



New Faculty Guidebook

Office of the Provost
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INTRODUCTION

Welcome from the Chancellor and Provost



Dear New Faculty Members:

I am thrilled to welcome you to Rutgers–New Brunswick, the nation's 15th-ranked university and a center of excellence for our state, region, and world.

This New Faculty Guidebook will help you orient yourself for this exciting journey. Here you will find connections to a wealth of resources, from innovative teaching strategies to professional development opportunities, that will enhance your effectiveness as a scholar and leader. We are committed to your success and that of our students.

As you settle into your new role, please take full advantage of the opportunities for growth that Rutgers offers. You will play a vital role as we demonstrate academic excellence through the scholarly leadership of intellectual communities; serve the common good through innovative interdisciplinary research and engagement with local and global communities; and prepare our students to succeed in their future endeavors and as engaged citizens.

We look forward to your unique contributions to our vibrant campus culture. Here's to a successful and fulfilling academic year!

Sincerely,

A handwritten signature in black ink, appearing to read 'Francine Conway'.

Francine Conway, Ph.D.
Chancellor and Distinguished Professor
Rutgers University–New Brunswick



Dear Faculty,

It is with great pleasure that I welcome you to Rutgers–New Brunswick. This Faculty Guidebook was developed for you as a supplemental resource to assist with your professional development and success as a valued faculty member at a renowned Research University. Your scholarly leadership and excellence will enable academic pathways and collaborations that will advance the student experience and student success. I would also like to extend a warm thank you and appreciation to Vice Provost Victoria Banyard and Hazelene Johnson, Coordinator for the Center for Faculty Success, for their diligence in developing this invaluable Guidebook.

I wish you the very best in your journey.

A handwritten signature in black ink, appearing to read 'Sandra Tomlinson-Clarke'.

Sandra Tomlinson-Clarke, Ph.D.
Provost & Executive Vice Chancellor for Academic Affairs
Rutgers University–New Brunswick

Purpose of this Guidebook

Rutgers University and Rutgers–New Brunswick specifically is a big place. There are many resources for faculty success and while this Guidebook is not an exhaustive list, it is an introduction to the different offices and support that may help you transition to your faculty role here. It includes resources specific to different faculty activities including teaching and scholarship, links to information about key initiatives such as the New Brunswick Academic Master Plan, resources for supporting student success, and for navigating policies and procedures for Rutgers employees. This is designed to be a living document and will work to update the Guidebook with accurate weblinks and information as it becomes available. We hope you find this a helpful starting point.

As a faculty member at Rutgers–New Brunswick, you are part of the larger university community. Rutgers University encompasses four chancellor-led units: Rutgers–New Brunswick, Rutgers Health, Rutgers–Newark, and Rutgers–Camden. This Guidebook is specific to the New Brunswick campus but also links to important Rutgers Central policies and resources that are relevant to all faculty members.

Mission of Rutgers, The State University of New Jersey: rutgers.edu/about-rutgers

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.

Founded in 1766, [Rutgers–New Brunswick](#), our flagship location, is New Jersey’s No. 1 public research university, a top 15 public national university, a member of the Association of American Universities and the Big Ten Academic Alliance, and home of the Big Ten Scarlet Knights. Rutgers–New Brunswick conducts life-changing research and offers premier education in a diverse community. Students choose Rutgers–New Brunswick for its educational excellence and vast opportunities to learn how to prepare for a career and a life of meaning and consequence.

Rutgers–New Brunswick is made up of **12 Schools**: the School of Arts and Sciences, Mason Gross School of the Arts (SAS), the School of Engineering, the School of Social Work, the Graduate School of Applied and Professional Psychology (GSAPP), the Graduate School of Education (GSE), the School of Environmental and Biological Sciences (SEBS), the Edward J. Bloustein School of Public Policy (Bloustein), the School of Management and Labor Relations (SMLR), the School of Communication and Information (SCI), Rutgers Business School (RBS), and the School of Graduate Studies.

Rutgers–New Brunswick has over 50,000 students and 1,970 faculty.

Strategic Initiatives for Rutgers–New Brunswick can be found here: newbrunswick.rutgers.edu/chancellor. One key initiative is the implementation of the [Academic Master Plan](#). Often referred to as the AMP, this is the roadmap for the future of Rutgers–New Brunswick. It is built on four pillars: Scholarly Excellence, Student Success, Innovative Research, and Community Engagement. We encourage you to take some time to review the plan.



WELCOME TO RUTGERS

Start here for a list of first steps to take:

1. Put holds on your calendar for new faculty orientation:
 - If you are full-time faculty (tenure track, teaching, research, or professional practice), please attend our two-day, in-person *Pathways to New Full-Time Faculty Success* in August. The full series includes Part I (August) and Part II (January).
 - If you are a lecturer, please register for our one-day orientation in August.

