



New Jersey Medical School

Office of Faculty Affairs
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**FACULTY APPOINTMENT PROCESS
 NON-TENURE TRACK AND TENURE TRACK (RESEARCH)**

NAME: _____

EFFECTIVE DATE: _____

TITLE/TRACK: _____

FTE: _____

DEPARTMENT: _____

FORM I-9 – MUST BE COMPLETED ON OR BEFORE 1ST DAY OF EMPLOYMENT

DOCUMENT(S)	DATE SENT	DATE REC'D	COMMENTS
<u>Faculty Search Form</u> -Required for FT & PT (≤ .5 FTE) appointments			
• Selected Candidate's CV.....			
• References (vetting process).....			
<u>Offer Letter Process:</u>			
• Draft Offer Letter information received from department.....			
• Draft Offer Letter Prepared – by OFA.....			
• Executive Vice Dean Approval.....			
• Sr. Assoc. Dean Research Approval			
• Executive Director of RBHS Faculty Affairs Approval			
• Provost Approval.....			
• Signed by Dept. Chair.....			
• Signed by Dean.....			
• Sent to candidate with forms.....			
<u>Faculty Forms</u> (send with offer letter):			
• Personal Data Form.....			
• Authorization to Obtain a Consumer Report.....			
• CV (RBHS Format and Instructions).....			
• Pre-Medical Evaluation Form (send after acceptance)			
<u>Clearances required prior to hire date:</u>			
• Email Dept. (re: acceptance, initiate background check)			
• Email Pre-Medical Evaluation Form to OMS (L. Budnick).....			
• Medical (clearance email from L. Budnick)			
• Background Check (clearance email from Faculty Check)			
<u>Academic Appointment</u>			
• Chair's Letter (see RBHS guidelines for Chair's Letters).....			
• Review Sheet			
• Letters of Recommendation (see chart for required minimum number and types of letters)			
• Copy of 3 Articles (required for all appointments to the ranks of Assoc. Professor & Professor on all tracks except for the Professional Practice Track)			
• FCAP Recommendation (for all appointments to the ranks of Assoc. Professor and Professor)			
• Dean's Approval Memo (required)			
<u>Complete Appointment Process:</u>			
1. Request G/L string & Dept. ORG/ID from Dept.....			
2. Prepare FTF/Upload into Perceptive Content.....			
3. Finance approval.....			
4. Dean's approval			
5. RBHS approval			
6. Send FTF & New Hire Form to UHR.....			
7. Finalize FTF, change ID (for New Hire), & Update FIS.....			
8. Prepare and Email Appointment Confirmation Letter.....			C: Dept.
9. File Faculty Folder.....			