Faculty Recruitment Policy for RBHS (revised June 23, 2020)

All proposals for recruitment, whether new or ongoing searches, will be evaluated on a case-by-case basis. Please review the new RBHS Faculty Appointments Manual that provides extensive details and relevant information.

SEARCHES

Chairs and directors are welcome to initiate informal discussions with Meredith Mullane or the provosts before proposing a search in order to be certain that the correct processes are being followed.

New searches for any track require the completion of an RBHS Faculty Recruitment Plan. The school/unit faculty affairs office should submit the Recruitment Plan and the Exception Recruitment Form (ERF) to Meredith Mullane who will review and secure appropriate approvals.

New searches may begin upon approval of the RBHS Faculty Recruitment Plan signed off on by the Provosts (and President’s Office for Tenure-Track or Tenure searches) and, per the directive of University Human Resources, the ERF (select “Fill a Vacancy” for the request type) signed off on by Kathy Bramwell with the long view that it needs to be consistent with school and RBHS mission criteria and have a viable business plan (see below).

All ongoing or new searches initiated by Centers/Institutes need to involve directly at least one school/department, with approval of the recruitment plan (RBHS Faculty Recruitment Plan for new searches) by the leaders of both entities (i.e., Dean/Chair and Center/Institute Director), before the recruitment plan is initiated.
All current or new searches initiated by schools are strongly encouraged to include Centers and Institutes in their search process, when relevant, in order to maximize the interactions across RBHS and convey to the candidates broad opportunities for collaboration and access to resources such as institute/school cores, career development and support.

**OFFER LETTERS**

Chairs and directors are welcome to initiate informal discussion with the provosts before preparation of an offer letter to confirm that appropriate track and rank have been chosen.

In light of the direction from University Human Resources, all offers must be justified by at least one of the hiring exceptions.

- Any recruitments that include start-up packages and/or are for faculty spending 0.25 FTE or more on scholarly work/research/teaching must include a 5-year business plan. The business plan needs to include how the expenses are being funded and projected revenues and expenses. Both salary support and other support to cover uncovered salary and other expenses are expected.

- If the position is supported by extramural funds, evidence of the support must be provided along with anticipated effort or compensation on extramural funds (or other funds such as contracts). Both salary support and other funds to cover start-up and other expenses (e.g., candidate qualifies for selection as a RWJBH funded recruit) are expected.

- If a clinical recruitment, support of the need for relevant clinical expansion and evidence of unmet demand should be included in
the justification. This should be accompanied by a business plan for the term of the offer.

- If funded by RWJBH, please include whether the position is 100% funded or the losses are backstopped by RWJBH. This should be accompanied by a business plan for the term of the offer.
- Include other mission critical details for the recruit

Faculty salary, start-up and space projections need to be approved by the school, and institute/center (if applicable) before completing the following steps. RBHS is required to use benchmarks for public institutions for establishing compensation levels. Compensation may not be set above the 75th percentile of the benchmark using public institutions as a comparator and needs to be justified. For example, compensation for early time-in-rank is expected to be closer to the 25-50th percentile and to take into consideration, in addition to market value and administrative roles, comparable salaries of current faculty at RBHS in similar positions and time of rank. Please provide a copy of the salary benchmark that is being used. Salaries greater than $500K require approval by the Board of Governors.

Prior to releasing an offer letter, all current or new searches require, upon selection of a desired candidate the following materials (all preapproved by the dean of the school and (if relevant) director of the institute/center):

- RBHS Faculty Search Completion Form
- CV (RBHS format NOT required at this phase)
- References/letters
- Salary benchmark
- Budget documentation as described above
• Draft Offer Letter

• For salaries greater than $500K, complete the FMV/Board Approval Spreadsheet

All of the above documents should be provided to Meredith Mullane (meredith.mullane@rutgers.edu) for review by the provosts. These candidates should be individuals who are earmarked for an offer and have already had, at minimum, one visit.

Once reviewed by the provosts, the materials will be sent to Kathy Bramwell (for financial reconciliation) and Bishr Omary who will also review the start-up package, before any firm offer is made to the candidate. The business plan needs to be formally approved in writing before any offer (verbal or otherwise) is initiated.

All recruitments need to be approved by the school’s internal processes and then Dean of the involved school initially, then by the provosts and Bishr Omary and Kathy Bramwell. If the faculty recruit is to spend part or all of their time clinically, then the recruitment will also be approved by Vicente Gracias. Final approval with all recruits is by Brian Strom.

Please send all materials to Meredith Mullane who will shepherd them through the approvals process. You will receive an email from Meredith documenting all approvals. If a candidate does not accept an offer, please alert Meredith and include the reason the candidate did not accept.