These sessions are opportunities to learn vital skills for your first year and build community with other new faculty at Rutgers–New Brunswick.

2. Work with your individual school HR office on this checklist: uhr.rutgers.edu/talent-management/new-employee-checklist.
3. Bookmark the Center for Faculty Success as a hub for information and connections across New Brunswick: <https://facultysuccess.rutgers.edu/>.



TRAVEL AND TRANSPORTATION

Rutgers–New Brunswick Travel Policy for Faculty: Business travel to professional events like conferences may be paid for depending on what has been negotiated for your position. Faculty wishing to use available Rutgers travel funds need to use Concur, the university's online travel system. This system covers the travel preapproval process and online travel booking, both of which are required. Travel booking typically involves several steps within the system, including registering your anticipated travel expenses in advance for preapproval, booking expenses like flights online, and reconciling expenses with receipts after travel is completed. Note that for professional meeting travel you will need to supply a meeting agenda.

All information regarding the travel policy and procedures may be found [here](#). You may also be interested in tutorials and trainings on how to use the system, which are located [here](#) for both webinars and self-paced viewing. Work with your school business office if you have questions.

Rutgers–New Brunswick Bus Transportation: Rutgers offers a robust open-access bus system that covers all five Rutgers–New Brunswick locations along with downtown New Brunswick. The bus service is supplemented by **The Knight Mover**, an after-hours ride service available only to RU affiliates, which must be reserved and valid ID shown at pickup. For additional information, schedules, and contact numbers, please visit Rutgers–New Brunswick Bus Transportation at ipo.rutgers.edu/dots/buses-nb.

Rutgers–New Brunswick Parking: All faculty, staff, and students are required to purchase a parking pass in order to park in any lot on campus. A variety of parking passes are available on the [Rutgers Department of Transportation website](#). This includes packages as small as 10 passes up to full semester passes. Please note: A valid **NET ID** and **vehicle license plate number** are needed to make the purchase.



SUPPORTING STUDENT SUCCESS

The needs of students at Rutgers–New Brunswick are as diverse as our students themselves. A wide variety of services are available to support student success, from basic needs to social/community connections and academic aid, with more being developed all the time.

Student success resources can be found here success.rutgers.edu and some examples are described in detail below.

Academic Supports

Learning Centers provide academic support for undergraduate students at Rutgers–New Brunswick and some services for graduate students, including peer tutoring, academic coaching, study groups, and writing tutoring, in-person and online. The centers offer study spaces for students in addition to academic success workshops. Faculty can refer students to these resources as well as create links on their CANVAS course. Their website also has learning tip sheets for students. For additional information, please visit learningcenters.rutgers.edu.

Office of Disability Services (ODS) provides reasonable academic accommodations for students with disabilities and strives to supply the necessary information, tools, and resources for these individuals to become responsible decisionmakers and self-advocates in their own future. The office is dedicated to supporting students in the pursuit of their academic, personal, and professional goals while at Rutgers. They are also committed to working with administrators, faculty, staff, and students to cultivate an inclusive environment for all individuals. ODS works with faculty on strategies to support accommodations, and you will likely encounter ODS if a student in your class has a documented accommodation. For additional information, please visit ods.rutgers.edu.

Student Basic Needs: Rutgers–New Brunswick is committed to helping students facing challenges with basic needs such as food, housing, and medical care: ruoffcampus.rutgers.edu/basic-needs and success.rutgers.edu/resource/student-basic-needs-rutgers-student-food-pantry.

Student Wellness

ScarletWell is a public health and prevention-focused approach to mental health and wellness for Rutgers–New Brunswick students, faculty, and staff. On the *ScarletWell* website, faculty will find wellness resources, programs, and grant opportunities. Faculty can also request free trainings and workshops and receive support in starting wellness activities and programs in their unit, such as contemplative practices and peer support. Please follow this link for more information: newbrunswick.rutgers.edu/scarletwell.

Rutgers Counseling, ADAP & Psychiatric Services (CAPS) offers mental health services for students such as individual and group counseling/therapy, crisis services, a wide variety of workshops (e.g., Coping with Anxiety, Mindful Meditation, etc.), and Let's Talk (informal support from a counselor). They also assist students with substance use concerns and medication management. For additional information, please visit success.rutgers.edu/resource/caps-mental-health-services.

Office for Violence Prevention and Victim Assistance (VPVA) is committed to creating a community free from violence. They provide services designed to raise awareness of and respond to the impact of interpersonal violence and other crimes. Through a combination of direct service, education, training, policy development, and consulting to the university and broader community, they serve as a critical voice in changing prevailing beliefs and attitudes about violence. They serve students, faculty, and staff, offering community events and trainings (including by request), and their website contains information about the scope of violence and trauma that can affect our campus community. For additional information, please visit vpva.rutgers.edu.

