



Rutgers Health Faculty Appointments Manual

Revised October 2025

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I. Introduction

Rutgers Health aspires to be one of the top health sciences institutions in the country. We recognize that what makes an institution great is the quality of its faculty and staff. RBHS is committed to recruiting, retaining and promoting the success of an exceptional faculty into all of its tracks.

This document presents guidelines to realize these goals. It is intended for use by Rutgers Health Departments, Chairs and other faculty supervisors/administrators, and School and Faculty Affairs administrators in the recruitment and onboarding of new faculty. These guidelines apply only to academic appointments within Rutgers Health. Questions related to academic appointments within the other three Rutgers Chancellor units should be directed to the Office of University Labor Relations (OULR).

Rutgers Health - Affirming Our Values

Diversity as a value of Rutgers Health, embodies inclusiveness, mutual respect, and multiple perspectives and serves as a driver for excellence for achieving equity for all people in health and health care.

We embrace and celebrate the multiple dimensions of diversity that each member of our community offers including but not limited to socioeconomic status, race, ethnicity, language, nationality, sex, gender identity/expression, sexual orientation, religion, geography, disability, and age.

Inclusion is a core activity required for successfully achieving excellence through diversity. Inclusion for all achieved by nurturing our climate and culture through inclusive research, professional development, education, policy, practice, and interprofessional teamwork.

We are committed to becoming an inclusive learning community that fosters respect, belonging, and value for all with zero tolerance for bias, racism, and other negative 'isms'. We strive to provide an inclusive academic environment where all members of our community can thrive and achieve their fullest potential. We support community engagement and connections with our local, national, and global communities to eliminate health disparities.

II. Recruitment

A. Recruitment Plan

Recruitments shall be carefully planned and executed. The hiring department shall create a recruitment plan to outline its needs and the specifications for the positions they seek to fill. *Recruitment plans are internal documents for use by the department/school and do not need to be submitted to Rutgers Health Faculty Affairs or the Chancellor's Office. Elements of a plan may include:*

1. Identifying a specific need

The recruitment plan should describe the function of the position being recruited. It shall indicate whether the position is for a replacement to fill a vacancy or if it is a new position.

2. Determining search committee composition

Describe the composition of the search committee and how the composition will create a supportive environment that fosters opportunity and success for all during the search process.

3. Identifying specific funds sources for the position

Estimate the cost of the position, including the costs for the different salary components, the source of funds for all salary components for the initial two years after the start date, and expected changes in the salary components as the faculty member begins to generate revenue through their academic and clinical missions. Startup package cost and funding source should also be included, if applicable.

4. Creating a position description

A position description is necessary to clearly outline the position. A Faculty Position Description Template can be found in the [Appointment section](#) of the Rutgers Health Faculty Affairs website under "Faculty Search Process." It must include a description of Rutgers Health, the School, Center/Institute (if applicable), and a summary of the position. The position summary should also include:

- the function that will be filled by the new faculty member, including the duties to be performed
- minimum and preferred qualifications required
- minimum level of experience that must be held by the new recruit
- rank and track expected (or possible)
- additional qualifications that may be welcome or desirable
- specific and/or mandated criteria that may need to be included in a position description, including:
 - [Non-discrimination Statement](#) (required)
 - [Corporate Compliance Responsibilities](#) (required)
 - ADA Physical Demands; checklist [here](#)
 - ADA Work Environment; checklist [here](#)

5. Identifying how the search will be advertised

The posting must be placed in outlets that are likely to be accessed by a broad range of potential applicants, including national and international higher education publications, disciplinary listservs, academic listservs, etc. (see more in Section C below). In addition, include a description of the plan for recruitment outreach to universities and colleagues. For outlets which have a fee for posting or disseminating, be sure to confirm budget approval prior to posting.

6. Determining a timetable for recruitment and appointment

The plan should include target dates for the assessment of initial candidates and semifinalist pools, planned interview time spans, a realistic timetable for the onboarding process, and estimated start date for the new faculty member.

