

RBHS Faculty Search Completion Form (updated June 2024)

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.

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Date:					
Name of Person Completing the Form:					
Candidate Name and Degre	es:				
Rank, Title (if applicable) an	nd Track:				
School/Institute/Center:					
Department/Division:					
Are you considering/proposing a joint 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 Neu	roscience Cancer	Internal Medicine*	Surgery*	Pediatrics*	
_ Clinical and Translationa	al Research Organiz	ation of Health Care Deliv	ery		
*Division within the Department (required):					
In a short paragraph, explain how this meets the criteria for the area identified above.					
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What lab (wet or day)/anim	iai/office/program nee	eus space nas been identif	ied for this cand	liuate?	



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 a letter soliciting applications distributed? YES NO a. If yes, list where solicitation letter was sent and attach a copy of the letter b. How many of the candidate applied because of direct outreach by the department or search committee? c. 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:

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