**GUIDE FOR CREATING DEPARTMENT MEMOS FOR NEW FACULTY APPOINTMENTS**

This document is to assist the departments in creating appointment memos for newly hired faculty and faculty administrators. The following are the components required for submission to RBHS Faculty Affairs. There may be additional requirements per department and/or School. A general template for this letter is included below. Please do not hesitate to contact the RBHS Office of Faculty Affairs ([rbhsfacultyaffairs@ca.rutgers.edu](mailto:rbhsfacultyaffairs@ca.rutgers.edu)), should you need additional examples or assistance.

Memos addressed to:

* Appointments that report to the Dean should be addressed to the Chancellor.
* Appointments that report to the Chair should be addressed to the Dean.
* Appointments that report to a position below the Chair should be addressed to the Chair.

First paragraph:

Describes the type and term of the position.

Second paragraph:

Background experience of faculty member. This is a brief summary of the CV.

Third paragraph:

Describes why the faculty member was chosen

Fourth paragraph:

Conclusion - summary of support

Sample Letter

Dear Dean (NAME):

I am pleased to recommend the full-time faculty appointment of Richard Brown, MD as Professor, on the non-tenure, clinical track as a clinical scholar, in the Department of (NAME), at Rutgers (SCHOOL). Dr. Brown’s appointment will be effective on or about (DATE) and ending June 30, (YEAR).

Dr. Brown completed his internship and residency in (DEPT) at Walter Reed Military Medical Center and a (SPECIALTY) Fellowship at Memorial Sloan Kettering Cancer Center. Dr. Brown served in the United States Navy in a number of capacities. His is currently a Professor and Associate Chair for (NAME) at the University of Maryland, School of Medicine. Dr. Brown has a publications record of 135 peer reviewed articles.

Dr. Brown was chosen as our finalist because he is a nationally and internationally recognized leader in his field and will bring a wealth of knowledge and experience to our department.

We are pleased that Dr. Brown will be joining the Department of (NAME) and believe that he has all the components to develop as an outstanding academic faculty member.

Yours sincerely,

Chair