For further guidance on developing a plan, please contact Rutgers Health Faculty Affairs (rbhsfacultyaffairs@rbhs.rutgers.edu) and/or the Rutgers Health Provosts.

B. Recruitment Strategy

1. Recruitment, Onboarding, and Classification System (ROCS)

The [Recruitment Onboarding Classification System](#) (ROCS) serves as an integrated job-posting and application system.

While all applicants must submit their applications through ROCS, posting a faculty position in ROCS does not replace the need for advertising in journals, recruiting websites, reaching out to prospective candidates and to chairs in appropriate departments at other institutions, recruiting at conferences, etc. Rather, the position should be posted in ROCS and all other postings should link to ROCS for submission of applications. This ensures that all candidate applications are in one location.

Using ROCS offers several benefits:

- The ability to run reports on faculty postings and applicant data.
- Rutgers faculty positions will be located on one job board.
- Applicants will have easier access to information about Rutgers University faculty positions.
- The creation of one job posting link that may be shared with other job boards.
- The ability to review applicants online and utilize search committee functionality, including job-specific or supplemental questions.

Departments should follow their school/unit process in getting approval to recruit for faculty positions. [ROCS Online Training Resources](#) has guides and instructions to walk through the ROCS process and for instructions on requesting access to ROCS.

Developing job-specific or supplemental questions for a specific position that require answers when applying, can help the search committee when narrowing down on the specifics of the role compared to the candidates' experience.

2. Conduct a national search

National searches help identify the most competitive pool of candidates. Since October 2015, Rutgers Health policy requires faculty searches be conducted as a national search for new appointments for all faculty with unmodified titles¹ at the level of RBHS Instructor or above. Searches for RBHS Lecturers must be conducted but may be regional.

Rare exceptions to the national search requirement include recruitments of opportunity, spousal appointments, or for some members of a team recruitment. These exceptions must be approved by the Provosts. An exception may also be applied to Chief Residents who will be appointed as RBHS Instructors for a one-year, terminal appointment. If a need remains for the position beyond one year, a full national search must be conducted. The individual appointed with a terminal appointment may apply for a posted position. Please note, a waiver of the national search does not waive University Human Resources requirements for a posting in ROCS.

The national search should include a broad outreach strategy such as general and discipline-specific publications, professional websites, listservs, professional contacts and outreach to Chairs, Division Chiefs or Program Directors at top universities who are in the field of the recruitment, etc. Rutgers Health requires that job advertisements be placed in outlets that are likely to be accessed by a broad pool of potential applicants and be indicated on the Faculty Search Form in the ad source section. (See Section C below for more about advertising.)

Offers shall be made within one year of the first interview. All requests for faculty offers must include documentation of the search process using the RBHS Faculty Search Completion Form which is found under Faculty Search Process on the [Appointments](#) page of the Rutgers Health Faculty Affairs website.

C. Advertising and Publicity

Recruitment [advertising](#) involves more than posting a vacancy. It is marketing for the position, school, RBHS, and the University. Once a position is posted in ROCS, it will automatically be posted in Higher Education Recruitment Consortium – HERC (www.hercjobs.org), Higher Ed Jobs (www.higheredjobs.com), and Indeed (www.indeed.com).

Schools and units should post job postings on internal posting boards, departmental and school websites, and common area bulletin boards.

As this is a search process, units should utilize as many of these avenues as possible:

¹ For RSDM, a search is not required unless the position is greater than 0.8 FTE.

- **Outreach to Colleagues:** Contacting colleagues in the field, internal or external to RBHS and across the country, will help identify a pool of candidates appropriate for the specific field and specialty. Contacting program leaders at academic institutions is highly encouraged as this targeted method is very effective for identifying excellent candidates.
- **Target Publications:** Advertising can be posted in publications that are specific to the field from which one is seeking to hire and/or attract members of underrepresented groups. See Section H for a list of places where jobs can be posted.
- **Professional Associations:** Listservs and mailing lists for colleagues in the field and/or those serving affinity groups.
- **Professional Conferences:** Faculty can network and connect with individuals who may be strong candidates for openings.
- **Search Committees:** Members of the search committee are also in a position to leverage their professional networks to identify and encourage excellent candidates to apply.

