

## **RBHS 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/RBHS) at Rutgers Biomedical and Health Sciences (RBHS). 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, you are not able to save the application once you have started it so, please be sure to have all materials complete before starting the application.**

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 information required for the background check. 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 RBHS, should work with the site coordinator at their hospital.

Site Coordinators:

- MMC – Joseph Jaeger ([Joseph.Jaeger@rwjbh.org](mailto:Joseph.Jaeger@rwjbh.org))
- MMCSC – Joseph Jaeger ([Joseph.Jaeger@rwjbh.org](mailto:Joseph.Jaeger@rwjbh.org))
- CMC – Joseph Jaeger ([Joseph.Jaeger@rwjbh.org](mailto:Joseph.Jaeger@rwjbh.org))
- JCMC – Eneida Wolfe ([Eneida.Wolfe@rwjbh.org](mailto:Eneida.Wolfe@rwjbh.org))
- SBMC – Sandy Bishara ([Sandy.Bishara@rwjbh.org](mailto:Sandy.Bishara@rwjbh.org)) | Debbie Paciga ([Debbie.Paciga@rwjbh.org](mailto:Debbie.Paciga@rwjbh.org))
- CMMC - Sandy Bishara ([Sandy.Bishara@rwjbh.org](mailto:Sandy.Bishara@rwjbh.org)) | Debbie Paciga ([Debbie.Paciga@rwjbh.org](mailto:Debbie.Paciga@rwjbh.org))
- NBIMC – Yashonda Thomas ([Yashonda.Thomas@rwjbh.org](mailto:Yashonda.Thomas@rwjbh.org))
- Rahway – Joseph Jaeger ([Joseph.Jaeger@rwjbh.org](mailto:Joseph.Jaeger@rwjbh.org))

To assure a streamlined process, the following are designated as the primary points of contact within RWJBH and RBHS. Questions/concerns from the hospital site coordinators should be directed to Dr. Jaeger. Questions/concerns from RBHS departments should be directed to Ms. Pennington.

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