RBHS Faculty Recruitment Policy and Required Documents (revised March 2021)

The following applies to the recruitment of all faculty 0.5 FTE or greater on all tracks and Clinically-Focused University Practitioners (CFUPs) on the Professional Practice Track. Faculty who are being appointed at less than 0.8FTE in RSDM do not require a national search.

Please review the new RBHS Faculty Appointments Manual that provides extensive details and relevant information. The policy and required documents summarized below pertains to searches and offers.

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

SEARCHES

In the April 2020 version of this policy, searches initiated prior to April 2020 were exempt from the requirements of the recruitment plan. Effective May 1, 2021, all searches must have an approved RBHS Faculty Recruitment Plan. If you have any searches which predated the recruitment plan requirements, and which have not been brought to conclusion, please contact Meredith Mullane to complete the recruitment plan.

The school/unit faculty affairs office shall submit the following to Meredith Mullane who will review and secure appropriate approvals:

- RBHS Faculty Recruitment Plan form
• Exception Recruitment Form (ERF)
• Position description
• Required demographic data or email requesting the data

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 by Kathy Bramwell.

All searches initiated by Centers/Institutes need to involve early on at least one school/department, with approval of the recruitment plan by the leaders of both entities (i.e., Dean/Chair and Center/Institute Director).

Similar to searches initiated by Centers/Institutes, all searches initiated by schools are strongly encouraged to include Centers and Institutes at the start of the search process, when relevant. This maximizes the interactions across RBHS and conveys to the candidates the broad opportunities for collaboration and access to resources such as institute/school cores, career development and support.

**OFFER LETTERS**

Faculty salary, start-up and space projections need to be approved by the school and institute/center (if applicable) before submitting the offer materials. RBHS is required to use benchmarks for public institutions for establishing compensation levels. Compensation needs to be justified, and may not be set above the 75th percentile of the benchmark using public institutions as a comparator.
After approval through the school’s internal process, including the Dean, the required documents should be provided to Meredith Mullane (meredith.mullane@rutgers.edu) who will shepherd them through the approvals process:

- **RBHS Faculty Search Completion Form**
- Current (within the last 60 days) CV. While the RBHS format is not required at this phase, the CV must separately list the type of publications and scholarly activity (e.g. primary peer-reviewed research, reviews, commentaries/editorials, and book chapters). For grants, the amount of annual direct cost funding, length of grant and the type of grant (e.g. NIH K01, R00, R01; other) must be clearly indicated
- **References:**
  - For offers at the Assistant Professor rank or below: Effective July 1, 2021, offers must include at least three letters of reference. Memos with notes taken during reference calls will no longer be accepted as a replacement for the reference letters. Exceptions need to include well-justified reason why the offer letter is needed prior to written letters as might be the case for time-sensitive offers. The final approval package must include all required letters
  - For offers at the Associate Professor rank or greater: Letters are preferred but detailed summaries of individual reference calls will be accepted. However, the final approval package must include all required letters
- Salary benchmark
• Effective immediately, if the offer includes an administrative supplement for a clinical faculty, include a list of current faculty within the department/division with similar administrative roles including the administrative title, job description, and the amount of the supplement. Meredith Mullane can assist with this process. We are working to create a database of this information to make this process more efficient. Once that has been completed, we will require this for all recruits with an administrative supplement.

• The appropriate business plan or budget documentation as per below:
  o 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 business plan. If the recruit will be on the tenure-track or with tenure, the business plan must be for 5 years. If the recruit is on the non-tenure track, then the business plan must be for the term of the offer. 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 need to be included.
  o 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., the candidate qualifies for selection as a RWJBH funded recruit) are expected.

- If the recruitment is clinical, 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.

- Please include other mission critical details for the recruit
  - Draft Offer Letter
  - For salaries greater than $500K, please complete the FMV/Board Approval Spreadsheet

Offers are first reviewed by the appropriate provost and then 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 reviewed for approval by Vicente Gracias. Final approval for all recruits is by Brian Strom. **The offer must receive the approval of the Chancellor before any offer (verbal or written) is initiated.**

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.