

FTF Standard Support Documentation Order for Actions other than Promotions, Reappointments, and Tenure

To provide the reviewer with a consistent overview, please upload all faculty action documentation in the following order. Some of the documents listed are not applicable to all actions.

1. FTF, including [h-index](#) (*h-index* is required for all actions except NTT-Professional Practice)
2. Review Sheet (which includes A&P vote, if applicable)
3. Offer Letter (**place addendums first**) OR Letter to/from Faculty Member
 - a. Restrictive Covenant (RWJMS and NJMS only, if applicable)
 - b. Job Description (for administrative appointments and compensation for additional services)
4. Letters of Evaluation
5. Dean and/or Chair Letter (whichever is applicable)
6. Benchmarking Data
7. CV in RBHS Format
8. Provost Offer Letter Approval Email
9. Search Report Form
10. Fair Market Value (FMV) Assessment (for clinical faculty within the medical schools)
11. Change Form (RWJMS only)
12. Liability Claims Clearance (clinical faculty only)

For Promotions, Reappointments, and Tenure supporting documentation order, refer to the links below.

- Promotions:
 - [Tenure Track](#)
 - [Non-Tenure Track Associate and above](#)
 - [Non-Tenure Track up to Assistant Professor](#)
- Reappointments:
 - [Tenure Track](#)
 - [Non-Tenure Track](#)
- [Promotion of Tenured Ranks and Award of Tenure](#)