**Non-Tenure Track Promotion to RBHS Instructor**

**and to the Rank of Assistant Professor, Non-Tenure Track**

**FTE=.50 or greater**

**Required Documents to be submitted to RBHS Faculty Affairs via Perceptive Content[[1]](#footnote-1):**

Faculty Transaction Form (FTF)

[Short Form](https://facultyaffairs.rbhs.rutgers.edu/wp-content/uploads/RBHS-Short-Form-ONLY-2025-2026.doc) (completed and signed by chair and dean)[[2]](#footnote-2)

[Short Form Supplemental Form 1](https://facultyaffairs.rbhs.rutgers.edu/wp-content/uploads/Short-Form-Supplemental-Form-1-4.docx)

Candidate’s performance evaluation for the current term of appointment

3 non-arm’s length letters of evaluation (for promotion to RBHS Instructor and Assistant Professor, NTT)

Candidate’s CV (in [RBHS Format](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/rbhs-faculty-cv-format/) or from the Faculty Survey)

Candidate’s current appointment letter

Candidate’s Personal Statement (optional, but recommended)

Candidate’s Teaching Portfolio (optional, but recommended)

***Supplemental Materials***

Supplemental materials that the candidate wishes to be considered

Any other documentation required by the department/unit

1. Only promotions are submitted through Perceptive Content. [↑](#footnote-ref-1)
2. The short form should include a recommendation of new term dates, if applicable. This form can be downloaded from the [Faculty Affairs Website](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/academic-reappointment-promotion-instructions/). [↑](#footnote-ref-2)