



New Jersey Medical School

Office of Faculty Affairs  
Medical Science Building, C-594  
Rutgers, The State University of New Jersey  
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Newark, NJ 07103

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### FACULTY ADMINISTRATIVE APPOINTMENT PROCESS

NAME: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ACADEMIC TITLE/TRACK: \_\_\_\_\_

FTE: \_\_\_\_\_

PROPOSED ADMINISTRATIVE TITLE: \_\_\_\_\_

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> <li>• CIG Approval or Dean's Office Approval</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Chair's Letter</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Job Description</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Benchmark Data</li> </ul>			Office of Faculty Affairs
<ul style="list-style-type: none"> <li>• CV</li> </ul>			Department
<ul style="list-style-type: none"> <li>• Offer Letter</li> </ul>			Department
<ul style="list-style-type: none"> <li>• G/L String</li> </ul>			Department
<u>Complete Process:</u>			
1. Prepare FTF/Upload into Perceptive Content			Office of Faculty Affairs
2. Finance approval			Office of Faculty Affairs
3. Dean's approval			Office of Faculty Affairs
4. RBHS approval			Office of Faculty Affairs
5. Send FTF to UHR			Office of Faculty Affairs
6. Update FIS			Office of Faculty Affairs
7. Prepare and Email Confirmation Letter			Office of Faculty Affairs
8. File Documents			Office of Faculty Affairs