D. Search Committee

Search committees play an important role in recruiting and shaping Rutgers Health faculty. They have the ability to make substantive changes at Rutgers Health and the University by helping to recruit faculty that represent our high standards of excellence.

In addition, the search committee is in a unique position to contribute to and enhance the image of Rutgers Health and the University. While the search committee is evaluating candidates, the candidates are also evaluating the search committee, the department, school, and, ultimately, the institution. In order for candidates to have a positive image of Rutgers Health and the University, the search committee must pay attention to the details of the search process.

University Human Resources (UHR) provides online training for how search committee members can access ROCS [here](#).

1. Constitution of the Search Committee

Depending on the position and reporting structure, the search committee may be convened by the Chancellor, Dean, Department Chair, Division Chief, or other appropriate school leader serving as hiring officer.

Search committees will generally be comprised of five to nine members. It is recommended that the search committee consist of at least three senior faculty members from the department/institute or ad hoc members appointed to the committee from other related departments/institutes who will interact with the new faculty member. The committee should also include at least one senior faculty from another department/institute. Additional members may be added to the committee when deemed appropriate. The search committee should include faculty who bring a variety of perspectives and an understanding of the development and support necessary to create an environment that fosters opportunity and success for all. All

efforts should be made to include a diversified representation from faculty (or staff) in the specific field on the committee.

Please note, schools/units should refer to school bylaws for additional requirements including, but not limited to, those for key administrative positions, namely Chairs.

2. Charge to the Search Committee

Prior to commencing review of the applications, the convener, or their designee, will charge the search committee with its tasks. Rutgers Health has developed a Search Committee Training Presentation (found under Faculty Search Process on the [Appointments](#) page of the Rutgers Health Faculty Affairs website) for units to use when charging the search committee. The charge to the search committee is to develop a broad, diverse, and strong pool of candidates for a position, and should be clear and precise. This is also a moment to gauge the search committee's understanding of what constitutes inclusion and why they should support the need for a diverse candidate pool. The charge should also include, but not be limited to:

- Reviewing the job description, qualifications, and expectations of the position.
- Keeping all materials and proceedings related to the search committee confidential.
- Reviewing the RBHS Appointment Document, specifically Section II, Recruitment.
- Training on implicit bias including, but not limited to, viewing short videos available via [Higher Education Recruitment Consortium](#) (HERC). A free login must be created to access HERC resources.
- Reviewing resources for asking appropriate questions legally. (See Appendix A)
- Requesting that search committee members reach out to leaders and professional acquaintances across the country to identify outstanding diverse candidates and encourage them to apply.
- Creating a uniform set of questions to ask each candidate regarding their appropriateness for the position, knowledge of the field, compatibility with the Department, expertise and vision for developing the position, scholarship if appropriate, among other standard questions.
- Creating a mechanism for uniformly ranking interviewed candidates.
- Developing a plan for conducting reference checks, e.g., on-list references by the committee and off-list references of the finalists, if applicable, by the hiring officer.
- Providing guidance regarding the expectations around how and how many candidates should be presented to the hiring officer for review.

3. Search Committees Responsibilities

The responsibilities of the search committee are as follows:

- In some cases, the search committee may participate in the development of the job description.
- Discuss and agree upon the process before the search committee begins the search.
- Decide, ahead of time, if voting will be unanimous or majority, if you will allow absentee votes, or confidential ballots. Confidential voting is a best practice because it protects vulnerable faculty from undue influence and can reduce inter-departmental grudges.

- Discuss if the search committee members will present their recommendations ranked or unranked.
- Determine what materials and information will be provided to the candidates in advance of the interview process.
- Identify and solicit outstanding candidates from across the country.
- The search committee is responsible for reviewing applications and submitted materials, selecting candidates for interview, and interviewing candidates. Best practices indicate that creating a structure and preparing a template for the initial review is beneficial to reducing bias during the review stage. The goal is to have the largest manageable diverse pool for your initial telephone or video conference interviews.
- Conduct interviews
- The search committee presents the best candidates to the hiring officer, based upon the expectations set during the charge of the committee (Section G).

