



RUTGERS HEALTH

Institute for Pharmaceutical
Industry Fellowships



Soaring Ever Higher

Rutgers Pharmaceutical Industry Fellowship Program

FELLOWSHIP GUIDEBOOK

2026-2027

<http://pharmafellows.rutgers.edu>



RUTGERS HEALTH

Institute for Pharmaceutical Industry Fellowships

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WELCOME

Dear Fellows and Preceptors,

On behalf of Rutgers University, Ernest Mario School of Pharmacy and the Institute for Pharmaceutical Industry Fellowships staff, welcome to the Rutgers Pharmaceutical Industry Fellowship (RPIF) Program. We would like to congratulate our Fellows for being selected for this highly competitive Program. We would like to thank our Preceptors for the coaching, guidance, and professional development they will provide. Our Fellows are about to embark on a journey in which they are investing in their future careers. They will focus on their professional development, building their foundations as future leaders in the (bio)pharmaceutical industry.

As the Fellowship begins, Fellows can expect to gain valuable experience in both the pharmaceutical industry and academic settings. Fellows will develop solid personal and professional networks with other Fellows and industry and academic professionals, as well as receive support and advice from numerous alumni and faculty of the Program.

This Guidebook has been developed as a resource for Fellows and Preceptors to promote Fellowship Program quality, requirements, and best practices. **You are responsible for reviewing this entire Guidebook and following its requirements and recommendations.** As a PDF file, it's also searchable to quickly find information on a specific topic.

The Rutgers Fellowship enjoys its outstanding track record of success due to the environment of professional development, academic rigor, talent and dedication of our Fellows, and experience and dedication of our Preceptors and Stakeholders. We are looking forward to working with you during the term of the Fellowship and throughout your career in the pharmaceutical industry. Please contact us at any time with any questions. We have an open-door policy.

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Dean and Distinguished Professor, EMSOP

Carolyn Seyss, Pharm.D., RUCIF
Executive Director, RPIF

Joseph Fulginiti, Pharm.D., RUCIF
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Patrick J. Park, Pharm.D., MBA, RUCIF
RPIF Consultant

Lisa Mulé
Director of Administration, EMSOP

Issued June 2026. Please note that the information contained in the guidebook may be changed by RPIF leadership and staff/administration and distributed during the Fellowship. Please ensure you are referring to the current version.

FELLOW AND PRECEPTOR CONTACT INFORMATION

It is crucial that the leadership and administration of the RPIF Program have current contact information for all Fellows and Preceptors. If there is any change in contact information, or any change in who is precepting, please contact Janet Lupo, RPIF Executive Director, and RPIF Associate ASAP via e-mail.



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CONTACT INFORMATION

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Please designate as safe senders in your email platform

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Employee Portal: my.Rutgers.edu

Remember that Rutgers University is your employer, **NOT** the Company sponsoring your Fellowship.

This is your central location for important information as an employee of Rutgers University, including:

- Profile information
- Human resources
- Travel & Expense
- Federal & NJ tax forms
- Paycheck information
- Computing services
- management
- Alerts
- Benefits
- My Wellness
- Rutgers email
- Other helpful apps

HELPFUL RUTGERS CONTACT INFORMATION

OIT Helpdesk: 848-445-4357
AI at Rutgers: it.rutgers.edu/ai/

Net ID Lookup Tool

<https://netid.rutgers.edu/displayNetIdLookupForm.htm>

Human Resources – OneSource:

<https://uhr.rutgers.edu/onesource/contact>
(732) 745-SERV (7378)

Continuing Education:

Debra Diller, Program Coordinator, (848) 445-6823
ddiller@pharmacy.rutgers.edu

Rutgers Employee Wellness Program:

www.rutgers.lyrahealth.com

Grammarly Writing Support Tool:

<https://it.rutgers.edu/grammarly/>
(Do NOT use with company information)

Rutgers University Electronic Conflict of Interest System (eCOI+)

ecoi.rutgers.edu

Rutgers Institutional Review Board:

eirb.rutgers.edu

<https://research.rutgers.edu/faculty-staff/compliance/human-research-protection>