Compliance and Title IX is the Rutgers–New Brunswick office that oversees compliance with Title IX policies. Their website contains information about these policies including a portal for making a Title IX-related report: nbttitleix.rutgers.edu.

Bias reporting: Rutgers–New Brunswick provides resources that are focused on the prevention of and response to bias incidents. studentaffairs.rutgers.edu/resources/bias-prevention-reporting

If you are concerned about a student's safety, you have several options. In an emergency, call 911. For intermediate risk, use the **Do Something online reporting system** for filing a Community Concern Report: health.rutgers.edu/do-something-to-help. A team follows up within 48-72 hours. Less urgent concerns can be addressed by referring the student to the Office of Dean of Students–Advocacy, Outreach and Support: studentsupport.rutgers.edu.



TEACHING SUPPORT AND DEVELOPMENT

Institute for Teaching, Innovation and Inclusive Pedagogy, New Brunswick (TIIP) is a hub for instructors that advances their work, fostering student learning and academic thriving at Rutgers–New Brunswick. Its vision is to be critical partners of instructors and play a prominent role in national dialogues around scholarly teaching. Driven by values of collaboration, community, equity and inclusion, innovation, scholarship, and impact, the institute offers workshops, consultation, and teaching guidance to all Rutgers–New Brunswick faculty and teaching graduate students. Get connected through their website and newsletter: Website: sites.rutgers.edu/itiip
Newsletter: mailchi.mp/1585663a7024/teaching-newsletter

Office of Teaching Evaluation and Assessment Research (OTEAR, pronounced “Otter”) is a Rutgers University level office that supports institutionwide teaching evaluations and other assessments processes related to learning outcomes, continuous academic improvement, academic appointments, and promotions. OTEAR offers workshops on topics including teaching portfolios, peer observation of teaching, writing promotion teaching narratives, and training badges on Inclusive Pedagogy, Facilitating Teaching Evaluation, and Learning Analytics. For additional information, please visit otear.rutgers.edu. OTEAR administers the student evaluations described below.

OTEAR FAQ for Faculty

The Student Instructional Rating Survey (SIRS) is conducted universitywide at the end of each semester, gathering student comments about their experiences in the classroom. The results are used by the individual instructors, departments, schools, and the university, along with peer observation, teaching portfolios, and other direct and indirect measures, as part of the teaching evaluation process. Faculty members are asked to provide summaries of the student survey statistics for personnel decisions such as tenure, promotion, or merit-based pay. The student opinions reflected here are an important part of the larger process. Other evidence of teaching effectiveness includes portfolios and teaching observations. For additional information, please visit sirs.rutgers.edu.

How do I see the results of my survey?

For recent results (summer 2019 on and, for some units, fall 2018 on), instructors can view their results by logging into Blue at sirs.rutgers.edu/blue. Results are made available on the day after the registrar closes the grading period, or approximately three business days after the last day of exams. Exact calendar dates vary from year to year, but roughly:

Fall Semester: results distributed in the first week of January

Spring Semester: results distributed prior to Memorial Day

Summer Session: results for all sessions distributed in the last week of August

Winter Session: results distributed at the start of the spring semester

More information about SIRS can be found here: otear.rutgers.edu/sirs

How are the results used?

Universitywide, the survey results are used as part of the faculty promotion and tenure review process. While the use of the survey data varies within individual academic units, it is often used as part of a review process for improving the curriculum, implementing changes to teaching strategies, and reappointment review for lecturers and teaching assistants. Many faculty and instructors use the survey data, in particular the comments, to assess and improve their own teaching methods.

Who gets to see the results?

The summary statistics of anonymous student responses for faculty and part-time lecturers are available to the entire university community at sirs.rutgers.edu, recent fall and spring semesters only. Data for teaching assistants or other student instructors is not posted because of the requirements of the Family Educational Right to Privacy Act (FERPA). Student comments are not published.

OTEAR distributes all the reports, including the data for teaching assistants and the student comments, directly to the academic departments and to the individual instructors shortly after the grading period ends. By request, OTEAR also provides the raw numerical student response data to departments that want to run their own statistical analysis.

OTEAR sends the comments directly to the instructors and to the academic departments. The comments are completely anonymous and grouped by question. Comments are not published.

Other Forms of Teaching Assessment:

Teaching Portfolios

Why create a teaching portfolio?

The teaching portfolio is a document which states your teaching responsibilities and experience, provides your teaching philosophy and methods, and then presents evidence of effectiveness. It is part of the process for advancement, reappointment, promotion, and tenure for most faculty at Rutgers. Check with your department and/or union contract for requirements.