E. Review of Applications and Selection of Candidates

1. Application Review

The search committee members can be given guest access to ROCS to view faculty applications for a specific posting or the applications may be downloaded and shared with the search committee members. To reduce the number of applications for review, the job posting can incorporate supplemental, job-specific questions to eliminate those applicants that do not meet the minimum requirements.

Starting with the criteria in the position description, the search committee should discuss and agree on how it will define and weigh competencies and qualifications. Creating an evaluation matrix or rubric will streamline the initial review of candidates and assure candidates are evaluated in an equitable manner. The HERC website has an example of an evaluation template which can be adapted as appropriate for the search. [HERC Evaluation Template](#)

Candidate applications are moved in ROCS by the department administrator in conjunction with the search committee and/or Department Chair. Once interviewing is completed and a final candidate has accepted the offer, the department administrator will close the posting.

F. Interviews

The goals of the interview process are to gather information about candidates, create a positive image of the department, school, and Rutgers Health, present a realistic description of the position, ensure that all applicants have been treated fairly, establish adequate records in the event the selection decision must be justified, and, ultimately, to select qualified candidates to present to the hiring officer.

In advance of scheduling interviews, the search committee determines the format of the interview process and what materials and information will be provided to the candidates in advance of the interview. Initial interviews may be done in person, by videoconference, or by telephone but all initial interviews should follow the same format. Final interviews must be

done in person. During the final interview round, there may be additional meetings with faculty, Dean(s), leadership, student groups, etc. The candidates may be invited to give a talk.

To the extent possible, the search committee shall create a uniform set of questions to ask each candidate regarding their appropriateness for the position, expertise and knowledge of the field, compatibility with the department, vision for growth in the position, scholarship plans, among other standard questions. Questions may be tailored to the individual candidate when appropriate, such as inquiry into their individual research agenda.

Similar to the review of candidates, it is recommended that all individuals participating in the interview process are provided a matrix or rubric to record their impressions of each candidate. A sample template can be found on the HERC website: [HERC Evaluation Template](#).

UHR lists the steps necessary in [preparing for an interview](#) and [conducting an interview](#) on their website.

1. Conducting Interviews Legally

Chairs and search committee members should keep in mind acceptable interview methods and questions. Pursuant to [N.J.S.A. 10:5-12 \(New Jersey Law Against Discrimination\)](#), there are acceptable and prohibited inquiries of which the search committee should be aware. It is important to ensure that the information being solicited is not sought for discriminatory purposes against protected category persons. Inquiries that disclose the applicant's race, creed (religion), color, national origin, age, ancestry, nationality, marital/domestic partnership/civil union status, sex, gender identity or expression, disability, military service, affectional or sexual orientation, atypical cellular or blood trait, and genetic information may constitute evidence of discrimination.

See Appendix A for guidance on conducting interviews legally, including questions that are acceptable to ask and questions that should not be asked during an interview.

2. Reasonable Accommodations for Interviews

Reasonable accommodations for interviews are part of the [UHR Hiring Tool Kit](#) in the "[AA/EEO Guidelines for Recruitment and Selection](#)" section. Schools, departments and units can find useful information about recruiting and onboarding in the [UHR Hiring Tool Kit](#).

a. Interviewing Individuals with Disabilities

For more information about interviewing individuals with disabilities, see pages 6-7 of the [AA/EEO Guidelines for Recruitment and Selection](#) document.

b. Interviewing Candidates with Religious Needs

For more information about interviewing individuals with religious needs, see page 7 of the [AA/EEO Guidelines for Recruitment and Selection](#) document.

c. Protected Veterans and Individuals with Disabilities

For more information about protected veterans and individuals with disabilities see pages 9-10 of the [AA/EEO Guidelines for Recruitment and Selection](#) document.

Additional information on Reasonable Accommodations for Interviews can be found in the [AA/EEO Guidelines for Recruitment and Selection of Managerial, Professional, Supervisory, Confidential and Other Non-Aligned Administrative Staff](#).

