**Tenured, Tenure-Track and Award of Tenure Promotions**

**Required Documents to be submitted to RBHS Faculty Affairs via Perceptive Content[[1]](#footnote-1) and/or to the Promotions Review Committee[[2]](#footnote-2)**

All forms can be downloaded from the [Faculty Affairs Website](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/academic-reappointment-promotion-instructions/)

Documents must be submitted in the order below:

[ ] Faculty Transaction Form (FTF)[[3]](#footnote-3)

[ ] RBHS Form 1—RBHS Recommendation Information Form (completed by candidate – can be completed via Faculty Survey)

[ ] Supplemental BHS Form 1—RBHS Recommendation Information Form (completed by candidate – can be completed via Faculty Survey)

[ ] RBHS Form 2—Criteria Applicable to the Candidate (signed by candidate and chair)

[ ] Supplemental RBHS Form 2—Criteria Applicable to the Candidate (signed by candidate and chair)

[ ]  RBHS Form 3—Report on Confidential Letters along with one sample of the letter that was sent out requesting letters of evaluation (completed by chair)

[ ]  RBHS Form 3a—completed and attached to each of the letters of evaluation (minimum of 5 arm’s length letter required) (completed by chair)

[ ]  RBHS Form 4—Narrative Summary of Departmental Recommendation (signed by chair)[[4]](#footnote-4)

[ ]  Clinical Affairs Summary Letter (CASL) (for NJMS and RWJMS clinical faculty only)

[ ]  Report of the Reading Committee (optional, but recommended)

[ ]  Report of the Secondary Department Chair, Unit Director or Program Director (if applicable)

[ ]  RBHS Form 5—Narrative Summary of Dean’s Recommendation (signed by dean)

[ ]  Report of the Advisory Committee on Appointments and Promotions

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

[ ]  Candidate’s Personal Statement (optional, but recommended)

[ ]  Candidate’s Teaching Portfolio (optional, but recommended)

[ ]  Appendix I—Inventory Listing of Materials to be Included in Package for Promotion (signed by candidate and chair)

[ ]  Supplemental materials that the candidate wishes to be considered

[ ] Any other documentation required by the department

1. All tenure-track actions must be uploaded into Image Now. [↑](#footnote-ref-1)
2. Promotions within the tenured ranks and/or award of tenure must go to the Promotions Review Committee (PRC). [↑](#footnote-ref-2)
3. The FTF is for Perceptive Content upload only. [↑](#footnote-ref-3)
4. The Department Chair must notify the candidate of the department decision within five working days after the department vote. [↑](#footnote-ref-4)