Is there any support for creating a teaching portfolio?

OTEAR provides regular workshops guiding faculty on how to create a teaching portfolio and what evidence to include (see <https://otear.rutgers.edu/teaching/>). OTEAR is also available to consult with faculty and review portfolios.

Peer Review of Teaching

When can I expect a peer observation of my teaching as part of peer review?

Each department develops a schedule depending on the faculty contract, the availability of observers, and the type of evidence the department wishes to gather. Check with your department chair or program director for more information. Instructors may also wish to arrange their own observations with colleagues in order to build evidence to use in the teaching portfolio.

What is the best practice for Peer Review of Teaching?

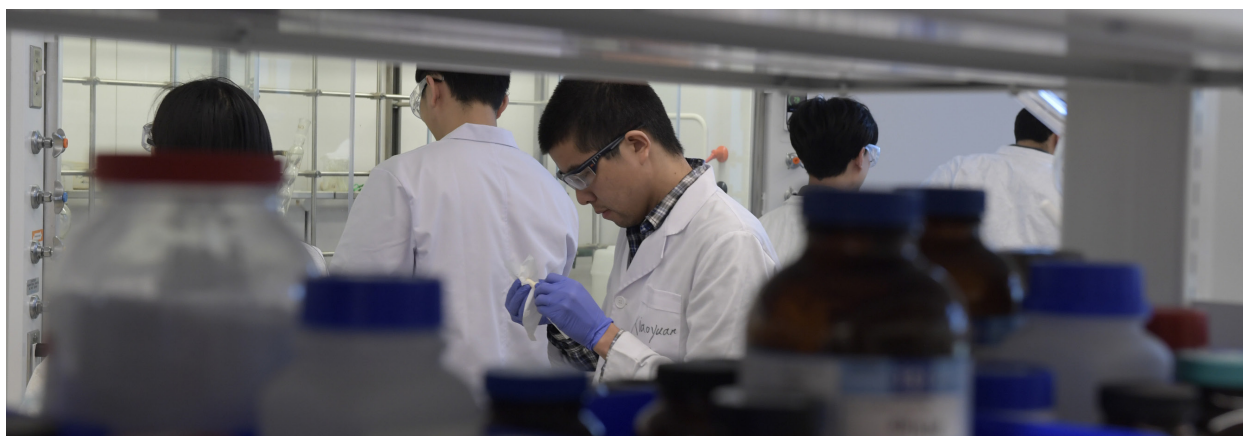
OTEAR provides regular workshops guiding faculty on how to conduct peer observations and what to expect when being observed (see otear.rutgers.edu/teaching/). OTEAR is also available to consult with faculty and provide specialized workshops supporting peer review of teaching.

CANVAS is the official learning management system for teaching and learning at Rutgers. You will find a faculty orientation to the system along with varying levels of tutorials based on prior knowledge and experience there to assist in the creation and usage of course content materials. For more information, please visit canvas.rutgers.edu/instructors/getting-started-in-canvas-instructors.

Rutgers Electronic Grading and Information System (REGIS) requires your NetID to enter and gives access to class rosters for courses you are teaching. It is also the system you will use to enter student grades. For additional information, please visit scarlethub.rutgers.edu/registrar/faculty-staff/regis-login and see this page for helpful instructions related to course rosters: simms.rutgers.edu/rosters/regis_quick_reference.html. The following link to the current New Brunswick undergraduate catalog shows the Rutgers grading scale. **Note that Rutgers does not use minuses in the grade scale:** catalogs.rutgers.edu/generated/nb-ug_current/pg1455.html.

Also, please note that some parts of the Rutgers Student Code of Conduct pertain to the classroom. Here is a section that faculty often ask about, related to student recording in classrooms:

Section R reads: “Recording, live streaming, or transmitting images, audio, or video of private, non-public conversations and/or meeting on University premises without the knowledge and consent of all participants. This may include recording instructors without consent. Students must consult with instructors for guidance on their recording policies. This provision does not extend to the recording of public events or discussions, to recordings made for law enforcement purposes, or to any registered disability accommodation.” policies.rutgers.edu/B.aspx?BookId=11912&PageId=459229



SCHOLARSHIP SUPPORT AND DEVELOPMENT

[Rutgers University Office for Research](#) is the overall research infrastructure for support and information for Rutgers University as a whole. This office is the hub for, for example, processing pre- and post-funding awards, compliance, and inventions and commercialization, including the [Human Research Protection Program](#). Below are examples of systems within the Office for Research that are frequently used by faculty. We encourage you to become familiar with the Office for Research website if you will be conducting research while at Rutgers.