IRB submission help: IRBOffice@research.rutgers.edu

IT Tech Support: eirb@research.rutgers.edu

Virtual Office Hours Tuesdays 1-1:30pm & Thursdays 10-10:30am
[Office Hours Zoom Link](#) | Passcode: 133269

Lost & Found:

IPO/RUPD: <https://ipo.rutgers.edu/publicsafety/lost-found-nb>

Student Centers: <https://sca.rutgers.edu/services/lost-and-found>

New Jersey Housing Resource Center (NJHRC): NJ.gov/NJHRC

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Overview

Historical Perspective and Key Messages

In 1984, the Ernest Mario School of Pharmacy (EMSOP), formerly the Rutgers College of Pharmacy, and two pharmaceutical companies initiated a collaborative pilot program to evaluate the potential contributions of clinically trained pharmacists within a pharmaceutical industry practice setting.

For over 40 years, the Program has grown exponentially. Since its humble beginning, the Rutgers Pharmaceutical Industry Fellowship (RPIF) Fellowship Program has expanded to include almost 30 different companies within the pharmaceutical and biopharmaceutical industry both on the East & West coasts. An exciting development in the structure and management of this Fellowship Program was the establishment of the Institute for Pharmaceutical Industry Fellowships in 2002. In 2018, the Program also expanded to include physicians as part of the institute training program. Most recently, the RPIF Program Certificate is associated with special credentials, so our alumni can now proudly identify themselves as a **Rutgers University Certified Industry Fellow (RUCIF)**.

Well over 1,900 Post-Doctoral Fellows have completed the Program to date, many of whom are pursuing influential and rewarding careers in the (bio)pharmaceutical industry throughout the US and abroad. About 300 PharmDs and physicians participate in the RPIF annually. The growth of the Program has been due to an industry-wide desire to utilize clinical pharmacists throughout the corporate structure of the (bio)pharmaceutical industry.

Under the leadership of Dr. Joseph A. Barone, Dean and Distinguished Faculty, Ernest Mario School of Pharmacy and Founder of the Program and Dr. Carolyn Seyss, Executive Director of the RPIF Fellowship Program, the Program and our graduates continue to thrive and the Fellowships continue to be much sought-after by Pharm.D. graduates, and now physicians, from around the country.

Purpose

The Fellowship is a structured program designed to provide PharmDs and physicians with the opportunity to gain specialized and in-depth training and experience in particular disciplines within the pharmaceutical and biopharmaceutical industry.

Fellowship Program Objectives

- To gain an overview of key areas within the (bio)pharmaceutical industry through practical insights and applied experience
- To expand knowledge and provide balanced experience through active participation in both industrial and academic components
- To promote the role and value of the pharmacist and physician within the (bio)pharmaceutical industry
- To participate actively in specific areas of industry and academia through direct involvement in various projects, assignments, and scholarly activities
- To provide exposure to potential career opportunities and paths within the (bio)pharmaceutical industry
- To provide skills and attributes to building the professional foundations for future leaders in the industry

RPIF Vision

As the best-in-class Post-Doctoral Industry Fellowship Program, **build foundations for future industry leaders**

- Focus is not *just* on obtaining employment upon completion, **but that's a critical mile marker!**
- Primary objective is to provide depth and breadth of experience, leadership behaviors and skill sets, and professional network to help Fellows **fuel their entire career trajectory.**

RPIF Mission

The Institute for Pharmaceutical Industry Fellowships was established to support and promote the primary goals and objectives of the Rutgers Pharmaceutical Industry Fellowship Program. Namely, these are to (i) provide specialized training and experience within the (bio)pharmaceutical industry, and (ii) enhance and promote the role of clinical pharmacists and physicians in industry.

Specifically, the Institute provides leadership and administrative support for the Fellowship Program by:

- Promoting a consistently high level of program quality, training, and outcomes across the spectrum of fellowships at multiple sponsor companies
- Coordinating the interface among and between key Fellowship stakeholder groups, including Rutgers (faculty and administration), its industry sponsors (preceptors and stakeholders), and Fellows (past and present)
- Fostering innovation and scholarly activity between Rutgers and its industry sponsors through the activities of participating Fellows, including teaching, posters, publications, seminars, and research.

