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To: AAUP-AFT Legacy AAUP-BHSNJ Faculty
NJEA Program Directors

From: Bishr Omary, Senior Vice Chancellor for Academic Affairs and Research
Meredith Mullane, Vice Chancellor for Academic Affairs

cc: Deans, Directors, Chairs, Division Chiefs, Faculty Administrators

RE: AAUP-AFT Legacy AAUP-BHSNJ Faculty Performance Evaluations – 2024-2025
NJEA Program Director Faculty Performance Evaluations – 2024-2025

We write to remind you of the deadlines for the faculty performance evaluation process for 2024-2025 for faculty in the AAUP-AFT Legacy AAUP-BHSNJ and the NJEA Program Directors units. Faculty are required to submit their self-evaluation and other materials required by the school/unit to their chair or unit director no later than **May 1, 2025**.

For all faculty in the AAUP-AFT Legacy AAUP-BHNSJ and NJEA Program Directors units, the evaluation will be completed online via this [link](#). You can find more information, including an FAQ [here](#). Training videos are posted on the website.

The supervisor/unit director will then complete the evaluation process, including a meeting with the faculty, no later than July 15, 2025. An in-person meeting is recommended but virtual is acceptable.

This is an important opportunity to receive and provide feedback, and discuss career trajectory and needs, and set goals. **Thank you in advance for completing your evaluation by the due date and working with your unit directors.**

While the system is straightforward and intuitive, we are offering one training and Q&A session for faculty. This session will be recorded and posted on the Rutgers Health Faculty Affairs website [here](#).

- The training and Q&A session will be held on **Tuesday, 4/8/2025 at 11:30am-12:30pm**, please use this [link to register](#).

Please note, your school/unit will communicate with you regarding any materials required in addition to the faculty evaluation form as well as a school contact for questions about the online evaluation tool.

If you have any questions regarding the evaluation process, please contact your school/unit faculty affairs office or Rutgers Health Faculty Affairs at rbhsfacultyaffairs@rbhs.rutgers.edu or by phone at 973-972-7595.