G. Checking References

Checking references is an essential part of the selection process. References provide valuable information about a candidate's performance and assist in making the final decisions about which names to bring forward to the hiring officer.

For all offers at the rank of Assistant Professor or below, it is required that letters of reference are submitted as part of the **Rutgers Health Faculty Recruitment Guidance and Policy** (found under Faculty Search Process on the [Appointments](#) page of the Rutgers Health Faculty Affairs website). Summaries of reference calls alone will not be accepted. Exceptions must be approved by the Provosts and would only be considered for well-justified reasons why the offer must be made before written letters. The final appointment package must include all required arms-length letters (if applicable).

For offers at the rank of Associate Professor or greater, letters are preferred but detailed summaries of individual reference calls will be accepted for the **Rutgers Health Faculty Recruitment Guidance and Policy**. However, the final appointment package must include all required letters.

It is expected that a current supervisor is included in the referees. If this is not possible, we can include contingency language in the offer letter that this will occur after the offer is made.

Search committee recommendations might be influenced through letters of reference. It is recommended that letters are solicited before the final round of interview. References shall not be contacted during the selection process without prior permission of the candidate.

A strong letter of evaluation should focus on the items below. The search committee can look for these in order to reduce bias in reading the letters and also use them when writing letters for students or colleagues:

- Relationship to candidate
- Skills and abilities of candidate and value judgement
- Research record and value judgement
- Teaching record and value judgement
- Clinical experience and skills and value judgement
- Publication record and value judgement

Checking references does not replace the [formal background check, which occurs after the candidate has signed the offer letter](#).

In addition to the references mentioned above, additional arms-length confidential external letters of evaluations may be required. The ***Minimum Approval Steps Required for New RBHS Faculty*** chart (found on the [Appointments](#) page under Appointment Process Resources) lists the number and type of letters of evaluation that are required for the final appointment package for each appointment type. External letters of evaluation are written by colleagues and peers in the field outside of the university.

H. Presenting the Finalists

The search committee should confer and prepare a report for the hiring officer to include:

1. A list of finalists with their assessment of the candidates, outlining their individual strengths and weaknesses. The search committee shall take all aspects of the candidate into consideration.
2. A summary of all the candidates interviewed for the position.
3. The recruitment strategies used.
4. The policies the search committee used to conduct fair and equitable evaluations.

III. The Appointment Process

A. Selecting a Candidate and Making an Offer

After approval through the school's internal process, including the Dean, all the documents below should be submitted through [Smartsheet](#). Alexis Fulks, Assistant Vice Chancellor for Faculty Affairs (alexis.fulks@rutgers.edu) will shepherd them through the following approvals process and should be contacted with any questions.

1. The materials to be sent for review are as follows:
 - Rutgers Health Faculty Search Completion Form
 - Current CV (within the last 60 days). While the RBHS format is not required at this phase, the CV must separately list all publications, and the type of publications and scholarly activity (e.g. primary peer-reviewed research, reviews, commentaries/editorials, and book chapters). For grants, the amount of annual direct cost funding, length of grant and the type of grant (e.g. NIH K01, R00, R01; other) must be clearly indicated. It is the expectation that the CV has been validated to assure that the representations regarding grants and publications are accurate.

- References – please refer to section [G. Checking References](#)
- Salary benchmark
- The appropriate business plan or budget documentation as per below:
 - If the recruitment includes a request for RWJBH Mission Support, a detailed business plan which includes salary support and funds to cover start-up and other expenses is required.
 - For individuals with clinical effort funded through RWJBH, the fully-executed Change Form must be attached.
 - For all offers at NJMS and RWJMS, a detailed business plan which includes salary support and funds to cover start-up and other expenses is required. This requirement will be assessed on an annual basis. For all other schools, a business plan is not required at this time. This requirement will be assessed during the annual budget meetings. However, it is expected that the school, center or institute has budgeted for and can afford the expenses related to the recruitment.
- [Draft Offer Letter](#)
- Fair Market Value (FMV): for all faculty in RWJMS or NJMS who provide clinical services
- If an offer includes an annual 12-month salary which is greater than \$600,000, or an executive incentive, please complete the [Benchmark and Proposed Compensation Spreadsheet](#).

