In order to provide the reviewer a consistent overview, please upload all faculty action documentation in the following order. Note: some of the documents listed are not applicable to all actions.

1. FTF, including h-index (h-index is required for all actions except NTT-Professional Practice)
2. Review Sheet (which includes A&P vote, if applicable)
3. Offer Letter (place addendums first) OR Letter to/from Faculty Member
   a. Restrictive Covenant (RWJMS and NJMS only, if applicable)
   b. Job Description (for administrative appointments)
4. Letters of Evaluation
5. Dean and/or Chair Letter (whichever is applicable)
6. CV in RBHS Format
7. Provost Offer Letter Approval Email
8. Search Report Form
9. Liability Claims Clearance (clinical faculty only)

Supporting documentation order for Promotions, Reappointments and Tenure, please refer to the links below.

Promotions
   Tenure Track
   Non-Tenure Track Associate and above
   Non-Tenure Track up to Assistant Professor

Reappointments
   Tenure Track
   Non-Tenure Track

Promotion of Tenured Ranks and Award of Tenure