

2022 SAS-HR Monthly Training Sessions

January 2022

Class 1 Staff Recruitment Process Overview: This session will provide an overview of the recruitment process for Class 1 staff.

Non-Aligned Performance Management – Mid-Year Review: This session will review the Mid-Year Review process in the Performance Management System for supervisors of Non-Aligned staff members and for Non-Aligned staff.

April 2022

Tenured and Tenured-Track Promotion Instructions for Chairs & Department Administrators – Session 1: This session will review the process on how to submit a promotion packet for a candidate to Distinguished Professor, Professor, and Associate Professor with Tenure.

July 2022

Part-Time Lecturer, Co-Adjutant Contract & Submissions and TA/GA Appointments: This session will review the process of developing and submitting Part-Time Lecturer and Co-Adjutant contracts and how to process Teaching Assistant and Graduate Assistant appointments.

October 2022

Tenured-Track Reappointment Process: This session will review the process on reappointing tenured-track faculty.

Packet Corrections: This session will review the instructions on how to make corrections to promotion packets.

February 2022

Courtesy Appointments, Short Term Visitors and Post-Doctoral Associates and Fellows: The session will review requirements and processes for Courtesy and Short-Term Visitors as well as how to process Post-Doctoral appointments through the Post-Doctoral Appointment portal.

May 2022

Tenured and Tenured-Track Promotion Instructions for Chairs & Department Administrators – Session 2: This session will review the instructions and process on submitting promotion packets for department chairs and administrators.

Instructions for Tenured and Tenure-Track Candidates Being Promoted: This session will review the process on how to submit a promotion packet for a candidate to Distinguished Professor, Professor, and Associate Professor with Tenure. This session is intended for candidates only and will discuss the completion of the Form 1a, Form 2, and Personal Statement. A general overview of the promotion process will also be provided.

Non-aligned Performance Management - End of Year Review: This session will review the End of Year Reviews process in the Performance Management System for supervisors of Non-Aligned staff members.

August 2022

ROCS and Background Checks Process for Faculty: This session will review the recruiting and background check process for faculty using the Recruitment, Onboarding and Classification System (ROCS).

November 2022

Part-Time Lecturer, Co-Adjutant Contract & Submissions and TA/GA Appointments: This session will review the process of developing and submitting Part-Time Lecturer and Co-Adjutant contracts and how to process Teaching Assistant and Graduate Assistant appointments.

March 2022

Non-Tenured Track Faculty Reappointment Processing and Contracts: This session will review how to process Non-Tenured Track Faculty reappointments and contracts.

Staff Compensation Program – Performance Evaluation: This session will review the Staff Compensation Program Performance Evaluation process for supervisors of staff covered by the URA-AFT collective bargaining agreement.

June 2022

Summer Salary Process: This session will provide an overview of the summer salary process and procedures and a review of the summer salary form.

Class 1 Staff Recruitment Process Overview: This session will provide an overview of the recruitment process for Class 1 staff.

Non-aligned Performance Management - End of Year Review: This session will review the End of Year Reviews process in the Performance Management System for supervisors of Non-Aligned staff members.

September 2022

Non-Tenured Track Faculty promotions (short & long form): This session will review the process and instructions on how to submit Non-Tenured Track Faculty promotion packets.

December 2022

ROCS and Background Checks Process for Faculty: This session will review the recruiting and background check process for faculty using the Recruitment, Onboarding and Classification System (ROCS).

Staff Progressive Discipline: This session will be presented by University Labor Relations and will review the progressive discipline process for staff. This session is intended only for supervisors that are currently supervising Class 1 staff.

For any questions, please contact Kate Hellings at khellings@sas.rutgers.edu.