

FTF Standard Support Documentation Order for Actions other than Promotions, Reappointments and Tenure

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](#)