RPIF Institute Goals

- Create environment for learning and professional development through application
- Maintain robust academic aspect of training
- Fellow and Company investment in Fellowship completion
- Continue strong track record of placement with majority retained by sponsor companies
- Strengthen 1,900+ alumni network, including organizational/company leaders
- Ensure diversity of Fellowship functional areas offered and sponsor companies participating
- Grow at a controlled rate to not outgrow candidate pool
- Continue awareness and growth of Physician Fellowship Program

Key Messages: “This is what excellence looks like!”

These messages represent some of the key strengths of the Rutgers Fellowship Program and should be reinforced through all recruiting events and related communications. The Rutgers Pharmaceutical Industry Fellowship Program **FOSTERS** the growth and development of future leaders in the pharmaceutical and biopharmaceutical industry through the following key features:

- F** **Family of Leading Companies** – Partners include several top global (bio)pharmaceutical companies and offer large to small company environments
- O** **Outstanding Alumni Track Record** – Well over 1,900 alumni hold prominent positions at many leading companies, including VP and C-suite levels.
- S** **Strong Network** – Fellows develop valuable, lasting connections with each other, alumni, Preceptors, and Rutgers EMSOP faculty.
- T** **Trusted and Proven Since 1984** – The Rutgers Fellowship Program is nationally recognized, trusted, and proven as the key pathway to industry, developing foundations for future leaders.
- E** **Enhanced Career Development** - Breadth of experiences informs career path choices, increasingly challenging assignments build depth of experience, and visibility creates opportunities - enhancing the potential for accelerated career paths.
- R** **Rigorous Academic Component** - Rutgers affiliation provides academic and professional development opportunities

LARGE PROGRAM BENEFITS WITH SMALL PROGRAM FEEL

Fellowship Requirements

Fellow Guidelines, Expectations & Activities

Program Completion

By accepting a Fellowship position, the Fellow has indicated to Rutgers and the sponsor company that they will complete the entire duration of the Fellowship Program. **Remember - official Program end date for 1- and 2-year fellowships is June 30th.**

Fellows are responsible for reading and understanding Program completion criteria and all other materials contained in this guidebook. All Program requirements must be met in order for a Fellow to receive a certificate of completion. Please refer to the section of this Guidebook regarding Program Completion Requirements.

It is important to note that Fellowship appointments are one year in duration. Reappointment of two-year Fellows for their second year is contingent upon satisfactory performance and a positive recommendation from the sponsor company, as well as the Rutgers Fellowship Executive Director. Fellows not recommended for reappointment will be dismissed from the Program.

Rutgers and Company Policies and Confidentiality

Fellows are employees of Rutgers, not of the sponsor companies. It is important that this is clear in your email communications, LinkedIn profile, business cards, etc. You are expected to identify yourself as an RPIF Fellow with the company.

Fellows must familiarize themselves with and adhere to all applicable policies and security guidelines at the sponsor company as well as Rutgers. For example, if the company maintains core business hours, Fellows should be present during those hours. Fellows will be subject to all applicable Rutgers and company policies including, but not limited to, adverse event and product quality complaint reporting, privileged/confidential information, and social media. Fellows must complete all required Rutgers and company trainings.

For vacation and sick/personal time, Fellows follow the policies set by the sponsor company for Fellows and must request approval for paid time off (PTO) from their Preceptor in advance. Where possible, avoid scheduling PTO during a Professional Development Day. The PTO tracking form supplied by RPIF should be utilized to facilitate. If there is any need for a leave of absence, that must be discussed with RPIF leadership.

Confidentiality Requirements

Fellows must treat information concerning their projects as confidential and not share the information with colleagues outside of their sponsor company, including other Fellows and individuals at Rutgers. For the protection of the Fellow and the sponsor company, as part of onboarding at the sponsor company, a confidentiality agreement between the Fellow and the sponsor company should be executed by the first day of the Fellowship or as soon as possible. Any questions regarding the company's policies must be discussed with that company.