- **Research Administration and Proposal Submission System (RAPSS+)** is an electronic gateway for the submission, review, approval, and tracking of funding projects and related budgets for research at this institution. The Grants and Contract Management office maintains all information regarding grant and contract applications, budgets, and ongoing annual adjustments to research funding using this system. For additional information on trainings, guides, workshops, and other online resources, please visit [rapss.rutgers.edu/eGrants/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webbridge.entity.Entity\[OID\[78047E6170180D4495B0BA166113E54E\]](https://rapss.rutgers.edu/eGrants/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webbridge.entity.Entity[OID[78047E6170180D4495B0BA166113E54E]). Training on research-related systems can be found here: research.rutgers.edu/tools-resources/workshops-training.
- **Collaborative Institutional Training Initiative (CITI)** is the web-based training provider for research training for Rutgers investigators related to the Institutional Review Board, Conflicts of Interest, Export Compliance, Research Integrity, and other topics. For additional information on trainings, guides, and other online resources, please visit research.rutgers.edu/faculty-staff/compliance/research-integrity/collaborative-institutional-training-initiative-citi.
- **Institutional Review Board.** Rutgers has an eIRB for submission, review, and approval of research protocols: [eirb.rutgers.edu/eIRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webbridge.entity.Entity\[OID\[AC482809EC03C442A46F2C8EEC4D75D3\]](https://eirb.rutgers.edu/eIRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webbridge.entity.Entity[OID[AC482809EC03C442A46F2C8EEC4D75D3]).

In contrast, the **New Brunswick Office of the Vice Provost for Research (OVPR)** provides advice and planning for Rutgers–New Brunswick research initiatives and priorities including its centers and institutes. If the Rutgers Office of Research at the university level described above builds and maintains the “road of research,” then the OVPR, located within the New Brunswick Chancellor’s Office, in the words of our senior vice provost Dr. Denise Hien, “builds the various types of cars and provides training for the drivers who use that road.” Goals of the office include supporting and increasing impacts of innovative inclusive research fostering interdisciplinary and cross-campus collaboration; increasing diversity in research faculty and building capacity for publicly engaged research; centering research opportunities for students at all levels of training, from [undergrad](#) to [graduate and postdoctoral](#); and promoting equitable infrastructure and core facilities development. The current OVPR has developed a series of strategic task forces, leads research ideation forums to build collaborations, sponsors an undergraduate research discovery day, provides seed funding for projects and opportunities for research training and leadership development. To learn more about current and upcoming initiatives, task forces, and/or collaborations, please visit newbrunswick.rutgers.edu/chancellor/research.

University Libraries showcase distinctive collections, dedicated librarians, service, and spaces geared to support students, faculty, and staff in their academic and scholarly pursuits. For more information, please visit libraries.rutgers.edu, contact us via “[Ask a Librarian](#),” or stop by any of the many campus libraries.

Rutgers Global is our universitywide unit committed to leading, developing, and promoting international initiatives and education. For more information on the program offerings, please visit global.rutgers.edu.

Grant Funding

PIVOT-RP Grant-Funding Tool is a searchable database of available funding opportunities from federal, corporate, and private foundation sponsors in all disciplines, accessible for free using your NetID. For more information, visit the site directly at pivot.proquest.com.

Internal Research Funding Opportunities are offered for faculty to advance their research projects. Check out this website to learn more about these opportunities: research.rutgers.edu/faculty-staff/find-funding. Below are some specific examples:

- **The Inclusion, Diversity, Equity, and Advocacy (IDEA) Innovation Grants Program** is a universitywide initiative that demonstrates how we can join together as a community to support institutional change. For more information and to learn how to apply, please visit diversity.rutgers.edu/about-IDEA-grants.
- **Research Council Awards (RCA):** This is a universitywide research advancement initiative that sponsors work by Rutgers faculty across our four chancellor-led units. The RCA program offers six annual award opportunities to encourage scholarship, tackling challenging disciplinary problems in the sciences, social sciences, humanities, and creative arts. The council is made up of Rutgers faculty from across the campuses and has been providing internal awards for over 80 years. It is the only faculty-peer-to-faculty-peer funding program at Rutgers. Awards range from those specific to the creative arts, social and racial justice, and climate change, among others, to awards related to book manuscripts. For detailed information, please view academicaffairs.rutgers.edu/rutgers-research-council-awards.
- **Cheryl Wall Fellowships** are awarded to full-time faculty who have demonstrated a commitment to working on issues faced by the university’s diverse student population. The fellowship allows for partial teaching release time to focus on projects that meet diverse students’ needs. For additional information on application and submission deadlines, please visit academicaffairs.rutgers.edu/call-for-applications-cheryl-wall-faculty-fellowships-letter.
- **Rutgers Global Grants** are provided to initiate research or engagement that fosters international partnerships as well as new international educational initiatives. These modest seed grants are offered yearly to full-time faculty from all campuses, including tenured, tenure-track, and clinical faculty. global.rutgers.edu/rutgers-global-grants.



