



New Jersey Medical School

Office of Faculty Affairs
Medical Science Building, C-594
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Newark, NJ 07103

njms.rutgers.edu

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JOINT APPOINTMENT PROCESS

NAME: _____

EFFECTIVE DATE: _____

CURRENT DEPARTMENT: _____

CURRENT ACADEMIC TITLE/TRACK: _____

CURRENT FTE: _____

JOINT APPOINTMENT DEPARTMENT: _____

JOINT APPOINTMENT TITLE: _____

REQUIRED DOCUMENT(S)	DATE SENT TO FACULTY AFFAIRS	DATE REC'D IN FACULTY AFFAIRS	RESPONSIBLE PARTY
<ul style="list-style-type: none"> Print Faculty Profile (Primary Appointment) 			Office of Faculty Affairs
<ul style="list-style-type: none"> Letter from Chair to Dean 			Department
<ul style="list-style-type: none"> Letter of Support from Current Chair to Requesting Department Chair 			Department
<ul style="list-style-type: none"> CV 			Department
<ul style="list-style-type: none"> G/L String 			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. Update FIS			Office of Faculty Affairs
6. Prepare and Email Confirmation Letter			Office of Faculty Affairs
7. File Documents			Office of Faculty Affairs