Notification of Debarment/Exclusion or Professional License Restriction

Fellows are expected to remain in good professional standing and follow all laws and ethical practices. In the event that any of the following occurs, Fellows must notify both Rutgers and their sponsor company **immediately**:

- Debarment, exclusion, suspension, other ineligibility from any of the following Federal health care programs or conviction of a criminal offense for which an exclusion penalty may be imposed:
 - Health and Human Services (HHS)/Office of Inspector General (OIG) list of excluded individuals/entities at: <http://exclusions.oig.hhs.gov>
 - Federal General Services Administration List of Parties Excluded from Federal Programs at: <https://www.sam.gov/>
 - Food and Drug Administration (FDA) Debarment list at: <http://www.accessdata.fda.gov/scripts/sda/sdNavigation.cfm?sd=clinicalinvestigatorsdisqualificationproceedings> or <http://www.fda.gov/ICECI/EnforcementActions/FDADebarmentList/default.htm>
- Any loss or restriction of any professional license or any related certifications, rights, or privileges

Program Onset, Goals, and Preceptor Interaction

The Fellow should meet with the Preceptor at the beginning of the Program to discuss and agree upon specific, achievable goals and objectives, and agree on periodic reviews to monitor progress which should include short-term, long-term, and stretch goals with timelines and measures of success. Goals should involve both Rutgers and company activities, including each rotational segment (if any). The Preceptor and Fellow should meet to discuss various relevant Program documents, including Fellow Guidelines and Expectations, Preceptor Expectations, PDD Guidelines and Expectations, and the Rutgers Component.

The Fellow should meet with their Preceptor for formal performance feedback and informally periodically throughout the Program to discuss their projects and review their progress against agreed goals/objectives, as well as to receive feedback on their performance. Fellows should periodically review the Fellow's Checklist available in this guidebook as a self-evaluation tool to ensure that they are progressing sufficiently in the Program. At the Program's onset, the Fellow should meet with all members of the department/team with whom they will be working to develop an understanding of departmental functions and other individual responsibilities. In addition, the Fellow should work with their Preceptor to organize introductory meetings with team members, management, and other stakeholders.

The Fellow should meet with Fellowship Program alumni within the company to discuss their experiences and expectations for the Program. Program alumni can assist current Fellows with reasonable goal setting and provide insight into potential career paths. Utilizing a network of Fellows and Preceptors as mentors will enable the Fellow to maximize their experience at the respective company.

Preceptors are encouraged to attend and participate in Fellowship-related activities at Rutgers including the orientation program, any Fellow presentations, and the certificate presentation program in June, as well as other educational opportunities offered by the school. Preceptors should also attend and participate in Fellowship recruitment (virtually and in-person, as appropriate).

Networking within the department and company, as well as with Fellows from other companies, is a benefit as well as an expectation during the Program. Fellows are responsible for their own career development, but they may wish to seek advice from their Preceptor, Program alumni, the sponsor company human resources group, and the Rutgers Fellowship leadership and faculty.

Fellows are expected to participate in twice annual site visits with RPIF leadership to discuss their Fellowship experience and progress and to raise any questions or concerns they may have. This is an opportunity to ensure the Fellowship is progressing as anticipated. The Fellow is also expected to reach out to RPIF leadership earlier if they are experiencing any challenges so that RPIF leadership can provide support and coaching.