FACULTY CAREER DEVELOPMENT

Promotion and Advancement

Promotion and Advancement: Processes of faculty review and promotion are governed by the union contracts. Promotion of teaching, professional practice, and research faculty is overseen by the New Brunswick Provost's Office. Tenure-line faculty promotions are overseen by the executive vice president for academic affairs in the President's Office. Schools and departments also have policy documents and documents to describe promotion practices at the school level. Ask your dean or associate deans for more information.

- Link to union contracts: laborrelations.rutgers.edu/faculty/labor-contracts
- Link to University Labor Relations documents for full-time faculty promotions (see separate links within this page for specific types of full-time faculty): laborrelations.rutgers.edu/faculty/promotions-appointments-and-reappointments

Mentoring

Research shows that mentoring can make a difference in faculty success and well-being. Many of you arrive at Rutgers with your own professional networks and we encourage you to keep nurturing those, but Rutgers is also a place to continue to build your professional communities. Below are some resources to help you find the mentoring you need.

Mentoring Guide: Here you will find a comprehensive list of useful tools to assist with mentee/mentor roles and successes. For additional information, please visit academicaffairs.rutgers.edu/mentoring-resources.

Mentoring Programs at Rutgers University: University Equity and Inclusion offers a number of mentoring opportunities for all types of faculty across their career. These are offered at the university level and span all the chancellor-led units. They include one-on-one mentoring, structured cohort mentoring opportunities, and peer/mutual mentoring and affinity groups.

Other offerings through the Faculty Diversity Collaborative (FDC):

- Find a **Faculty Affinity Network (FAN)** to build community with other faculty who have similar interests, do similar work, and face similar work challenges: diversity.rutgers.edu/fans.
- **Program for Early Career Excellence (PECE) Workshop** series supports Rutgers faculty through a slate of regular engagement opportunities to connect with others and support early-career success: diversity.rutgers.edu/PECE.
- **The Rutgers Women in Leadership (WIL) Workshop Series** offers skill-building workshops for advancement in academia, paying attention to the unique challenges women faculty may face on their leadership journey. Faculty develop skills, confidence, and strategies to expand networks, thereby reducing isolation, building community, and increasing access to leadership opportunities. All faculty are welcome.

National Center for Faculty Development and Diversity (NCFDD), offers a free online membership to all faculty, postdocs, and graduate students at Rutgers University. Here members will have access to independent professional development, training, and mentoring community. This includes synchronous and asynchronous webinars on time management, mentoring, and getting writing done. For more information or to activate your membership, please visit nbdiversity.rutgers.edu/NCFDD.

Faculty Leadership Development. Formal leadership development at Rutgers is available and takes many forms. Below are some examples.

- Here you will become familiar with various cohort-based leadership development offerings for faculty, staff, and doctoral students across Rutgers. For more information visit ol.rutgers.edu/faculty-and-staff-leadership-development-offerings-at-rutgers-university.
- The Identity and Leadership (I-LEAD) program prepares faculty for academic leadership by holding space for reflection on their intersectional identities and experiences. Cohort participants will also consider the broader institutional systems and structures that may influence access to leadership opportunities and perceptions of leadership effectiveness. diversity.rutgers.edu/ilead
- The OASIS Leadership and Professional Development program is designed to promote inclusive community, combat isolation and mitigate against bias, helping faculty develop the skills necessary to lead and advance in academia, with special attention to the unique challenges women faculty face as they navigate higher ranks and leadership in academia. All faculty are encouraged to apply. diversity.rutgers.edu/OASIS
- Rutgers–New Brunswick is part of the Big10 Academic Alliance, which offers cohort programs for more advanced career faculty considering pursuing administrative leadership. Please visit the Center for Faculty Success at <https://facultysuccess.rutgers.edu/>



UNDERSTANDING FACULTY GOVERNANCE

Rutgers Faculty Unions. Faculty are represented by two different unions:

- AAUP for full-time faculty rutgersaaup.org
- Rutgers Adjunct Faculty Union rutgers-ptlfc.org

The New Brunswick Faculty Council (NBFC) is “A deliberative body consisting of faculty representatives elected by departments and other constituencies of Rutgers University - New Brunswick. It is the principal faculty body from which the Chancellor of Rutgers - New Brunswick seeks and receives advice on academic policy issues. The NBFC meets at least seven times during the academic year to consider and make recommendations on such matters as academic regulations and standards; admissions policies; budgetary priorities; instruction, curriculum, and advising; academic support programs; libraries and other academic infrastructure; and research policies and support.” For additional information, please visit nbfc.rutgers.edu

Rutgers University Faculty Senate senate.rutgers.edu is “a universitywide deliberative body consisting of representatives of Rutgers faculty, students, staff, administrators, and alumni. The Senate meets eight or nine times during the academic year to consider matters of general University interest, and to make recommendations to the University administration on those matters.” The Senate serves legislative, advisory, initiative and appeal functions.



