This template is to be completed and approved prior to launching recruitment efforts for all faculty appointments of 0.5 FTE or greater on all tracks, 0.1 FTE or greater on the Professional Practice Track, and 0.8 FTE or greater in RSDM. NTT appointments will be approved by the RBHS Office of Faculty Affairs. Tenure Track and Tenured appointments will be approved by the Office of the President after review by the RBHS Office of Faculty Affairs. The completed form and attachments should be submitted to Meredith Mullane via email at meredith.mullane@rutgers.edu.

Date: ________________________________

Rank, Title, and Track: ________________________________________________________________

School/Institute/Center: ________________________________Department/Division: ________________________________

This position (select one): ☐ fills a vacancy ☐ is a new position ☐ is a repost of an existing search

Will this be a shared recruit with another school/unit? ☐ Yes ☐ No If yes, list school/unit: ________________________________

What space (office, lab, other) is allocated for this recruit?
________________________________________________________________________________________

Identify the five-year business plan for this position. This should include specifics regarding budget sources and projected extramural support:

List the search committee members (include name, title, department, rank, school, campus). If the committee has not been determined yet, please indicate proposed names with finalization to take place upon approval of search:

Identify the specific places the search will be advertised and the plan for active outreach to colleagues and programs throughout the country:

________________________________________________________________________________________

________________________________________________________________________________________
Identify a timetable for recruitment and appointment:

Please attach the following:

☐ Position description