



Camden Human Resources
 Rutgers University-Camden
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**Rutgers University-Camden
 Faculty Position Request Form**

Today's Date:

School /Department:

Please provide as much information as possible. Not all fields will apply to all positions.

POSITION INFORMATION:

Position Type: Tenure Track Non-Tenure Track Clinical Track Research Track
Appointment: Academic Year Calendar Year Part-time Lecturer Other:

Is this a replacement position or addition to faculty (Not Required for PTL postings)?

Addition to Faculty

Replacement

If replacement, give name/rank of the incumbent and the date of vacancy.

Name:

Date:

Start Date for New Position:

POSTING INFORMATION:

Recruitment Title (full title viewable on the posting):

Rank:

- | | |
|---|------------------------------|
| <input type="checkbox"/> Assistant Instructor | Assistant Teaching Professor |
| <input type="checkbox"/> Assistant Professor | Associate Teaching Professor |
| <input type="checkbox"/> Associate Professor | Instructor |
| <input type="checkbox"/> Distinguished Professor | Non-Credit Instructor |
| <input type="checkbox"/> Lecturer | Post-Doctoral Associate |
| <input type="checkbox"/> Part-time Lecturer (PTL) | Professor II |
| <input type="checkbox"/> Professor I | Visiting Professor |
| <input type="checkbox"/> Teaching Professor | Coadjutant |
| <input type="checkbox"/> Other: | |

Minimum Education and Other Requirements:

Salary: Per Credit Open Commensurate with Experience

Applicant Documents Requested (check all that apply):

- Resume/CV Reference List Writing Sample Research Statement
 Cover Letter Teaching Philosophy Unofficial Transcripts
 Other:

Will this be an internal or external posting (for part-time lecturer postings only):

External Posting (open to public view)

Internal Posting

Supplemental Questions: These can be framed as multiple choice or open-ended questions and can assist in narrowing down candidates to those who meet specific criteria you are searching for. Contact Camden HR for details in adding supplemental questions to the posting.

Posting Summary:

RECRUITMENT:

Advertising (If Applicable):

Please note: In addition to the Rutgers University Recruitment website, all positions are automatically posted on HigherEdJobs and HERC at no cost. Rutgers University-Camden Human Resources can assist with recruitment postings in other publications and websites (contact us for guidance if needed). The hiring department is responsible for any costs associated with recruitment advertisements. Any paid advertising will be charged directly to the school/department/unit.

Additional Posting Locations:

Advertising Budget Required if Requesting Additional Postings:

Department Budget String for Payment:

Identify any non-departmental funding to be used to support recruitment:

Check here if seeking salary support from the President’s Diversity Initiative:

Good Faith Efforts: (efforts used to meet University strategies for other recruiting efforts). Please provide a brief narrative on other efforts you intend to use.

SEARCH COMMITTEE:

Members of the search committee will be granted access in ROCS; access will provide accessibility to all application materials for all applicants.

Search Committee Members: (please list your Search Committee members designating a Search Committee Chair and a Search Committee Administrator)

Search Committee Chair:

Search Committee Administrator (Applicant Reviewer):

Search Committee Members:

Department Chair Approval: _____ **Date:** _____

Dean’s Approval: _____ **Date:** _____

Completed form should be emailed to hr.camden@rutgers.edu.