WORK LIFE WELLNESS

Rutgers strives to be a workplace where faculty feel a sense of community, and where well-being is a theme through our work. Below are some resources that may be helpful as you consider work-life wellness:

ScarletWell has resources to help faculty help students: newbrunswick.rutgers.edu/scarletwell/about#tab=panel-3&chapter=faculty-resources-for-helping-students-21414

Rutgers Human Resources has a number of resources:

- **Employee Assistance Program** which is a source of help for those experiencing stress, job problems, emotional or family difficulties, etc. Please see these links: uhr.rutgers.edu/benefits/employee-assistance-program
- **Wellness Programs.** uhr.rutgers.edu/benefits/wellness-programs Support for smoking cessation, disability accommodation, and support for caregiving.

Rutgers–New Brunswick Center of Alcohol and Substance Use Studies has a number of wellness resources including a wellness inventory and information to support 8 Dimensions of Wellness including the online *Journey to Wellness* guide alcoholstudies.rutgers.edu/wellness-in-recovery/journey-to-wellness-guide. These are freely available on their website and are broad resources anyone can use to reflect on wellness goals alcoholstudies.rutgers.edu/wellness-in-recovery/wellness-self-care.

Rutgers Health has assembled a list of resources for their faculty and staff. Many of these may also be useful to Rutgers NB faculty. ubhc.rutgers.edu/documents/Resiliency/StaffWellBeingResourceGridOct2023.pdf

Office for Violence Prevention and Victim Assistance. VPVA is a confidential resource that provides direct services as well as education and training. They are available to faculty as well as students and staff. vpva.rutgers.edu



RUTGERS COMMUNICATION

Rutgers New Brunswick Brand. Faculty are expected to follow Rutgers Communication guidelines about use of the Rutgers brand including approved logos. Here is a link to a brief guide. It includes further information. communications.rutgers.edu/brand-policies-visual-identity-guidelines#quick-links

When using their Rutgers affiliation, such as in publications, New Brunswick faculty are encouraged to use Rutgers–New Brunswick (instead of only Rutgers University or Rutgers, the State University of New Jersey).

Faculty and the Media

Media Relations at Rutgers University–New Brunswick

At Rutgers University–New Brunswick, media relations play a vital role in our strategic communication efforts.

The dedicated chancellor-level communications office (R-Comm) oversees this function, supported by communications professionals across individual schools and units. This team serves faculty, staff and students throughout Rutgers–New Brunswick and Rutgers Health.

The media relations team highlights faculty and student success stories, cutting-edge and innovative research and programs and institutional excellence.

Please be in touch with us!

How R-Comm Can Help

Our team connects faculty with reporters at top-tier news outlets, providing valuable third-party validation for your work. We’re constantly seeking compelling stories and groundbreaking research to share with the media. If you have a newsworthy idea, reach out to us.

The R-Comm media relations team is dedicated to amplifying the voices and accomplishments of our faculty through a multifaceted approach. Here’s how we can support you:

Media Outreach: We take pride in crafting and distributing news releases and expert advisories on breaking news that highlight your work. Our team also provides op-ed consulting, helping you share your insights on key issues with a broader audience.

Strategic Storytelling: We excel at weaving compelling narratives that can be transformed into engaging multimedia content. By leveraging our platforms such as Rutgers Today and securing earned media placements, we ensure that your stories reach diverse audiences across all mission areas.

Relationship Building: Building and maintaining strong relationships with journalists is at the core of our strategy. This network helps us ensure that Rutgers receives consistent and positive media coverage and positions our faculty as trusted experts in their fields.

Media Training: Our comprehensive media training program is designed to equip you with the skills and confidence needed for effective media interactions. Whether you're a seasoned expert or new to media engagements, our training includes:

- **Individual Sessions:** Tailored to address your specific needs and concerns.
- **Department-Wide/Group Sessions:** Interactive media training for faculty and student researchers in a group setting.
- **Practice Sessions:** Simulated interviews to prepare you for real-world scenarios.
- **Message Crafting:** Assistance in developing clear, concise and impactful messages.
- **Crisis Management:** Strategies to handle challenging questions and manage any crisis situations that may arise.

