Faculty Recruitment Policy for RBHS (effective April 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.

New searches may begin upon approval of the RBHS Faculty Recruitment Plan 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.

For all recruitments a 5-year business plan, justified by at least one of the following criteria, must be submitted along with documentation to support sufficient external funding and need for the position:

- If supported by extramural funds, evidence of the support must be provided along with anticipated effort/compensation on extramural funds, or other funds such as a contract. Both salary support and other support to cover uncovered salary and other expenses, will be expected.
- If a clinical recruitment, support of the need for relevant clinical expansion and evidence of unmet demand should be included in the justification.
- If funded by RWJBH, include whether it is 100% funded or the losses are backstopped by RWJBH
- Include other mission critical details for the search/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 and needs to be justified. Please provide a copy of the benchmark that is being used.
Prior to releasing an offer letter, all current or new searches require, upon selection of a desired candidate, completion of the updated **RBHS Faculty Search Completion Form**, a CV, references/letters, salary benchmarks used, a 5-year business plan, and a draft offer letter, specifying the proposed terms of the recruitment. All of these 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 approved 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.

We are working on having this set up as a DocuSign workflow. In the interim, 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.