Change in Department or Preceptor, Rotations, and Projects

The actions outlined above with respect to communication, goal setting, and Preceptor onboarding should essentially be repeated upon any change in department or Preceptor, including any rotation. New Preceptors should receive training from the company's Fellowship leadership and from Rutgers RPIF leadership. All Preceptors should receive and review this Guidebook. A webinar has been developed for new Preceptors and is presented annually by Rutgers leadership. The slides and a recording are also available to support any changes in Preceptor during the course of the Fellowship and others who work closely with Fellows who should better understand the Fellowship. **The Rutgers Fellowship Executive Director and Program Coordinator must be notified of any change in Preceptor.**

Some Fellows may have the opportunity to request or be offered a rotation or project outside of their original department. Organizing a rotation is the Fellow's responsibility and requires the consent of the Preceptor and the company program leads. Fellows should plan carefully for any such rotation or project. Specifically, they should have a thorough discussion with their Preceptor regarding planned objectives and the potential impact on their career goals, including the likelihood of potential full-time employment in that discipline following the completion of the Program. In addition, the Fellow should work collaboratively with their current Preceptor to arrange for a responsible supervisor during any rotation. Involving the current Preceptor in this process will help facilitate logistics involved in arranging for a rotation/project and will ensure that key checks and balances are in place to support Fellow's goal achievement in a meaningful way. Rotating Fellows should contact their Preceptor at least two weeks prior to the scheduled start date to ensure that all arrangements have been made. All relevant paperwork and administrative responsibilities should be discussed to allow for a smooth transition into the department.

Rutgers-based Activities

Fellows are expected to actively participate and collaborate in Rutgers-based activities, including RPIF committee work, recruitment, and scholarly activities at Rutgers including teaching, research, poster submission and publications. Fellows are encouraged to volunteer for at least one committee for leadership and project management experience in supporting the Fellows' and Fellowship's collective goals as designated annually by the Chief Fellows and RPIF Leadership. While most of a Fellow's time will be spent working at the sponsor company, maintaining a relative balance between activities at both the company and Rutgers will foster complementary growth and development in both areas. Participation in Rutgers-based activities also provides opportunities to build strong networks across companies. Fellows should discuss their interests in these activities with their Preceptor, and if necessary, Rutgers Fellowship leadership and faculty.

There are a number of teaching opportunities available at Rutgers. The demand consistently outpaces the supply, and many Fellows are very interested in this opportunity to develop their teaching and presentation skills through lectures, as well as course coordination and facilitation. Rutgers also offers a Teaching and Learning Certificate Program. Please see the section of this Guidebook regarding the Teaching and Learning Certificate Program.

Preceptors and Fellows should discuss how teaching opportunities fit in with the Fellow's overall development plan and be clear on the commitment Fellows are making when they sign up to teach. Teaching and working on Rutgers-related activities are to be viewed as a privilege and are meant to enhance the professional development aspect of the Fellowship.

Professional Development Day (PDD) Series

Fellows are considered to be professionals in training to build their foundations as future leaders in the (bio)pharmaceutical industry. All Fellows gather at Rutgers (in-person expected but virtual can be requested if necessary) once monthly as a group to participate in the PDD series as a very important component of Fellows' overall training that complements the hands-on experience provided at the sponsor company. PDDs prepare Fellows with a versatile skill set to use in the industry, building the foundations for future leaders.

A committee of Fellows and RPIF Leadership design PDDs to:

- Promote connectivity and a sense of community among Fellows from different companies and disciplines
- Develop new behaviors & skill sets and applied learning & problem solving with the help of external professional trainers and outside speakers
- Provide general knowledge and insight into various aspects of therapeutics, drug development, human research protection, health policy, and issues facing patient care and the (bio)pharmaceutical industry
- Enhance the Fellow's core professional behaviors and skillsets

The Fellows learn through individual and group presentations on pharmaceutical industry-related topics and issues of patient care. This dynamic forum provides an opportunity for open discussion and debate among Fellows, Rutgers faculty, company Preceptors, and guests. Fellows may present workshops, seminars, posters, publication reviews, and other projects aligned with their training. In addition, outside experts provide training and professional development in a variety of areas.

Other PDD guest speakers include healthcare and industry executives, patients/patient advocacy groups, and successful Rutgers Pharmaceutical Industry Fellowship (RPIF) Program alumni who share their insights and experiences and career path guidance. Importantly, PDD seminars provide an excellent opportunity for Fellows to interact with each other and develop lasting personal relationships and a strong professional network of Fellows, faculty, alumni, and other industry executives.