Review Process

RBHS Lecturers, RBHS Instructors, and non-tenure track faculty without start-up packages, the offer materials shall be submitted via [Smartsheet](#) for Assistant Vice Chancellor for Faculty Affairs (AVCFA), Alexis Fulks. These packages are reviewed by the AVCFA who ensures that the offer complies with University policy and applicable collective negotiation agreements. The package is then sent to a Provost and then the Chancellor for final approval. The school/unit will normally receive a response within *5 business days* of the receipt of a complete and accurate package.

For tenure-track, tenure, and all non-tenure track offers that include start-up packages, the offer materials shall also be sent via [Smartsheet](#) to the AVCFA. The AVCFA reviews the packages to ensure that the offer complies with University policy and applicable collective negotiation agreements. The offers are then reviewed by a Provost, or both Provosts for tenure and tenure-track offers, then the Senior Vice Chancellor for Academic Affairs and Research (SVCAAR), and finally the Chancellor. The school/unit will normally receive a response within *7 business days* of the receipt of a complete and accurate package.

Offers which include at-risk executive incentives or are over \$600,000, require additional university level review. Additional time will be needed to complete the offer process.

You will receive an email from Smartsheet documenting final approval. **No offer (verbal or written) may be initiated until the approval email is received.**

Only once the offer has received all approvals may it be sent to the selected candidate. Once the offer letter is signed and returned by the candidate, the school proceeds with Section B.

B. Academic Approvals

After the acceptance of an approved offer letter, schools should refer to the [Minimum Approval Steps Required for New RBHS Faculty Chart](#) and the [Requirements for Faculty Action Process Chart](#) for elements of academic appointment process.

C. Appointments with Tenure

All appointments are governed by the Policies and [Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty](#) “A&P Guidelines”. Refer to pages 6-10 in the A&P Guidelines for specific criteria for appointments with tenure. The document also provides information on titles, terms lengths, and tracks.

Appointments with tenure require the use of the [Academic Reappointment/Promotion Instructions for Tenured and Tenure-Track Faculty with Appointments in RBHS](#) and RBHS Forms 1-6. Review the forms as they provide a thorough explanation of the requirements and process for appointing faculty with tenure.

Appointments with Tenure require the approval of the Promotions Review Committee (PRC) and Rutgers University Board of Governors (BOG); please refer to the [schedule](#) to be sure that the offer letter appointment date allows sufficient time to complete the approval process. Once the package has been approved by the PRC, but in advance of the review by the BOG, the package should be uploaded to Perceptive Content for the information of the Chancellor.

If the proposed tenured faculty position includes an administrative appointment of Dean or Institute Director, the package may bypass the PRC and go directly to the BOG for approval. In these instances, please contact the RBHS Office of Faculty Affairs for guidance on whether this is an option and how to proceed.

D. Tenure-Track Appointments

All appointments are governed by the Policies and [Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty](#) “A&P Guidelines”. Refer to pages 6-10 in the A&P Guidelines for specific criteria for tenure-track appointments. The document also provides information on titles, terms lengths for Tenure Track appointments.

Documentation, as per the [Requirements for Faculty Actions Chart](#), for appointments on Tenure-Track must be uploaded by the school’s Faculty Affairs Office in Perceptive Content

after school approval. Once uploaded, the Tenure Track package will be reviewed by RBHS Faculty Affairs and the Provosts and approved by the RBHS Chancellor.

E. RBHS Lecturer, RBHS Instructor, and Non-Tenure Track Appointments

All appointments are governed by the Policies and [Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty](#) “A&P Guidelines”. Refer to pages 5 and 10-24 in the A&P Guidelines for specific criteria for non-tenure track appointments. The document also provides information on titles, term lengths, and tracks.

Documentation, as per the [Requirements for Faculty Actions Chart](#), must be uploaded in Perceptive Content after school approval. Once uploaded, the package will be reviewed by RBHS Faculty Affairs and the Provosts and approved by the RBHS Chancellor.

