

**Rutgers Health Faculty Search Completion Form (Updated June 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: \_\_\_\_\_

1. Name of Person Completing the Form: \_\_\_\_\_

2. Candidate Name and Degrees: \_\_\_\_\_

3. Rank, Title (if applicable) and Track: \_\_\_\_\_

4. School/Institute/Center: \_\_\_\_\_

5. Department/Division: \_\_\_\_\_

6. Are you considering/proposing a joint appointment? If so, with what school/department?

☐ YES    ☐ NO    If yes: \_\_\_\_\_

7. Date Position was Posted: \_\_\_\_\_

8. ROCS Posting Number: \_\_\_\_\_

9. Was your search committee charged and trained on the Rutgers Health Search Committee training?

☐ YES ☐ NO

10. Date of training: \_\_\_\_\_

11. Describe the training, including who delivered the training

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MISSION FUNDING REQUEST (skip if there is no funding request):

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

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|---|---|---|
| <input type="checkbox"/> Cardiovascular | <input type="checkbox"/> Internal Medicine* | <input type="checkbox"/> Clinical and Translational Research  |
| <input type="checkbox"/> Neuroscience   | <input type="checkbox"/> Surgery*           |   |
| <input type="checkbox"/> Cancer         | <input type="checkbox"/> Pediatrics*        | <input type="checkbox"/> Organization of Health Care Delivery |

2. If the appointment is outside of a medical school, which medical school is the secondary appointment?    ☐ NJMS    ☐ RWJMS

3. Please provide Division and Department (required):

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

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

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**Faculty Search Questions**

1. What specific steps were taken to ensure a broad range of qualified candidates were solicited and considered?

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2. How many of the candidates applied because of direct outreach by the department or search committee?

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3. Please summarize the search process including dates the committee met:

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4. Were ads placed in outlets besides ROCS? (ROCS automatically posts on HERC, Indeed, and NJ.com)

☐ YES ☐ NO

If yes, attach ads and complete:

Date	Outlet

5. Were the candidates specifically asked about their experience and approach for creating supportive environments that foster opportunity and success for all (employees, patients, students, and trainees)?

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6. Did all applicants apply through ROCS and were all reviewed by EEO before interview?

☐ YES ☐ NO

If no, please explain

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7. 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.

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8. 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.

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9. 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:

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**Search Committee**

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

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

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2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Candidate Pool**

10. How many applications were received for this position?

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11. Candidates interviewed (include 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)