RBHS FORM NO. 1

 RECOMMENDATION INFORMATION FORM

 FOR

 FACULTY IN RUTGERS BIOMEDICAL AND HEALTH SCIENCES (RBHS) [[1]](#footnote-1)

Candidate's Name:

Current Title:

Indicate with or without tenure:

 with tenure

 without tenure

Evaluated for .tes, book reviews, abstracts (iondate of completionpected date of publication, length).(check appropriate action):  Appointment as  Reappointment as  Promotion to (check appropriate title):

 Assistant Professor

 Associate Professor

 Professor

 Distinguished Professor

Indicate with or without tenure:

 with tenure

 without tenure

Effective Date: Term Dates (if applicable):

Unit/School:

Department:

Instructions: This form is ordinarily completed by the candidate who wishes to be considered for tenure-track reappointment and/or promotion with tenure or promotion within the tenured ranks. The evaluation may be initiated by a prospective candidate's department chair, dean, the Chancellor, the Senior Vice President for Academic Affairs, or a personnel committee. All groups involved in the process must indicate their advisory judgments on the appropriate forms.

Entries should be listed in reverse chronological order, that is, the most recent, first.

This evaluation is initiated by:

Academic Degrees (institutions and dates):

Employment History. Include employment prior to Rutgers; Rutgers employment with dates; and appointments within Rutgers, e.g., memberships in organized research centers, collegiate fellowships or interdisciplinary programs. *If candidate held residency training, fellowship or postdoctoral research appointments prior to employment at Rutgers, include the names of the institutions and program directors, principal investigator(s) or advisor(s)*:

1. Budgetary distribution since last evaluation. Indicate AY or CY. **List any joint appointments and indicate the percentage line split.**

2. If applicable, the candidate is in which probationary year (e.g., 8th, 9th)? .

If applicable, list any time out of the tenure stream.

3. Indicate negotiated prior service (a maximum of 4 years applied toward tenure at Rutgers University for service at other institutions - see A&P Guidelines):

Scholarship

List of publications[[2]](#footnote-2) (please provide all entries in reverse chronological order). **Include an explanation of the candidate’s contribution to all jointly-authored works**. Please number all entries, starting with the number 1 in each subsection.

1. Title of dissertation, date and name of director.

2. Books (give title, press, date of publication, page numbers and list of authors as it appears in the publication). **Include an explanation of the candidate’s contribution to jointly-authored works**.

 A. Published. Number all entries in Section 2A, starting with the number 1 in each subsection a, b, and c.

 (a) Authored

 (b) Edited

 (c) Chapters in books

 B. Accepted or in Press. Number all entries in Section 2B, starting with the number 1 in each subsection a, b, and c. (Be specific, as above and indicate title, press, expected date of publication, length).

 (a) Authored

 (b) Edited

 (c) Chapters in books

 C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate title, length, expected date of completion). Number all entries in Section 2C, starting with the number 1.

3. Journal articles (refereed). Give title, journal, date, page numbers and list of authors as it appears in the publication. Number all entries in Section 3, starting with the number 1 in each subsection A, B, and C. **Include an explanation of the candidate’s contribution to jointly-authored works.**

 A. Published

 B. Accepted or in Press **(Be specific, as above and indicate title, name of journal, expected date of publication, length).**

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation). **(i.e. second review, submitted, in preparation; indicate title, length, expected date of completion**).

4. Journal articles (not refereed). Give title, journal, date, page numbers and list of authors as it appears in the publication. Number all entries in Section 4, starting with the number 1 in each subsection A, B, and C. **Include an explanation of the candidate’s contribution to jointly-authored works.**

 A. Published

 B. Accepted or in Press **(i.e. second review, submitted, in preparation; indicate title, length, expected date of completion**).

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate title, length, expected date of completion).

5. Electronic publications (refereed). If not listed under #3 above, give title of publication, journal or other applicable name, network citation, e.g., uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived. **Include an explanation of the candidate’s contribution to jointly-authored works**.

6. Electronic publications (not refereed). If not listed under #4 above, give title of publication, journal or other applicable name, network citation, e.g., uniform resource locator (URL), date, approximate number of pages, and list of authors. Indicate if the publication is permanently archived. **Include an explanation of the candidate’s contribution to jointly-authored works.**

7. Published conference proceedings. **(Be specific, as above and indicate title, volume, date of publication, page numbers).**  Number all entries in Section 7, starting with the number 1 in each subsection A, B, and C. **Include an explanation of the candidate’s contribution to jointly-authored works**.

 A. Published

 B. Accepted or in Press **(Be specific, as above and indicate title, volume, expected date of publication, length).**

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; indicate length, title, expected date of completion).

8. Notes, book reviews, abstracts (**indicate which it is and be specific, as above and indicate title, press, date of publication, page numbers)**. Number all entries in Section 8, starting with the number 1 in each subsection A, B, and C. **Include an explanation of the candidate’s contribution to jointly-authored works.**

 A. Published

 B. Accepted or in Press

C. Works in progress and/or items not yet accepted. Be specific, as above and indicate status (i.e. second review, submitted, in preparation; **indicate length, title, expected date of completion).**

9. Conference presentations, lectures, demonstrations, including clinical conferences. Number all entries in Section 9, starting with the number 1 in each subsection A, B, and C.

