**Tenured, Tenure-Track and Award of Tenure Promotions**

**Required Documents to be submitted to RBHS Faculty Affairs via Perceptive Content[[1]](#footnote-1) and/or to the Promotions Review Committee[[2]](#footnote-2)**

All forms can be downloaded from the [Faculty Affairs Website](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/academic-reappointment-promotion-instructions/)

Documents must be submitted in the order below:

Faculty Transaction Form (FTF)[[3]](#footnote-3)

RBHS Form 1—RBHS Recommendation Information Form (completed by candidate – can be completed via Faculty Survey)

Supplemental BHS Form 1—RBHS Recommendation Information Form (completed by candidate – can be completed via Faculty Survey)

RBHS Form 2—Criteria Applicable to the Candidate (signed by candidate and chair)

Supplemental RBHS Form 2—Criteria Applicable to the Candidate (signed by candidate and chair)

RBHS Form 3—Report on Confidential Letters along with one sample of the letter that was sent out requesting letters of evaluation (completed by chair)

RBHS Form 3a—completed and attached to each of the letters of evaluation (minimum of 7 arm’s length letter required) (completed by chair)

RBHS Form 4—Narrative Summary of Departmental Recommendation (signed by chair)[[4]](#footnote-4)

Clinical Affairs Summary Letter (CASL) (for NJMS and RWJMS clinical faculty only)

Report of the Reading Committee (optional, but recommended)

Report of the Secondary Department Chair, Unit Director or Program Director (if applicable)

RBHS Form 5—Narrative Summary of Dean’s Recommendation (signed by dean)

Report of the Advisory Committee on Appointments and Promotions

Candidate’s CV (in [RBHS Format](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/rbhs-faculty-cv-format/) or from the Faculty Survey)

Candidate’s Personal Statement (optional, but recommended)

Candidate’s Teaching Portfolio (optional, but recommended)

Appendix I—Inventory Listing of Materials to be Included in Package for Promotion (signed by candidate and chair)

Supplemental materials that the candidate wishes to be considered

Any other documentation required by the department

1. All tenure-track actions must be uploaded into Image Now. [↑](#footnote-ref-1)
2. Promotions within the tenured ranks and/or award of tenure must go to the Promotions Review Committee (PRC). [↑](#footnote-ref-2)
3. The FTF is for Perceptive Content upload only. [↑](#footnote-ref-3)
4. The Department Chair must notify the candidate of the department decision within five working days after the department vote. [↑](#footnote-ref-4)