RBHS FORM NO. 1

 RECOMMENDATION INFORMATION FORM

 FOR

 FACULTY IN RUTGERS BIOMEDICAL AND HEALTH SCIENCES (RBHS) [[1]](#footnote-1)

Candidate's Name:

Current Title:

Indicate with or without tenure:

 with tenure

 without tenure

Evaluated for .tes, book reviews, abstracts (iondate of completionpected date of publication, length).(check appropriate action):  Appointment as  Reappointment as  Promotion to (check appropriate title):

 Assistant Professor

 Associate Professor

 Professor

 Distinguished Professor

Indicate with or without tenure:

 with tenure

 without tenure

Effective Date: Term Dates (if applicable):

Unit/School:

Department:

Budgetary distribution since last evaluation. Indicate AY (10 month) or CY (12 month). **List any joint appointments and indicate the percentage line split. Also list any secondary departments, centers, bureaus, institutes, decanal units or degree-granting programs. (See Promotion Instructions, Section R.)**

If applicable, the candidate is in which probationary year (e.g., 8th, 9th)? .

If applicable, list any time out of the tenure stream with a brief explanation (e.g., 2020-21 excluded for COVID-19).

**This evaluation is initiated by:**

(If this evaluation is being conducted pursuant to the "rank review"[[2]](#footnote-2)1 (self-initiated) provision described in Section C of the Instructions, indicate that the evaluation is initiated by the candidate.)

Instructions: This form is ordinarily completed by the candidate who wishes to be considered for tenure-track reappointment and/or promotion with tenure or promotion within the tenured ranks. The evaluation may be initiated by a prospective candidate's department chair, dean, the Chancellor, the Executive Vice President for Academic Affairs, or a personnel committee. All groups involved in the process must indicate their advisory judgments on the appropriate forms.

**Entries should be listed in reverse chronological order, that is, the most recent, first.**

Academic Degrees (Please list out institutions and dates; for doctoral degrees, include name(s) of primary doctoral dissertation advisor(s)):

Employment History. List in reverse chronological order (most recent first). Include Rutgers employment with dates and date when candidate entered the tenure stream, employment prior to Rutgers, and appointments within Rutgers, e.g., memberships in organized research centers, collegiate fellowships or interdisciplinary programs. *If candidate held a post doc appointment prior to employment at Rutgers, include the name(s) of the principal investigator(s) or advisor(s):appointments prior to employment at Rutgers, include the names of the institutions and program directors, principal investigator(s) or advisor(s)*:

Scholarship

List of publications[[3]](#footnote-3) (please provide all entries in reverse chronological order, that is, most recent first). Publications must be cited in full and in the form standard for the candidate's discipline. Include the names of all authors in the order of appearance in the publication, with volume, year, and page numbers (or, for a book, number of pages). Candidates must explain their responsibility for jointly authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, including whether they were the primary contact or corresponding author.

Please number all entries, starting with the number 1 in each subsection.

1. Books (give title, press, date of publication, page numbers and list of authors as it appears in the publication). Candidates must explain their responsibility for jointly authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, **including whether they were the primary contact or corresponding author.**

 1.A. Published. Number all entries in Section A, starting with the number 1 in each subsection a, b, and c.

 (a) Authored

 (b) Published collections edited/co-edited by candidate

 (c) Chapters in books

 1.B. Accepted or in Press. Number all entries in Section 1.B, starting with the number 1 in each subsection a, b, and c. (Be specific, as above and indicate title, press, expected date of publication, length, contribution).

 (a) Authored

 (b) Published collections edited/co-edited by candidate

 (c) Chapters in books

 1.C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate title, length, expected date of completion) and name of journal/target journal. Number all entries in Section 1.C, starting with the number 1.

2. Refereed Journal Articles (print and online). Be specific, as directed above. For printed publications, include title, journal, date, page numbers and list of authors as it appears in the publication. For online publications, include title, uniform resource locator (URL), and/or digital object identifier (DOI), date, approximate number of pages/word count, and list of authors. Indicate if the publication is permanently archived. If known, indicate the journal’s standing in the field/discipline. Candidates must explain their responsibility for jointly authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, **including whether they were the primary contact or corresponding author. If applicable, also indicate if any co-authors are community members/stakeholders.** Number all entries in Section 2, starting with the number 1 in each subsection A, B, and C.