IV. Pre-Employment

In addition to the academic appointments process above, there are a number of pre-employment requirements for new hires. The completion of these should occur simultaneously with the academic appointments process.

Pre-employment processes may vary by school. The following are requirements of the process:

A. Visas and Sponsorship

If the candidate requires visa sponsorship (J-1, H-1, O-1) or sponsorship for employment based permanent residency, please visit the [RU-Global International Services website](#) for general information about Rutgers Health policy and procedure regarding these matters. Please be advised that sponsorship must be initiated by the hiring department.

B. Background Check

UHR administers a program that provides certain background information on candidates for employment. To initiate this process, schools will identify the “Finalist” candidate in ROCS, then UHR will check eligibility for hire and initiate the Background Investigation (BGI). Once the BGI is completed, UHR notifies the school of background check results by issuing a BGI Certification.

C. Liability Claims Clearance

Liability claims clearance is required for all paid clinical faculty. Rutgers Health schools send the [Department of Healthcare Risk Management and Claims Insurance](#) the prospective faculty member’s CV, medical license number, malpractice insurance, and liability claims history over the past 5 years. Liability claims history is to be provided by the prospective faculty member’s previous employer’s Risk Management Office. Once the histories are received, they are sent to RU Risk Management along with the prospective faculty member’s CV and school-specific data form. Schools will receive notification from the Department of Risk Management and Insurance providing final clearance.

D. Pre-Employment Physical

Pre-employment physicals are required for all paid faculty positions. Click [here](#) to review Rutgers policy on Tuberculosis.

[Click here for the Pre-Placement Medical Evaluation form for RBHS Newark Campus.](#)

[Click here for the Pre-Placement Medical Evaluation form for RBHS New Brunswick Campus.](#)

V. Onboarding

Once a faculty is approved in Perceptive Content, RBHS schools must send the approved Faculty Transaction Form (FTF) to University Human Resources (UHR) within five (5) business days to be processed in PeopleSoft. Schools should then begin the onboarding process which includes:

- School orientation (varies by school)
- [New Employee Orientation](#) (including [UHR Benefits](#)) currently being conducted in-person based on office location
- PeopleSoft Self Services Updates (completed by individual faculty member through the my.rutgers.edu portal)
- [Parking](#)
- [RUID \(identification card\)](#)
- [Obtaining ORCID](#)
- [NetID, Email, and other services](#)
- UHR has created a helpful tool to share with new employees; [New Employee Checklist](#)

VI. Data Systems Updates

Faculty Information System (FIS) Updates

After a faculty appointment has been approved through Perceptive Content, the School Faculty Affairs Offices are responsible for completing the [Change Employee ID Form](#) and entering all [required data fields](#) in FIS.

PeopleSoft Updates

Faculty data that is entered by UHR into PeopleSoft will be automatically uploaded into FIS on a daily basis. These updates will include new hires, current faculty changes in title, compensation, contact information and union information.

VII. Resources

A. Toolkits

Higher Education Research Consortium (HERC) Search Committee Training Toolkit

[HERC's Search Committee Training Toolkit](#) introduces search committees to inclusive, equitable recruitment practices. These practices help search committees identify and adopt new actions to aid and supplement your current diversity and inclusion hiring activities. Note: You must have a HERC account to access the toolkit. You can use your Rutgers email address to create a HERC account.

Hiring Toolkit

University Human Resources (UHR) has developed a [Hiring Toolkit](#) and it is posted on their website. The Hiring Toolkit has many resources – policies, interview tools, recruitment tools – that are helpful throughout the hiring process. Reference the site as needed when appointing new faculty.

B. Position Descriptions

Position descriptions may vary by school. However, as mentioned in the Recruitment section of this document (subsection D), there are standard components that should be listed in every position description. A ***Faculty Position Description Template*** can be found in the [Appointment section](#) of the RBHS Faculty Affairs website under “Faculty Search Process.”

