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**Date:** May 2, 2022

**To:** AAUP-BHSNJ Faculty, NJEA Program Directors

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

**cc:** Deans, Directors, Chairs, Division Chiefs, and Faculty Evaluators

**RE:** Faculty Performance Evaluations – 2021-2022

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I write to remind you of the deadlines for the faculty performance evaluation process for 2021-2022 for faculty in the AAUP-BHSNJ and NJEA Program Directors unions. As before, 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 June 1, 2022.

Per the collective negotiations agreement with AAUP-BHSNJ and NJEA Program Directors, a negotiations unit member who does not submit these evaluations materials to the Chair by the first working day in June of each year shall not be eligible for a merit increase.

The unit director will then complete the evaluation process, including a meeting with the faculty (virtual if needed), no later than July 15.

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 form and working with your unit directors.

**For faculty in NJMS, RWJMS, SDM, SON and SPH, the evaluation will now be completed online via this [link](#). You can find more information, including an FAQ and training videos [here](#).**

While the system is straightforward and intuitive, we are offering two training and Q&A opportunities for faculty. These sessions will be which will be recorded and posted on the RBHS Faculty Affairs website [here](#).

- Friday, 5/6 at 12pm-1pm, [register here](#)

For faculty in SHP only, the evaluation will be completed on the Microsoft Word version of the form accessible on the [Faculty Performance Evaluations](#) tab under Faculty Resources on the RBHS Faculty Affairs website.

**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@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu) or 973-972-7595.