Promoting Research: We are committed to communicating the significance and impact of your research through well-crafted news releases and engaging storytelling. Our goal is to highlight stories that show excellence and demonstrate how Rutgers' research positively influences the community.

Faculty Expertise: Our team is adept at identifying and leveraging your expertise for media coverage on current events. We work to position you as a reliable and authoritative source for major media outlets such as The New York Times, The Wall Street Journal and CNN, ensuring your voice is heard on a national stage.

Partnering with School Communicators: At R-Comm, we work closely with your school's dean and communications office to amplify their efforts. By leveraging our resources, we add significant value and elevate their work, ensuring alignment with the Chancellor's vision and enhancing the impact of school-level communications.

In every aspect of our work, we strive to support and highlight the remarkable contributions of Rutgers faculty, helping you make a significant impact both within the university and beyond.

Why Engage with Media?

Engaging with the media offers transformative benefits for your career and elevates the profile of your department, school or center, along with enhancing Rutgers' reputation as a whole. Media engagement is an accessible skill that anyone can master. Coverage in reputable news outlets not only boosts your credibility but also strengthens the university's standing.

Here are a few reasons:

- **Reach New or Key Audiences:** Effectively communicate with prospective students, funders, alumni, policymakers and others.
- **Share Your Work:** Explain the importance of your research to the general public.
- **Address Important Issues:** Help the public understand and engage with critical topics.
- **Establish Expertise:** Position yourself as a field expert beyond your academic peers.
- **Secure New Funding:** Publicity can enhance your chances of securing future grants and fulfilling funding requirements, as funders often look for public engagement in research.
- **Increase Citations:** Broaden the reach of your research within the scientific community, potentially increasing citations.
- **Discover Collaborators:** Media exposure can lead to new collaborations and partnerships.
- **Gain Public Support:** Increased public awareness can lead to greater support for your research.

- **Raise Institutional Prestige:** Media exposure highlights Rutgers as a vibrant research community, aiding in faculty and student recruitment.
- **Improve Communication Skills:** Engaging with the media hones your ability to communicate your research effectively.
- **Combat Misinformation:** Use media to present accurate facts about your research area.

Contact Us:

By collaborating with our media relations team, you can ensure that your research and expertise receive the attention they deserve. We are committed to highlighting Rutgers' accomplishments, providing interview training, engaging journalists and serving as a dependable source of timely and relevant news. Together, we can elevate Rutgers University's reputation and highlight the incredible work being done by our faculty.

For more information, please visit [Rutgers Communications and Marketing](#).

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R-Comm, Public and Media Relations

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RUTGERS ACRONYMS

Rutgers Lingo: Commonly Used Acronyms

AACC: Asian American Cultural Center

CAC: College Avenue Campus

CAPS: Counseling, ADAP, and Psychiatric Services

CES: Career Exploration and Success

CLAC: Center for Latino Arts and Culture

DM: Dance Marathon

DRC: Douglass Residential College

EJBPP: Edward J. Bloustein School of Planning and Public Policy **EMSOP:**

Ernest Mario School of Pharmacy

LIVI: Livingston Campus

MGSA: Mason Gross School of the Arts

OFA: Office of Financial Aid

OFSA: Office of Fraternity and Sorority Affairs

PRCC: Paul Robeson Cultural Center

RHA: Residence Hall Association

RUPA: Rutgers University Programming Association

RUSA: Rutgers University Student Assembly

SAS: School of Arts and Sciences

SJE and **LGBT:** Center for Social Justice Education and LGBT

Communities **SCI:** School of Communication and Information

SEBS: School of Environmental and Biological Sciences

SOE: School of Engineering

SMLR: School of Management and Labor Relations

VCSA: Vice Chancellor for Student Affairs

VPVA: Violence Prevention and Victim Assistance

GENERAL RESOURCES

Human Resources. Rutgers has a large Human Resources Office that manages many aspects of faculty employment issues including payroll, benefits, Employee Assistance Program, Employment Equity and many others. Please visit their website for more information: uhr.rutgers.edu There is a specific drop-down menu for current employees that includes links to helpful information including the **OneSource Service Center** for help with HR needs uhr.rutgers.edu/onesource/home.

Rutgers Policy Library. Rutgers has a searchable database of all university policies. It can be found here: policies.rutgers.edu/PublicPageViewText.aspx?id=148 Each policy has a webpage with details about the policy.

Rutgers Software Portal. Start here software.rutgers.edu/info/login for information about software that is downloadable or for purchase, depending on RU licensing agreements. You will use your NetID to sign in.

University Procurement Services is a central office with information for purchasing. You should start with the Business Office people in your Department and/or School first for guidance. This website will provide information about purchasing issues and processes. procurementservices.rutgers.edu/purchasing

