

Promotions of Clinical Volunteer Faculty in NJMS and RWJMS Faculty in Rutgers Biomedical and Health Sciences (RBHS)

Date Updated: September 3, 2026

The purpose of this document is to define the process for the promotion of Clinical Volunteer Faculty in NJMS and RWJMS faculty. The criteria for the promotion can be found [here](#).

These promotions shall be initiated either by the department or the school's Senior Associate Dean for Clinical Affairs (SADCA). The faculty member will submit the Volunteer Promotion Form, a current CV in RBHS format, and an optional, but recommended, personal statement along with any additional documentation the faculty member wishes to have considered.

Promotion to the rank of Assistant Professor requires 3 non-arm's length letters of evaluation. Promotion to the rank of Associate Professor or higher requires 4 non-arm's length letters of evaluation. One of these letters shall come from the clinical practice. The candidate may suggest potential evaluators; however, the selection of the final list of confidential letter writers must be made by the chair. The department chair will request, in writing, the confidential letters of evaluation.

The completed packet will be reviewed and voted on by faculty of the department. Only department members at the rank equal to or greater than the rank being evaluated for promotion shall be eligible to vote. For promotions to Associate Professor or greater, all eligible members of the department shall be invited to vote. The entire packet, along with the assessment of the department on the Volunteer Promotion Form, shall be sent to the Dean's Office.

Upon receipt of a candidate's official packet from a department, the Dean shall forward all documents to the appropriate Advisory Committee on Appointments and Promotions for review and recommendation. The Advisory Committee on Appointments and Promotions is advisory to the dean. Its responsibility is to conduct a substantive and independent evaluation of the candidacy as presented in the packet prepared by the department, including the supplementary materials. In the course of its review, the Advisory Committee on Appointments and Promotions, at its discretion, may invite the department chair to meet with the committee to amplify the department's report.

The Advisory Committee on Appointments and Promotions shall provide its written comments in the designated area of the form explaining its recommendations. Members of the Committee who participate in the review of candidates in their own department at the departmental level shall not participate in any manner in the consideration of those candidates by the Advisory Committee on Appointments and Promotions.

A&P Committee members must be at or above the rank for which candidates are to be considered for promotion.

Following the recommendations of both the department and the Advisory Committee on Appointments and Promotions, the Dean shall make their independent recommendation.

The Dean shall be the final level of review when both the departmental recommendation and the dean's recommendation are negative. In instances where the decision is split or both the departmental and

dean's recommendation are positive, the packet will be sent to Provosts. The Provosts shall be the final level of review. The candidate will be notified of the outcome after the completion of the process.

All promotions are effective July 1.

Contact the RBHS Office of Faculty Affairs (973-972-7595 or rbhsfacultyaffairs@rbhs.rutgers.edu) with questions or concerns.

Appendix A

APPROVAL STEPS REQUIRED FOR PROMOTION OF Clinical Volunteers in NJMS and RWJMS

Title	Letters of Evaluation*	Department evaluation/vote	Dean's Recommendation	Provosts**
Assistant Professor	3 Non-Arm's Length Letters	x	x	x
Associate Professor	4 Non-Arm's Length Letters	x	x	x
Professor	4 Non-Arm's Length Letters	x	x	x
Distinguished Professor	4 Non-Arm's Length Letters	x	x	x

* Non-arm's length letters may be from reviewers who have a relationship with the candidate such as collaborator, mentor, co-trainee, co-worker or former co-worker, etc. One of these letters shall come from the clinical practice.

** The Dean shall be the final level of review when both the departmental recommendation and the dean's recommendation are negative.