

## **SHORT FORM**

### **TO BE USED FOR NON-TENURE TRACK FACULTY REAPPOINTMENT TO THE SAME RANK, AND/OR NON-TENURE TRACK PROMOTION TO THE RANK OF RBHS INSTRUCTOR AND PROMOTION TO THE RANK OF ASSISTANT PROFESSOR (NTT) AND EQUIVALENT**

(All non-tenure track promotion evaluations equivalent to the rank of Associate Professor and above must be conducted in accordance with the [Academic Promotion Instructions for Non-Tenure Track Faculty](#). See Appendix B for a list of NTT titles equivalent to the rank of Associate Professor and above.)

#### **SECTION I. To be Completed by the Department Chair or Designee**

Candidate's Name Dauphine Kelly, MD  
Date 10/30/2020  
Unit/Department RWJMS  
Title RBHS Instructor Proposed Title (*for promotions only*) Assistant Professor  
Track Clinical Educator  
Proposed Term: New  Continued  Dates: 07/01/2021-06/30/2023

**Statement of Principal Assignment.** Criteria used to evaluate NTT faculty for reappointment and/or promotion, and the application of such criteria, shall be consistent with the A & P Guidelines and the faculty member's responsibilities as set forth in the appointment/reappointment letter.

#### **The following shall be attached to this Short Form:**

- Copy of the candidate's current appointment letter
- Candidate's *C.V.*;
- Personal statement together with any documents the candidate wishes to be considered (optional)
- Evaluations received by the candidate during the current term of appointment
- Any other documentation that may be required by the department/unit
- For promotion to RBHS Instructor and Assistant Professor- non-tenure track, 3 non-arm's length letters are required.
- For promotions for faculty who had time excluded from the probationary period due to the impact of COVID-19, the Short Form Supplemental form 1 should be included.

For faculty who opted to have time excluded, please add the following language to letters soliciting references: *Also, please take into account the impact of the COVID-19 crisis on the candidate's scholarship, teaching, and/or service for academic year 2019/2020 and/or 2020/2021, as may be reflected in the record under review.*

1. Teaching:

Family Medicine Clerkship Site Director- RWJBH- New Brunswick

Preceptor in Pulmonary fellows' clinic, 0.5 day a week- in the process of restructuring the current model to improve fellows' continuity with patients and overall satisfaction with the outpatient clinic experience

Lecturer and discussion leader, Fellows' Pediatric and Critical Care lecture series

Lecturer and discussion leader, M2 Clinical Pediatric course

2. Scholarship:

In the process of applying for the Jason Barns Fellowship in the Clinical Transaction, specifically addressing ways of improving communication between medical residents and patients in the Medical Intensive Care Unit and surrogates, thereby improving patient care and satisfaction.

Involved in a project, specifically the interdisciplinary fellows' conference, to help improve fellow wellness.

3. Service:

Mentoring residents and students particularly those interested in family medicine and community health.

Regularly connects with community members and community organizations in a courteous and ethic matter.

Meets with students and conducts seminars and outreaches to increase involvement and interest in service learning

4. Clinical Activity (if applicable):

Attending physician on the Family Medicine inpatient service, 8 weeks per year

Pulmonary Clinic, 0.5 day a week

Intensivist at RWJBH, 4 weeks per year

Volunteers for clinical coverage or back up precepting when needed.





Recommends  
 Does Not Recommend

**Mark the appropriate selection below if the candidate is being reviewed for reappointment:**

Recommends  
 Does Not Recommend

Dean \_\_\_\_\_  
(Signature) (Date)

*Final decisions on NTT promotions to the ranks of RBHS Instructor and Assistant Professor (non-tenure track) and equivalent will rest with the Chancellor, and final decisions on non-tenure track reappointments (regardless of rank) will rest with the Deans.*

**SECTION V. For Promotion Evaluations Only:<sup>1</sup> To be Completed by the Chancellor**

IV. Chancellor/designee's Commentary (optional, unless the Chancellor denies the promotion)

The Chancellor/designee's Determination (check the appropriate terms):

Approves Promotion   
 Does Not Approve

Chancellor/designee \_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_