

## Onboarding Process for a Volunteer Faculty Position

To apply for a volunteer faculty position at RowanSOM, an applicant will need to submit the following documentation:

- Current CV.
- Completed data and authorization forms supplied by Faculty Affairs for required background check.
- PPD results - Must have been administered and read within the last 12 months. Results should be on letterhead or prescription pad of administering physician or facility and include the date administered, date read, positive or negative results, and name and signature of person who reads the results. If past history of a positive PPD, a copy of the radiology report from a chest x-ray that was administered within the last three years for this purpose must be submitted.

The applicant also will need to submit legible copies of the following documents. Scanned copies or photographs are acceptable:

- Medical school diploma. If applicant is a graduate of a foreign medical school, will also need a copy of ECFMG.
- Internship/residency/fellowship certificates.
- Current New Jersey medical license.
- Current CDS and DEA licenses.
- Board certifications.

### **For rank of Clinical/Adjunct Instructor or Clinical/Adjunct Assistant Professor:**

**Confidential Evaluation and Recommendation of Candidate (checklist):** Candidate will provide complete contact information for evaluation reference(s) to Faculty Affairs Office. Faculty Affairs will contact reference(s) to complete and sign the evaluation checklist. The completed evaluations will be returned by the contact directly to Faculty Affairs. One completed evaluation is required for a Clinical Instructor; two completed evaluations are required for a Clinical Assistant Professor.

### **For rank of Clinical/Adjunct Associate Professor or Clinical/Adjunct Professor:**

**Letters of Recommendation:** Candidate will request strong letters of recommendation from peers that note his/her accomplishments in the areas of clinical practice, teaching, publications, research that exhibit proven national reputation, and service to RowanSOM and outreach to the local community. The letters should include detailed commentaries about his/her professional experience and personal strengths, and how prior accomplishments, particularly in educating medical students or residents will relate to his/her success in a volunteer faculty position in support of the school's academic mission.

Applicants applying for the rank of Clinical/Adjunct Associate Professor must have two letters of recommendation, and three letters of recommendation for the rank of Clinical/Adjunct Professor. Letters should be addressed to the Chair of the Faculty Affairs Committee and may not be written by a paid faculty member at RowanSOM.

All documents, including the letters of recommendation, will be sent directly to the Faculty Personnel Office, c/o Gina Murphy, Assistant Faculty Personnel Coordinator, via email [murphyrf@rowan.edu](mailto:murphyrf@rowan.edu) or fax 856-566-7164. Once all documents have been received, and background check is complete, the application packet will be presented to the Faculty Affairs Committee for review.