 2.A. Published

 2.B Accepted or in Press (Be specific, as above and indicate title, name of journal, expected

 date of publication, length).

2.C. Works in progress and/or items not yet accepted. Be specific, as directed above and indicate status of the work **(i.e. second review, submitted, in preparation; indicate title, expected date of completion**). and name of journal where submitted. Number all entries in Section C, starting with the number 1.

3. Refereed published conference proceedings or articles. (Be specific, as directed above and indicate title, volume, date of publication, page numbers). Candidates must explain their responsibility for jointly authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, **including whether they were the primary contact or corresponding author. If applicable, also indicate if any co-authors are community members/stakeholders.** Number all entries in Section 3, starting with the number 1 in each subsection A, B, and C.

 3.A. Published

` 3.B. Accepted or in Press (Be specific, as above and indicate title, volume, expected date of publication, length).

3.C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate title, expected date of completion).

4. Innovations and Patents (if applicable). Be as specific as possible.

1. Innovation disclosures (submitted to the Rutgers Office for Research)
2. Patents Pending
3. Patents Awarded
4. Other Innovations: copyrighted works, software, trademarks, tangible property (e.g. cell lines), novel data products.

5. Non-refereed Journal articles (print and online). For printed journals, include title, journal, date, page numbers and list of authors as it appears in the publication. For online publications, include title, uniform resource locator (URL), date, approximate number of pages/word count, and list of authors. Indicate if the publication is permanently archived. Candidates must explain their responsibility for jointly authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, **including whether they were the primary contact or corresponding author.** **If applicable, also indicate if any co-authors are community members/stakeholders.** Number all entries in Section 5, starting with the number 1 in each subsection A, B, and C.

 5.A. Published

 5.B. Accepted or in Press (Be specific, as above and indicate title, volume, expected date of publication, length).

5.C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate title, length, expected date of completion).

6. Notes, book reviews, abstracts, and non-refereed conference proceedings or articles (indicate which it is and be specific, as directed above and indicate title, press, date of publication, page numbers). Candidates must explain their responsibility for jointly authored works. Using a narrative and/or quantitative breakdown of roles, candidates should indicate their contribution to the conception/design, acquisition, analysis, interpretation of data, writing or revised drafting etc., of the joint scholarship, **including whether they were the primary contact or corresponding author.** **If applicable, also indicate if any co-authors are community members/stakeholders.** Number all entries in Section 6, starting with the number 1 in each subsection A, B, and C.

 6.A. Published

 6.B. Accepted or in Press

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate title, expected date of completion).

7. Conference presentations, lectures, demonstrations, including clinical conferences. Include location, city and state, or city and country. Number all entries in Section 7, starting with the number 1 in each subsection A, B, and C.

1. Keynote or plenary addresses (indicate which it is)

 B. Other ***invited*** addresses (as seminar, symposia, workshop speaker, panelist, discussant, etc.; list in reverse chronological order.)

 C. Other presentations, lectures, demonstrations (include presentations at professional meetings, workshops, symposia. List in reverse chronological order.)

8. Record of publicly-engaged scholarship (PES) and/or community-engaged scholarship (CES). (If applicable)

8.A. Policy reports, papers, and briefs - for agencies, community partners, non-profits, etc. (that are not noted elsewhere on the form). Be specific and include publication date, page numbers, list of authors and an explanation of candidate’s contribution.

8.B. Public testimony (include dates)

8.C. List contributions to policy/legislative changes, and/or changes to government/agency guidelines or practices.

8.D. List partnership agreements (that are not noted elsewhere on the form)

8.E. Juried competitions

8.F. Other scholarly outcomes or products

9. Media

9.A. Interviews (television, radio, print, etc.)

9.B. Op-eds

9.C. Documentaries, television, film

9.D. Podcasts

9.E. Blogs, discussion sites, etc.

