

M. Bishr Omary, MD, PhD
Senior Vice Chancellor for Academic Affairs and Research
Henry Rutgers Professor of Biomedical Sciences

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To: NJEA Program Directors

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

cc: Jeff DiGiovanni, Dean SHP
SHP Chairs

RE: NJEA Program Director Faculty Performance Evaluations – 2023-2024

We write to alert you to the deadlines for the faculty performance evaluation process for 2023-2024 for faculty in the NJEA Program Directors unit. Of note, the deadlines have changed pursuant to the 2022-2026 agreement between the University and the NJEA. 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, 2024**.

Effective May 1, 2024, there shall be a one-week (7 calendar day) grace period following the May 1 deadline for the submission of the evaluation materials. After that one-week grace period, which shall conclude on May 8, there will be a 0.3% decrease to the potential merit increase percentage for the faculty member for every week the evaluation materials are not submitted between May 9 and June 1. Those individuals who do not submit evaluation materials by June 1 will not be entitled to an increase. Extensions until June 15 may also be granted by the Chair in exceptional circumstances.

For all faculty in the NJEA, the evaluation will be completed online. To access the web-based system when you are off-campus, you must be connected to VPN. 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 virtually or in person, no later than July 15, 2024.

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 have shared training materials on the RBHS Faculty Affairs website [here](#).

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 the RBHS Faculty Affairs at rbhsfacultyaffairs@rbhs.rutgers.edu or by phone at 973-972-7595.