APPOINTMENT – Salaried – Modified Title

Submit to Faculty Affairs:

- Signed Faculty Position/Change Request Form (Approved copy will be emailed to department.)
- Space Allocation Form (with Faculty Position/Change Request Form)
- Faculty Vacancy Announcement (Submitted once department receives approved Faculty Position Change/Request Form.)
- Approved Attachment H (Once the Attachment H is approved by Workplace Diversity, the letter of offer can be sent to the faculty member when first reviewed and approved by Faculty Affairs.)

*If less than .5 FTE an Attachment H is not necessary*

Submit to Human Resources:

- Background check forms
- Authorization to Obtain a Consumer Report
- Disclosure Statement
- Faculty Candidate Information Form
- Signed letter of offer

Submit to Risk & Claims Management (Clinical Faculty Only)

- 2nd Page of Faculty Candidate Information Form (Liability Claims Information) with any attachments

Submit to Faculty Affairs:

- A completed review sheet with signature of Chair
- Chair’s letter to the Dean proposing the candidate for appointment
- precise academic title and track
- RWJMS Faculty Track (Rank of Assistant Professor and above only)
- individual’s teaching, research, and/or clinical responsibilities
- salary recommendation and account(s) to be charged
- vote of the department’s standing advisory committee (Except Rank of Instructor)
- Duplicate letter as indicated above WITHOUT the salary (for use by A & P)
- Separate memo (from Chair) indicating results of the vote of the Profs and Assoc Profs (When applicable)
- A current curriculum vitae in regulation format
- A MINIMUM of three (3) letters of recommendation (original copies), solicited by the department chair, are required for all appointments to all PROFESSORIAL ranks; must be written within the ten (10) months preceding submission to the Office of Faculty Affairs; must be from individuals of rank equal to or higher than the rank proposed; must refer to the title under consideration.
- For the title of Adjunct Professor three (3) of the letters must be from individuals not associated with the University
- For the title of Adjunct Associate Professor three (3) of the letters must be from individuals not associated with RWJ Medical School
- For the title of Adjunct Assistant Professor at least one (1) letter must be from an individual not associated with RWJ Medical School
- For the titles of Clinical Professor, Clinical Associate Professor and Clinical Assistant Professor letters from individuals not associated with RWJ Medical School are not required
- A MINIMUM of two (2) letters of recommendation (original copies) are required for all appointments to the rank of INSTRUCTOR; must be written within the ten (10) months preceding submission to the Office of Faculty Affairs; must be from individuals of a rank equal to or higher than the rank proposed; must refer to the title under consideration.
- A Personal Data Sheet
- A copy of a current N.J. medical license, DEA and CDS certificates (Clinical Faculty Only)
- A copy of the candidate’s signed letter of offer
- A copy of the Liability Clearance email from Risk & Claims Management (Clinical Faculty Only)
- A copy of the candidate’s restrictive covenant (Clinical Faculty Only)
- A copy of the background check forms sent to Human Resources

Revised 07/31/13