9.F. Other

10. List and explain other major accomplishments that are not noted elsewhere.

11. Fellowships (give name of the fellowship, period of the award and amount awarded).

12. Grants Received.

(a) External – Include sponsor, title of grant, full period of the award (start and end dates), amount awarded, and role (principal investigator, co-principal investigator or others as stipulated in the grant or contract). If role is anything other than principal investigator, indicate the specific role, percentage effort of the candidate, the specific award amount supporting the candidate effort (where available), and the identity of the principal investigator or co-principal investigator(s). List in reverse chronological order (most recent, first) and number all entries starting from the number 1.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Date(s)** | **Grant Number** | **Title** | **Agency** | **Role (PI,** **Co-PI, Co-Investigator,** **Collaborator,** **Consultant, etc.)** | **Percent****Effort for** **Co-PI** | **Total Direct** **Amount** | **Total** **Indirect****Amount** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

(b) Internal – Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If role is anything other than principal investigator, indicate the specific role, percentage effort of the candidate, the specific award amount supporting the candidate effort (where available), and the identity of the principal investigator or co-principal investigator(s). List in reverse chronological order (most recent, first) and number all entries starting from the number 1.

(c) International Studies and Programs Grants - Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If role is anything other than principal investigator, indicate the specific role, percentage effort of the candidate, the specific award amount supporting the candidate effort (where available), and the identity of the principal investigator or co-principal investigator(s). List in reverse chronological order (most recent, first) and number all entries starting from the number 1.

13. Grants pending/currently under review (be specific as above). Include review outcomes or scores if known and details on expected decision dates.

14. Contracts *(not book contracts) -* Indicate (i) period of the contract, (ii) amount awarded.

15. Commercialization: Options, Licenses, Revenue, Products (if applicable). Be as specific as possible.

1. Option or License agreements signed for commercialization of innovations, patents
2. Option or Licensing revenue
3. Commercialization success, products on the market, societal impact

16. Other innovative practices and activities (if applicable).Examples include, but are not limited to, successfully obtaining commercialization funding; engagement in Innovation and Entrepreneurial related training and mentoring of students and/or researchers.

17. Other entrepreneurial practices and activities (if applicable).Examples include, but are not limited to, activities related to formation of a Rutgers start-up; venture fund raising; participation in accelerator or incubator programming.

18. Prizes and awards (Scholarship).

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Teaching

1. Using the format in the example below, list in reverse chronological order the teaching assignments of the candidate for every semester since the **last successful promotion evaluation**, including the assignment for Fall 2024. Please number all entries, starting with the number 1 in each subsection. **In the case of candidates for tenure, list the teaching assignments for the entire probationary period (the entire period while on the tenure-track). If there is no formal teaching assignment for a semester, then indicate "none" and give the reason** (sabbatical leave, chairperson of major committee, leave without pay, etc.). The teaching chart is to be used only for typical classroom teaching (including lecture courses, seminars, colloquia, etc.) in credit-bearing courses that involve formal and consistent evaluative processes, typically the Student Instructional Rating Form. Independent studies and other forms of student mentorship or advising, including dissertation supervision, are to be listed under items 3 to 6; do not list these on the teaching chart. If there are explicit publicly-engaged or community-engaged contributions to teaching and/or curricula development, please list them under items 2 to 11 as applicable.

Course Information:

For each course, include year, semester, course title and number, number of credits, mode of instruction, main audience, responsibilities and enrollment.[[4]](#footnote-4)

1. Course Evaluation:

For each course, clerkship or other educational program for which summary student evaluation data are available, include the number of student evaluation responses received, and the instructor and departmental mean values for questions 9 and 10 on the University's Student Instructional Rating Form. If units use a different rating form, please indicate maximum rating value. If evaluations are not included for a specific course, please account for missing evaluations.

