October 26, 2015

RBHS Deans, Institute Directors, and Faculty Affairs Directors:

Subject: Faculty Searches

As we continue to review initial faculty appointments across the schools in RBHS, it is apparent that most of the faculty being hired are appointments of opportunity from our own or surrounding institutions, rather than individuals identified as the result of national searches. While these individuals may have very good credentials and may present strong matches with the needs of the department, very frequently they have limited scholarship and may not be the best candidates we could have recruited if we had conducted a more comprehensive search. This also misses the opportunity to publicize to the rest of the country the strengths of our schools, and the fact that RBHS is becoming a national player in many new areas.

Accordingly, and as discussed at several Deans and Directors meetings, we are writing to remind you that all requests for future faculty offers must include a documentation of the search process, including the name of the search committee chair, the members of the search committee, a copy of the ad(s) placed, the sites of the ad placement, and the dates the ad appeared in each outlet. It should also include a copy of the letter sent around the country soliciting applications for the position, and a list of those to whom it went. Further, in light of the recently announced Rutgers University-wide faculty diversity hiring initiative, please include in the ad source column provided the outlets that are likely to be accessed by diverse potential applicants (which may include national and international higher education publications, disciplinary listservs, minority group academic listservs, etc.), in which the ad appeared. We and the RBHS Faculty Affairs Office will work with your departments to identify the places most relevant to the specific search from a list of potential options. Effective immediately, a log form should list the names of the resulting applicants, their institutions, whether each was interviewed, and the date of the interview. Please use the attached fillable form. As of February 1, 2016, appointments without the above search information, and without out-of-state applicants and interviewees, will not be approved without adequate justification.

We are confident that this effort will result in a vast improvement in the caliber and diversity of our newly-recruited faculty and contribute to our march to make RBHS the pre-eminent health sciences institution in the country.

Brian L. Strom, MD, MPH
Chancellor, RBHS

Robert Wieder, MD, PhD
Provost, RBHS-Newark

Jeffrey L. Carson, MD
Provost, RBHS-New Brunswick

cc: Karen Stubaas, PhD, Vice President for Academic Affairs and Administration,
Lisa T. Wahler, Esq., Associate Vice President and Deputy General Counsel