**Promotion to the rank Associate Professor and above, Non-Tenure Track**

**FTE=.50 or greater**

**Required Documents to be submitted to RBHS Faculty Affairs via Perceptive Content**

All forms can be downloaded from the [Faculty Affairs Website](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/academic-reappointment-promotion-instructions/)

Documents must be submitted in the order listed below:

Faculty Transaction Form (FTF)

Form NTT-1—RBHS Recommendation Information Form (completed by candidate – can be completed via Faculty Survey)

RBHS Form NTT-2—Criteria Applicable to the Candidate (signed by candidate and chair)

RBHS Form NTT-3—Report on Confidential Letters along with one sample of the letter that was sent out requesting letters of evaluation (completed by chair)

RBHS Form NTT-3a—completed and attached to each of the letters of evaluation[[1]](#footnote-1) (minimum of 4 arm’s length letter required[[2]](#footnote-2)) (completed by chair)

RBHS Form NTT-4—Narrative Summary of Departmental Recommendation (signed by chair)[[3]](#footnote-3)

Clinical Affairs Summary Letter (CASL) (for NJMS and RWJMS clinical faculty only)

Report of the Reading Committee (optional, but recommended)

Report of the Secondary Department Chair, Unit Director or Program Director (if applicable)

RBHS Form 5—Narrative Summary of Dean’s Recommendation (signed by dean)

Report of the Advisory Committee on Appointments and Promotions

Candidate’s current letter of appointment (i.e. Offer Letter)

Candidate’s CV (in [RBHS Format](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/rbhs-faculty-cv-format/) or from the Faculty Survey)

Candidate’s Personal Statement (optional, but recommended)

Candidate’s Teaching Portfolio (optional, but recommended)

Appendix F—Inventory Listing of Materials to be Included in Package for Promotion (signed by candidate and chair)

Supplemental materials that the candidate wishes to be considered

Any other documentation required by the department/unit

1. The packet must include ALL of the letters of evaluation that were received, regardless of arm’s length status, use a cover sheet to separate arm’s length letters from non-arm’s length letters. [↑](#footnote-ref-1)
2. Professional Practice Track requires 4 non-arm’s length letters. Arm’s length letters are not required for Professional Practice Track. [↑](#footnote-ref-2)
3. RBHS Form 4 should include recommended new term dates, if applicable. The Department Chair must notify the candidate of the department decision within five working days after the department vote. [↑](#footnote-ref-3)