

Rutgers Health Volunteer Faculty Appointments for RWJBH Clinicians

In this document, we describe the steps a clinician from Robert Wood Johnson Barnabas Health (RWJBH) shall take to be appointed as an unpaid volunteer faculty (i.e., faculty who do *not* receive a paycheck from Rutgers/RH) at Rutgers Health (RH). These clinicians contribute their expertise and time to teaching and the administration of educational programs. It is important to review the complete [volunteer faculty document](#) to understand the expectations for a faculty appointment.

The first step to the process is to complete the [Volunteer Faculty Application](#). **Please note that you cannot save the application once you have started it, so please ensure all materials are completed before starting.** If you have all the materials gathered, it will not take long to complete. You will need to include your:

- NJ License, CDS, DEA numbers and expirations (if applicable)
- Upload a CV (must be within 6 months of application submission date)
- Upload a letter of recommendation from the Chief Academic Officer at the Hospital or the Chair of the Department at the Hospital

You will receive a confirmation that your application has been received within 5 business days of submission.

As part of the process, you will be required to pass a background check. You will be contacted with a link to complete the background check information. Please submit the requested information as soon as possible after receipt, as the appointment cannot be finalized without this.

Once the process, including the background check, has been completed, you will receive an emailed letter confirming the terms of your appointment and other relevant information.

Clinicians interested in an appointment with Rutgers Health should work with the designated site coordinator below:

Barbara Mihelic
Manager CME and Special Projects
E-mail: Barbara.Mihelic@rwjbh.org

To assure a streamlined process, the following are designated as the primary points of contact within RWJBH and RH.

Questions/concerns from the hospitals should be directed to:

Joseph Jaeger, DrPH
Chief Academic Officer
RWJBarnabas Health
Telephone: 732-923-6781
E-mail: Joseph.Jaeger@rwjbh.org



Questions/concerns from RH departments should be directed to:

LaShette Pennington
Coordinator, Faculty Personnel Administration
Rutgers Biomedical and Health Sciences
Office of Faculty Affairs
Telephone: 973-972-8149
E-mail: volunteerfaculty@rbhs.rutgers.edu