

## MEMORANDUM

**Date:** April 18, 2018

**To:** AAUP-BHSNJ Faculty

**From:** Jeffrey L Carson, MD, Provost - New Brunswick  
Robert Wieder, MD, PhD Provost - Newark

**cc:** Deans, Directors, Chairs, etc  
Meredith Mullane, Executive Director for Faculty Affairs, RBHS

**RE:** Faculty Performance Evaluations - Fiscal Year 2018-2019

---

The faculty performance evaluation process for Fiscal Year 2018-2019 will begin on May 1 for faculty in the AAUP-BHSNJ. Faculty are required to submit their self-evaluation and other materials to their chair no later than June 1. The chair will complete the evaluation process, including a meeting with the faculty, no later than July 15.

Based on the feedback we received from faculty and school leadership alike, we have created one form that can be used by both faculty members and evaluators. This is a change only to formatting not to criteria. We have also removed the Faculty Data Form requirement in the instructions since the information captured on the form is also captured on the Self-Evaluation.

You can find the [evaluation form](#), [instructions for the form](#), an [explanation of cFTE as it relates to the RHG Clinical Incentive plan](#) (relevant for faculty in NJMS, RWJMS, CINJ, and UBHC) [here](#).

If you have questions about evaluation criteria, please contact one of us. If you have any questions regarding the evaluation process or forms, please contact RBHS Faculty Affairs at [rbhsfacultyaffairs@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu) or 973-972-7595.

Thank you.

Bob and Jeff