Example:

|  |  |
| --- | --- |
|  **- COURSE INFORMATION -** |  **- COURSE EVALUATION -** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evaluation****Responses** | **Teaching Effectiveness (Max = 5)** |  **Course Quality**  **(Max = 5)** |
| **S/ Yr** | **Course Title** |  **Number** |  **Cr**  | **MOI** | **Aud** | **Resp** | **Enrl** |  | **Instructor** |  **Dept Mean** | **Instructor** |  **Dept Mean** |
| **i.e.:****F13** | **Health Systems & Policy** | **PHCO-0501** |  **4** | **Lec** | **grad** | **Total** | **55** |  **50** |  **4.44** |  **4.10** |  **4.19** |  **4.20** |

For items 2 through 11 include information since the last successful promotion evaluation by the University Promotion Review Committee. In the case of candidates for tenure, include information for the entire period while on the tenure-track.

2. Special honors courses, interdisciplinary courses or collegiate mission courses taught. Also list international courses taught on campus or abroad.

3. If relevant, list didactic lectures presented to Residents and Fellows (numbers of lectures given and number of times per year lectures were given). If available, indicate metrics of effective mentoring.

4. If relevant, list weeks spent annually as attending physician/provider on bedside and out-patient clinic teaching.

5. If relevant, list by year, the undergraduate (including medical/dental and other health professions students) and graduate students (including residents and fellows) whose independent studies, honors theses and research internships were supervised since the last successful evaluation and explain the nature of the work supervised. Provide also the title of the project, if relevant. List each student once only and include the year(s) supervised with the most recent first. **For this section, include information since last successful evaluation only (for the initial award of tenure, this would be the entire probationary period).**

6. If relevant, list by year of completion, the graduate students whose Doctoral and Master's theses were supervised since the last successful evaluation. Also include those currently being supervised, with start date. List each student once only and include the year(s) supervised with the most recent first.

 **If your department/school has specific policies or practices prohibiting or restricting Tenure Track faculty from supervising graduate students, please include that information below.**

6.A. Doctoral theses supervised as primary advisor.

6.B. Membership on doctoral theses committees or other (specify).

6.C. Master’s theses supervised as primary advisor.

6.D. Membership on Master’s theses committees or other (specify).

7. If relevant, postdoctoral trainees or medical/dental fellows (identify by name and years of training). Indicate your role in training.

8. Academic and clinical advisement, including mentoring (describe role in departmental and collegiate student advisement programs, including international student advising, and approximate number of advisees per year).

9. Curriculum development (be specific and indicate textbooks, anthologies or other edited collections, software programs to enhance learning, grant support for curriculum or course development, newly created courses and/or programs, major revisions of existing courses and/or programs, etc.). For textbooks, anthologies and software, indicate scope of dissemination, i.e., local, statewide, national or international. Include relevant year(s) for each entry.

10. Instructional development. List activities aimed at enhancing **your** classroom teaching (e.g., your participation in workshops or programs offered at professional conferences or by the Center for Teaching Advancement and Assessment Research, etc.). Include relevant year(s) for each entry.

11. Continuing Education Programs.

12. Syllabi. Provide links to course syllabi (including course learning goals and assessment methods), or related course materials, if available.

13. Other.

14. Prizes, awards, and honors (Teaching).

15. Evidence of teaching effectiveness not listed Form 1. Check “Yes” below if any evidence of teaching effectiveness not mentioned above is listed in Appendix H (Inventory Listing of Supplemental Materials). Examples include, but are not limited to: peer review, statement of teaching philosophy, and/or a teaching portfolio. If no such material is included in Appendix H, check “No”

  Yes

 No

Clinical Practice (if relevant)

For each entry under the following areas identify, as applicable, the date, institutional, patient or client group served, and any associated publications, conferences, service to committees, lectures, presentations and demonstrations (there will not necessarily be an entry for each item). **Please provide all entries in reverse chronological order**.

1. Clinical Productivity. When available and relevant, indicate percent effort spent on clinical care (patient contact hours per week), work Relative Value Units (wRVUs) generated annually and percentile of any national benchmarks for academic health centers. If work RVUs are not applicable, include any other measure of clinical productivity.

