

RBHS Faculty Search Completion Form (updated May 2023)

This form is to be used for all faculty appointments of 0.5 FTE or greater on all tracks, 0.1 FTE or greater on the Professional Practice Track, and 0.8 FTE or greater in RSDM..

Date:

Candidate Name and Degrees:

Rank, Title (if applicable) and 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.

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

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

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

Faculty Search Questions

1. Date Search Commenced

2. Was your search committee charged and trained on implicit bias? ☐ YES ☐ NO
If so, how and by whom? If not, why not?

3. 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?

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

5. 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

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

7. Were the applicants reviewed by EEO before interview? ☐ YES ☐ NO

8. 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.



9. 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. 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, Title, Department, School:

Members:

Name, Title/Rank, Department, School:

Candidate Pool

10. How many applications were received for this position?

11. 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)