated both mid-year (January) and during the summer. The mid-year evaluation allows managers and employees to discuss and recalibrate existing goals. The performance management site includes online resources, tutorials, and FAQs.

The site can be accessed at: <https://discover-uhr.rutgers.edu/performance-management/home>

Mandated Compliance Trainings

All faculty must complete annual mandatory compliance trainings through the Rutgers Learning Portal:

- Title IX Compliance: Training to prevent harassment and discrimination.
- Data Protection and Cybersecurity: Focused on safeguarding sensitive data.
- Workplace Safety: Covers OSHA guidelines and Rutgers safety protocols.

Faculty and Staff Directory

See our faculty and staff directory for contact information and profiles at <https://sph.rutgers.edu/directory/>.

Campus and Community Safety

The [Rutgers University Police Department](#) helps create a safe and secure environment and operates a fully staffed police headquarters—24 hours a day, 365 days a year.

For an Emergency (Police, Fire, Medical):

Dial 911 or "Call when you can...[Text when you can't](#)."

Emergency Numbers from a University Phone:

Obtain an outside line, then dial 911

For a Non-Emergency on Any Campus:

Call 732-932-7211 or press 2-7211 on any campus phone.

[Rave Guardian](#) is a free mobile safety app designed to help faculty, staff, students and guests stay connected and access important campus safety resources.

Late-Night Safety

Always reach your destination safely: The Knight Mover Shuttle service and on-campus walking escorts provide extra security getting around campus after-hours.

Shuttle: 732-932-RIDE (7433) runs 3–6 a.m. Monday to Thursday during fall and spring semesters

Escort: 732-932-7211 or use a campus emergency phone, available 24/7

Parking

Faculty must register for parking permits via Rutgers Parking Portal.

Parking may be difficult at both our Newark and Piscataway campuses. At our Piscataway campus, faculty who drive in are strongly encouraged to purchase parking permits as there are no viable alternatives for non-RU parking. At our Newark campus, the RU permit parking lot is an average 10-minute walk from the One Riverfront campus building. However, there are other parking options that you can explore, e.g., street parking or other paid lots.

Most people purchase parking permits; if you don't, you'll end up spending a lot of time searching for street parking. Information on parking permits is at:

<http://rudots.rutgers.edu/permits.shtml>.

You can register online and the cost of parking is debited from your bi-weekly paycheck. You will not receive a physical permit or decal. Instead, Rutgers utilizes license plate recognition technology that will read your car license plate to confirm that it is registered.

Please note that all Rutgers parking spaces are not created equal. There are three types: regular, guaranteed and reserved. If you have a regular parking permit, you are not allowed to park in the guaranteed or reserved spots.

Campus Shuttles

Rutgers University has a bus system that operates on both the Newark and New Brunswick Campuses. Given the shortage of parking, other than walking, this is the best way to get from place to place. More information including schedules can be found at:

<http://rudots.rutgers.edu/campusbuses.shtml>

NetID

One of the first things that will be assigned to you when you start at Rutgers is a NetID. According to the University “All faculty, staff, students and guests are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. Your assigned NetID will appear on the activation screen.” Your e-mail address is based on your NetID as well as access to anything and everything electronic from the Faculty & Staff sections of our website to the learning management system, Canvas.

ID Card

Once you have your Net ID, you can then start the process of obtaining your ID Card. You will need an ID Card to get into most, if not all, university buildings and to access the university shuttle as well as other university functions, services and activities. More about the ID card is at: <http://iamipo.rutgers.edu/annouce.php>.

As the first step to obtaining your ID Card, you will need to submit a photo online. You will then receive your ID card at New Employee Orientation. See <http://iamipo.rutgers.edu/photosub.php> for more information.

MyRutgers.edu and Viewing Your Paycheck

Log into my.rutgers.edu using your NetID and password. Take a tour, read through the “Welcome” tab (look for the tabs arranged horizontally near the top of your screen). Check out all of the tabs, but the one you’re going to want to spend time on is “Employee Self Service”, this is where you can view your biweekly paycheck, sign up for direct deposit, see how much sick time you have, change your W-2 form and update your emergency contacts, amongst other things.

Wellness

Rutgers promotes faculty wellness through a variety of programs:

- **Health and Fitness:** Faculty have access to fitness facilities across campuses. Details are available at Rutgers Recreation. Complimentary memberships are available to all Rutgers and RBHS Class 1 employees, which includes faculty. More information is available at <https://recreation.rutgers.edu/about-us/membership>

- **Mental Health Resources:** Free counseling services are offered via the Employee Assistance Program (EAP).

- **Work-Life Balance:** Flexible work arrangements and family support resources are outlined on the Rutgers Human Resources site.

- **My Wellness** app supports the physical, emotional, and social well-being of Rutgers employees by providing quick and easy access to wellness content from your mobile device.

Here's how you can access the My Wellness app:

- Already have the Rutgers University mobile app? Tap on the top left side of the mobile app to access the main menu and go to My Wellness (If My Wellness is not visible in the main menu, please update or redownload the Rutgers University mobile app)
- Need to download the Rutgers University mobile app? Visit oss.rutgers.edu/mobile
- The My Wellness app can also be accessed within the myRutgers portal

Employee Assistance Program (EAP)

Our Employee Assistance Program (EAP) provides free and confidential support, including short-term counseling with mental health professionals for individuals, couples and families.

- Free and confidential.
- Short-term counseling services.
- Services provided by mental health professionals.
- Services for individuals, couples, families.
- Available to you and any family member residing in your household.
- To schedule an appointment, call 866-327-8242 or 732-235-5930 9am-5pm.
- For emergencies after hours call 866-327-8242.

The **MyLifeExpert portal**, offered through our EAP, is a confidential, 24/7 access to thousands of articles, videos, interactive tools, and counseling services—all designed to support your personal and professional well-being.

Key features include:

- Easy access to counseling services
- Soft skill development courses
- Financial planning tools
- Discount marketplace
- Free monthly webinars

To get started, visit [MyLifeExpert.com](https://www.mylifeexpert.com), use the access code **Public Health EAP**, and create your account.

The platform is available in English, Spanish, and French, and all use is always confidential. We encourage you to take a moment to register and explore the wide range of resources available to you.

Employee Discounts and Affiliated Credit Unions

As an employee of Rutgers, you are eligible for discounts from local and national vendors. There are Rutgers University discounts and non-Rutgers University discounts. The non-Rutgers University discounts are managed by Abenity and you will need to create an account to access. Find out more at: <http://uhr.rutgers.edu/benefits/non-state-benefits-rutgers-positions/employee-discounts>

Credit Unions

As a Rutgers University employee, you are eligible to become a member of either of the affiliated credit unions:

- North Jersey Federal Credit Union (near the RBHS campus, 186 West Market Street, Newark) and
- Rutgers Federal Credit Union located in Newark (249 University Avenue, Newark), Piscataway, Camden and New Brunswick.

Places to Eat

Dining Hall and Retail Operations for Busch, Livingston, College Avenue and Cook/Douglass campuses are available <https://food.rutgers.edu/places-eat>.

Office Supplies

Please contact your department administrator regarding office supplies, photocopying, etc.