

**RBHS Faculty Search Completion Form (updated March 2025)**

**This form is to be used for all faculty appointments of 0.5 FTE or greater on all tracks and 0.8 FTE or greater in RSDM.**

Date:

Name of Person Completing the Form:

Candidate Name and Degrees:

Rank, Title (if applicable) and Track:

School/Institute/Center:

Department/Division:

Are you considering/proposing a secondary appointment? If so, with what school/department?

If you are requesting RWJBH Mission Support, please select the Strategic Center of Excellence or Other Area of Research Focus (select only one).

Cardiovascular     Neuroscience     Cancer     Internal Medicine\*     Surgery\*     Pediatrics\*  
 Clinical and Translational Research     Organization of Health Care Delivery

\*Division within the Department (required):

In a short paragraph, explain how this meets the criteria for the area identified above.

What lab (wet or day)/animal/office/program needs space has been identified for this candidate?

**Faculty Search Questions**

1. Date Position was Posted:

2. ROCS Posting Number

3. Was your search committee charged and trained on implicit bias?    YES    NO

Date of training:

Describe the training, including who delivered the training

4. Was there directed outreach from the department/search committee  
(letters, emails, conversations, etc.)?    YES    NO

- a. How many of the candidate applied because of direct outreach by the department or search committee?
- b. If no, why not?

5. Please summarize the search process including dates the committee met.

6. Were ads placed in outlets besides ROCS? (please note ROCS automatically posts ads on HERC, Indeed, and NJ.com, so there is no need to list them below)      YES      NO  
 If yes, attach ads, date of placement and complete the section below:

Date	Outlet

7. How was diversity represented in the search process? Were historically underserved institutions contacted? Were the candidates asked about their philosophy on diversity, equity and inclusion? What specific efforts were made to attract a diverse pool of candidates?

8. Did all applicants apply through ROCS and were all reviewed by EEO before interview?      YES      NO  
 If no, please explain

9. Why is the candidate interested in coming to Rutgers? Please include a brief but specific explanation of why the candidate is interested in leaving their current institution. For those transitioning from graduate school, post-doc, residency or fellowship, please state.

10. Please include a brief explanation of why this candidate was selected. Please explain any anomalies in the CV for example many job changes or gaps in employment.

11. If there are any special considerations or concerns about the search, please explain. For example, if the candidate was interviewed more than three months prior to offer, or there are less than 3 candidates interviewed or no candidates from outside the region:

**Search Committee**

**Committee Chair: Name, Rank, Administrative Title (if applicable), Department, School:**

**Members:**

**Name, Rank, Administrative Title (if applicable), Department, School:**

**Candidate Pool**

12. How many applications were received for this position?

13. Please list all candidates interviewed for the position, including the selected candidate:

<b>Name</b>	<b>Current Institution (Include State, Country)</b>	<b>Interview Date(s)</b>	<b>Reason for Non-Selection (If the candidate turned down the position, please indicate the reason why)</b>