1. Keynote or plenary addresses (indicate which it is)

 B. Other ***invited*** addresses (as seminar, symposia, workshop speaker, panelist, discussant, etc.; list in reverse chronological order.)

 C. Other presentations, lectures, demonstrations (include presentations at professional meetings, workshops, symposia. List in reverse chronological order.)

10. **List and explain other major accomplishments that are not noted elsewhere.**

11. Fellowships (give name of the fellowship, period of the award and amount awarded).

12. Grants Received.

(a) External – Include sponsor, title of grant, full period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s). List in reverse chronological order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Title** | **Agency** | **Role (PI, Co-PI, etc.)** | **Amount (total)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

(b) Internal – Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s).

(c) International Studies and Programs Grants - Include sponsor, title of grant, period of the award, amount awarded, and role (principal investigator, co-principal investigator or other). If other than principal investigator, indicate percentage effort of the candidate and the identity of the principal investigator or co-principal investigator(s).

13. Grants pending/currently under review (be specific as above).

14. Contracts *(not book contracts) -* Indicate (i) period of the contract, (ii) amount awarded.

15. Prizes and awards.

Teaching

1. Using the format in the example below, list in reverse chronological order the teaching assignments of the candidate for every semester since the last successful promotion evaluation, including the assignment for fall 2020. Please number all entries, starting with the number 1 in each subsection. In the case of candidates for tenure, list the teaching assignments for the entire probationary period (the entire period while on the tenure-track). If there is no formal teaching assignment for a semester, then indicate "none" and give the reason (sabbatical leave, chairperson of major committee, leave without pay, etc.). The teaching chart is to be used only for typical classroom teaching (including lecture courses, seminars, colloquia, etc.) in credit-bearing courses that involve formal and consistent evaluative processes, typically the Student Instructional Rating Form. Independent studies and other forms of student mentorship or advising, including dissertation supervision, are to be listed under items 3 to 6; do not list these on the teaching chart.

Course Information:

For each course, include year, semester, course title and number, number of credits, mode of instruction, main audience, responsibilities and enrollment.[[3]](#footnote-3)

1. Course Evaluation:

For each course, clerkship or other educational program for which summary student evaluation data are available, include the number of student evaluation responses received, and the instructor and departmental mean values for questions 9 and 10 on the University's Student Instructional Rating Form. If units use a different rating form, please indicate maximum rating value. If evaluations are not included for a specific course, please account for missing evaluations.

Example:

|  |  |
| --- | --- |
|  **- COURSE INFORMATION -** |  **- COURSE EVALUATION -** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evaluation****Responses** | **Teaching Effectiveness (Max = 5)** |  **Course Quality**  **(Max = 5)** |
| **S/ Yr** | **Course Title** |  **Number** |  **Cr**  | **MOI** | **Aud** | **Resp** | **Enrl** |  | **Instructor** |  **Dept Mean** | **Instructor** |  **Dept Mean** |
| **i.e.:****F13** | **Health Systems & Policy** | **PHCO-0501** |  **4** | **Lec** | **grad** | **Total** | **55** |  **50** |  **4.44** |  **4.10** |  **4.19** |  **4.20** |

For items 2 through 11 include information since the last successful promotion evaluation by the University Promotion Review Committee. In the case of candidates for tenure, include information for the entire period while on the tenure-track.

2. Special honors courses, interdisciplinary courses or collegiate mission courses taught. Also list international courses taught on campus or abroad.

3. If relevant, list didactic lectures presented to Residents and Fellows (numbers of lectures given and number of times per year lectures were given). If available, indicate metrics of effective mentoring.

4. If relevant, list weeks spent annually as attending physician/provider on bedside and out-patient clinic teaching.

5. If relevant, list by year, the undergraduate (including medical/dental and other health professions students) and graduate students (including residents and fellows) whose independent studies, honors theses and research internships were supervised since the last successful evaluation and explain the nature of the work supervised. Provide also the title of the project, if relevant. List each student once only and include the year(s) supervised with the most recent first.

6. If relevant, list by year of completion, the graduate students whose Doctoral and Master's theses were supervised since the last successful evaluation. Also include those currently being supervised. List each student once only and include the year(s) supervised with the most recent first.

1. Doctoral theses supervised as primary advisor.
2. Membership on doctoral theses committees or other (specify).
3. Master’s theses supervised as primary advisor.
4. Membership on Master’s theses committees or other (specify).

7. If relevant, postdoctoral trainees or medical/dental fellows (identify by name and years of training). Indicate your role in training.

8. Academic and clinical advisement, including mentoring (describe role in departmental and collegiate student advisement programs, including international student advising, and approximate number of advisees per year).

9. Curriculum development (be specific and indicate textbooks, anthologies or other edited collections, software programs to enhance learning, grant support for curriculum or course development, newly created courses and/or programs, major revisions of existing courses and/or programs, etc.). For textbooks, anthologies and software, indicate scope of dissemination, i.e., local, statewide, national or international.

