Volunteer Clinical Faculty (VCF) at NJMS and RWJMS Promotion Evaluation Form

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

SECTION I. To be Completed by the Faculty

Candidate’s Name ________________________________ Date____________________
Unit/Department ________________________________
Current Rank __________________ Proposed Rank______________
Start Date and Time in Rank _______________________

The following shall be attached:

• Candidate’s updated C.V.;
• Personal statement together with any documents the candidate wishes to be considered (optional)
• For promotion to Assistant Professor: 3 non-arm’s length letters are required. For promotion to Associate Professor or higher: 4 non-arm’s length letters are required. One of these letters shall be from the clinical practice.

1. Teaching (e.g., clinical and other student/trainee lectures) (required):

2. If applicable, contributions to scholarship and/or research, e.g., clinical trial recruitment*:

3. If applicable, service (e.g., University committees, recruitment activities)*:
4. Professionalism

SECTION II. To be Completed by the Department (or equivalent)

A. Department Commentary:

B. Department Recommendation:

____ Recommends
____ Does Not Recommend

Promotion _____

Number in attendance ____

For promotions to Associate Professor or above, number eligible to vote____ (For promotions to Associate Professor or above, all departmental faculty at or above the appropriate rank are expected to participate. Include the department chair, if eligible, and other faculty members who are eligible to vote but not present at meeting. Please explain any negative votes or abstentions in the narrative.) Faculty members who have a conflict of interest with the candidate should be recused from the meeting. Eligible faculty serving at another level of review, and recused faculty, should be included in the list of faculty unable to attend (see below).

Negative votes and abstentions must be addressed in the department narrative.
Number voting YES ____  Number voting NO ____  Number Abstaining ____  

Present at the meeting were the following faculty members:

List below the faculty members who were absent from the meeting and briefly explain why:

SECTION III. To be Completed by Advisory Committee on Appointments and Promotions

A. Advisory Committee on Appointments and Promotions Commentary:

B. Advisory Committee on Appointments and Promotions Recommendation (check the appropriate terms):

_____ Recommends
_____ Does Not Recommend

Number in attendance ____

Number voting YES ____  Number voting NO ____  Number Abstaining ____

Present at the meeting were the following faculty members:

SECTION IV. To be Completed by the Dean

A. Dean’s Commentary

*Only to be completed if applicable to the candidate.
B. The Dean's Recommendation/Determination (check the appropriate terms):

Mark the appropriate selection below if the candidate is being reviewed for promotion:

____ Recommends
____ Does Not Recommend

Dean

(Signature)  
(Date)

SECTION V. To be Completed by the Provosts

IV. Provosts’ Commentary (optional)

The Provosts’ Determination (check the appropriate terms):

____ Approves
____ Does Not Approve

*Only to be completed if applicable to the candidate.