 2. Quality of Care Measures (as applicable and available)

1. Patient satisfaction surveys
2. Frequency of consults within and outside of the institution, recruitment and retention of patients/clients
3. Include other measures of quality of care, if available
4. Internal and/or External Recognition in the Clinical Mission.
5. Development of new and/or innovative clinical techniques or services or interprofessional clinical programs
6. Development of new methods to evaluate outcomes and effectiveness
7. Translation of research into clinical practice
8. Membership or leadership of regional, national, or international clinical organizations.
9. Recognition as a leader in a clinical field by local, regional or national peers
10. Clinical honors and awards
11. Other

Service

1. Contributions to the advancement of the academic profession. (For example, include Review responsibilities such as Editorships (dates), Editorial Board memberships (dates), ad hoc reviewer for journals (list journals one per line and number each entry starting with the number 1), ad hoc reviewer for grant agencies (local, regional, national, international), appointed membership on study section, agency advisory boards; Activities on behalf of professional organizations such as chair of committees, programming, appointed or elected leadership roles in professional societies, directorships, workshops and symposia organizer, etc.).

2. Contributions to the effective operation of the University, including contributions to the department, school and university.

3. List administrative positions held (e.g. Department Chair, Associate Dean, Graduate Program Director, Clerkship or Residency Co-Director and Director, major committee or taskforce head, ***etc.***). **Indicate time served and provide brief explanation of your contributions to the advancement of the school, unit, department, program, etc.**

4. Faculty mentoring (list, by year, faculty members you mentored and describe the mentoring provided).

5. Contributions to society at large (list significant contributions to local, national, or international communities, service to professional societies, etc. that have not been listed elsewhere).

6. Prizes, awards and honors (Service).

Professionalism

1.Briefly describe your commitment to creating and maintaining a safe and healthful work environment that is collegial and respectful (e.g. describe your interactions with faculty, staff, learners, patients, families; timely completion of medical records; compliance with University policies, etc.)

Candidate's Certification Departmental Certification

Check: Check one:

 I have been informed of the URL where The above information is accurate.

 a copy of the Academic Reappointment/

 Promotion Instructions can be accessed. The above information is

 inaccurate.\*

 The above information is

 accurate.

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Signature of Candidate Date Signature of Department Chair Date

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Print Name of Candidate Print Name of Department Chair

\*Note: If the department chair disagrees with the information presented in RBHS Form 1 under Scholarship, Teaching, Clinical Practice and/or Service above, he/she must submit written arguments of dissent within ten working days, explaining the specific points of disagreement. Such dissent shall be attached to RBHS Form 1 and made part of the candidate’s reappointment/promotion packet.

1. These forms do not apply to faculty in the School of Pharmacy or to faculty in the College of Nursing who are in the AAUP-AFT unit. [↑](#footnote-ref-1)
2. 1 "Rank review" refers to the circumstance where an evaluation is granted by request of a tenured faculty member who has been at the same rank for six years and has not been evaluated for the past four years. [↑](#footnote-ref-2)
3. In cases in which candidates have publications in a foreign language, reviews or comments on these publications from appropriate referees should be included in the packet. For materials distributed by foreign publishers, or awards from other nations, a description of the press or award and its reputation should be included in the narrative. [↑](#footnote-ref-3)
4. "Mode of instruction" (MOI) means lecture, laboratory, recitation, seminar, or other, as appropriate.

"Main audience" (Aud) means the group most likely to take the course (graduate students, undergraduate majors, undergraduate non-majors or other).

"Responsibilities" (Resp) describes the candidate's participation in the course, e.g. (**Provide a numerical reflection of participation, e.g.,100%, 50%, 33%, etc.; if it was one guest lecture, state specifically as “one guest lecture.”):**

The candidate essentially had total responsibility for the course, i.e., for the design of the syllabus, the choice of text, the great majority of lectures or other form of class leadership, grading and the writing of examinations; and/or

The candidate had responsibilities beyond those described above, e.g., the administration of a large introductory lecture or laboratory course. Describe those responsibilities; and/or

The candidate had shared responsibility. If the candidate had shared responsibility, describe the nature of that responsibility or explain fraction of candidate’s effort (e.g., taught two lecture sections for 0.5 semester; organized series of invited lectures; 50%); and/or

 Other. Describe the candidate's participation. [↑](#footnote-ref-4)