10. Instructional development. List activities aimed at enhancing your classroom teaching (e.g., your participation in workshops or programs offered at professional conferences or by the Center for Teaching Advancement and Assessment Research, etc.).

11. Continuing Education Programs.

12. Syllabi. Provide links to course syllabi (including course learning goals and assessment methods), or related course materials, if available.

13. Prizes, awards, and honors

14. Other

Clinical Practice (if relevant)

For each entry under the following areas identify, as applicable, the date, institutional, patient or client group served, and any associated publications, conferences, service to committees, lectures, presentations and demonstrations (there will not necessarily be an entry for each item). Please provide all entries in reverse chronological order.

1. Clinical Productivity. When available and relevant, indicate percent effort spent on clinical care (patient contact hours per week), work Relative Value Units (wRVUs) generated annually and percentile of any national benchmarks for academic health centers. If work RVUs are not applicable, include any other measure of clinical productivity.

 2. Quality of Care Measures (as applicable and available)

1. Patient satisfaction surveys
2. Frequency of consults within and outside of the institution, recruitment and retention of patients/clients
3. Include other measures of quality of care, if available
4. Internal and/or External Recognition in the Clinical Mission.
5. Development of new and/or innovative clinical techniques or services or interprofessional clinical programs
6. Development of new methods to evaluate outcomes and effectiveness
7. Translation of research into clinical practice
8. Membership or leadership of regional, national, or international clinical organizations.
9. Recognition as a leader in a clinical field by local, regional or national peers
10. Clinical honors and awards
11. Other

Service

1. Contributions to the advancement of the academic profession. (For example, include Review responsibilities such as Editorships (dates), Editorial Board memberships (dates), adhoc reviewer for journals (list journals), adhoc reviewer for grant agencies (local, regional, national, international), appointed membership on study section, agency advisory boards; Activities on behalf of professional organizations such as chair of committees, programming, appointed or elected leadership roles in professional societies, directorships, workshops and symposia organizer, etc.).

2. Contributions to the effective operation of the University, including contributions to the department, school and university.

3. List administrative positions held (e.g. Department Chair, Associate Dean, Graduate Program Director, Clerkship or Residency Co-Director and Director, major committee or taskforce head, ***etc.***). **Indicate time served and provide brief explanation of your contributions to the advancement of the school, unit, department, program, etc.**

4. Faculty mentoring (list, by year, faculty members you mentored and describe the mentoring provided).

5. Contributions to society at large (list significant contributions to local, national, or international communities, service to professional societies, etc. that have not been listed elsewhere).

6. Prizes, awards and honors.

Professionalism

1. Briefly describe your commitment to creating and maintaining a safe and healthful work environment that is collegial and respectful (e.g. describe your interactions with faculty, staff, learners, patients, families; timely completion of medical records; compliance with University policies, etc.)

Candidate's Certification Departmental Certification

Check:

 I have been informed of the URL where The above information is accurate.

 a copy of the Academic Reappointment/

 Promotion Instructions can be accessed. The above information is

 inaccurate.\*

 The above information is

 accurate.

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Signature of Candidate Date Signature of Department Chair Date

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Print Name of Candidate Print Name of Department Chair

\*Note: If the department chair disagrees with the information presented in RBHS Form 1 under Scholarship, Teaching, Clinical Practice and/or Service above, he/she must submit written arguments of dissent within ten working days, explaining the specific points of disagreement. Such dissent shall be attached to RBHS Form 1 and made part of the candidate’s reappointment/promotion packet.

1. These forms do not apply to faculty in the School of Pharmacy or to faculty in the College of Nursing who are in the AAUP-AFT unit. [↑](#footnote-ref-1)
2. In cases in which candidates have publications in a foreign language, reviews or comments on these publications from appropriate referees should be included in the packet. For materials distributed by foreign publishers, or awards from other nations, a description of the press or award and its reputation should be included in the narrative. [↑](#footnote-ref-2)
3. "Mode of instruction" (MOI) means lecture, laboratory, recitation, seminar, or other, as appropriate.

"Main audience" (Aud) means the group most likely to take the course (graduate students, undergraduate majors, undergraduate non-majors or other).

"Responsibilities" (Resp) describes the candidate's participation in the course, e.g. (**Provide a numerical reflection of participation, e.g.,100%, 50%, 33%, etc.; if it was one guest lecture, state specifically as “one guest lecture.”):**

The candidate essentially had total responsibility for the course, i.e., for the design of the syllabus, the choice of text, the great majority of lectures or other form of class leadership, grading and the writing of examinations; and/or

The candidate had responsibilities beyond those described above, e.g., the administration of a large introductory lecture or laboratory course. Describe those responsibilities; and/or

The candidate had shared responsibility. If the candidate had shared responsibility, describe the nature of that responsibility or explain fraction of candidate’s effort (e.g., taught two lecture sections for 0.5 semester; organized series of invited lectures; 50%); and/or

 Other. Describe the candidate's participation. [↑](#footnote-ref-3)