C. Higher Education Job Posting Resources

- [National Association of Medical Minority Educators](#) - NAMME is a national organization dedicated to developing and sustaining productive relationships as well as action-oriented programs among national, state, and community stakeholders working to ensure racial and ethnic diversity in all of the health professions.
- [National Medical Association](#) – NMA is the largest and oldest national organization representing African American physicians and their patients in the United States.
- [The Association for Academic Minority Physicians, Inc.](#) - The primary mission of AAMP is to help increase the number of people currently underrepresented in biomedical research, academic medicine and ultimately health care delivery and leadership.
- [National Alliance for Hispanic Health](#) - National Alliance for Hispanic Health is the premier science-based and community-driven organization that focuses on the best health for all.
- [American Medical Women's Association](#) – The AMWA's mission is to advance women in medicine, advocate for equity, and ensure excellence in health care.
- www.minoritypostdoc.org - This is the premier web portal for reaching diverse postdocs. Their services help diversify candidate pools for your open employment positions.
- www.DiverseJobs.net – This is the job site of Diverse: Issues in Higher Education, a leading resource for the higher education community for over 25 years. The extensive listings posted here include both faculty and non-faculty jobs at post-secondary institutions.

- www.HispanicOutlook.com – The Hispanic Outlook in Higher Education Magazine is a long-standing top information source and sole Hispanic educational magazine for the higher education community.
- www.wihe.com – The Women in Higher Education website addresses issues affecting women on campus.
- www.jbhe.com – The online publication, The Journal of Blacks in Higher Education, lists job openings.
- www.BlacksinHigherEd.com, www.HispanicsinHigherEd.com, and www.AsiansinHigherEd.com – These job sites list staff, faculty and administrative job openings at colleges and universities.
- www.LGBTinHigherEd.com – This job site is targeted to lesbian, gay, bisexual and transgender people within higher education.
- www.HBCUConnect.com – The first and largest community for students, alumni, and supporters of Historically Black Colleges and Universities (HBCUs) maintains one of the larger online diversity resume databases, with thousands of active resumes and profiles that are less than 90 days old. This site is one of the most fruitful recruiting websites for African-American professionals.
- www.AcademicDiversitySearch.com – With women and minorities as the target candidate pool, this nationwide resource is comprised of job posting advertisements, an extensive network and database of professions and executive search firm capabilities.
- www.abwhe.org – The website of the Association of Black Women in Higher Education (ABWHE) lists career opportunities.
- www.aucd.org – The Association of University Centers on Disabilities mission is to advance policies and practices that improve health, education, social, and economic well-being of all people with development and other disabilities.
- [Disabled Person](#) – a job board for people with disabilities since 2002.
- [AbilityJOBS](#) – a job board for people with disabilities since 1995.
- [Getting Hired](#) – a social networking and job search site for people with disabilities.
- [Recruit Disability](#) – a no-fee job board connecting job seekers, employment programs, and employers
- [Think Beyond the Label Jobs Board](#) – job bank, blog, and newsletter to support job seekers with disabilities to find meaningful work in their chosen field.
- [Equal Opportunity Publications](#) – a career guidance and recruitment magazine for people with disabilities.
- [Employer Assistance and Resource Network](#) (EARN) – lists organizations that aid job seekers with disabilities
- Additional Employment Resources
 - [Inclusively](#)

- [A11YJOBS](#)
- [Digital A11y Jobs](#)
- [Texas HireAbility](#)
- [National Industries for the Blind](#)
- [Job Accommodation Network- JAN](#)
- [National Organization on Disability \(NOD\)](#)
- [Partnership on Inclusive Apprenticeship \(PIA\)](#)
- [American Council of the Blind Job Connection](#)
- [Office of Disability Employment Policy \(ODEP\)](#)
- [Workplace Resources for Autism Spectrum Disorder](#)
- [Disability Employment Resources for Staffing Firms](#)
- [Federal Exchange on Employment & Disability \(FEED\)](#)
- [The State Exchange on Employment & Disability \(SEED\)](#)
- [Partnership on Employment & Accessible Technology \(PEAT\)](#)