PDD Attendance

Fellow in-person attendance and **active** participation are **required and expected** at all PDDs. (Preceptors are welcome to attend as well!) PDDs are an important part of the Fellow's professional development. Here are some best practices:

- Proactively ensure your calendar is blocked for the Professional Development Days to help prioritize PDD attendance.
- Use an out of office message so that you can focus on PDDs rather than checking email.
- Excused full or partial absences for rare developmental opportunities will be considered when an email that describes the nature of the rare developmental opportunity and the need for excused full or partial absence is sent to the Rutgers Fellowship Executive Director (Dr. Seyss) and Janet Lupo copying your Preceptor for transparency.
- If a Fellow requires virtual participation for a PDD, they must request permission following the same process as for an excused full or partial absence. (Please note that for Fellows at companies more than 90 miles from Rutgers, the expectation is that they are in-person at least once per quarter and that they are otherwise participating in-person at the company satellite viewing site.)

The use of laptops, cellphones and participation in other conference calls is not permitted during PDD's. Do not multi-task, even if you need to attend virtually. Unapproved absences and tardiness are not professional and will not be tolerated.

Upon the conclusion of the PDD, Fellows are expected to restore their workspaces and surrounding areas to pristine condition, as the state of one's environment serves as a direct reflection of their professional standards and reputation.

Rutgers Component

All 1- and 2-year Fellows must complete at least one of the following activities (or a combination thereof) during their Fellowship:

- A project or publication (poster/paper/article) with a Rutgers faculty member
- Coordinate an EMSOP course (uncompensated)
- Lecture three times in EMSOP or Rutgers courses (uncompensated and coordinated through the Teaching Committee)
- Serve as an RPIF Chief Fellow or Leadership Team Member (not a Company Lead Fellow)
- Participate in an RPIF Fellowship Committee (not a Company committee)
- Precept 2 EMSOP students on rotation at the sponsor company
- Participate in at least 3 pharmacy school outreach visits (uncompensated and coordinated through the Candidate Relations Committee)
- Complete a project that enhances or benefits the Rutgers Program (as determined with RPIF leadership)

Please refer to the section of this Guidebook regarding the Rutgers Component. Any questions regarding the requirements for the Rutgers Component must be discussed with Rutgers RPIF Leadership.

Teaching Opportunities

Teaching and working with Rutgers faculty on related activities is to be viewed as a privilege and all Fellows must always conduct themselves in a professional manner. As adjunct faculty at the Ernest Mario School of Pharmacy (EMSOP), there are many opportunities for Fellows to enhance their Fellowship experience by collaborating with faculty to teach pharmacy students at EMSOP, including classroom lectures, facilitating OSCEs, and co-coordinating courses. Fellows are routinely involved with several required and elective courses such as:

• Leadership for Pharmacy Professionals • Introduction to the Pharmaceutical Industry • Clinical Research Trial Design • iPass I-V • Pharmaceutics Lab • Community Practice Management • Self-Care • Adventures in Pharmacy Practice • Medical Writing	• Patient Advocacy & Health Care Policy • Hospital Practice Management • Pharmacoeconomics • Byrne Seminar • Medical Literature Evaluation • Poison Management and Drug Abuse • Drug Delivery Lecture/Lab • Introduction to Pharmaceutical Economics • Pharmacy Convocations
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Posters and Publications (See accompanying RPIF Scholarly Activities Manual)

Each year Fellows collaborate with EMSOP faculty and RPIF leadership to develop and present a number of posters at national meetings, including DIA, APhA, and ASHP. The posters may focus on the RPIF Program and/or topics of interest to pharmaceutical industry-based pharmacists and healthcare professionals. For the DIA meeting, the posters often include an examination of various best practices and processes related to medical information, medical education, drug development, and other contemporary topics.

In addition, Fellows collaborate with the RPIF leadership and faculty to author articles relevant to healthcare and the pharmaceutical industry.

RPIF Committees

As an important part of their professional development, a complement to their sponsor company experience, and an opportunity to build strong networking connections across companies, the Fellows help conduct the business of the RPIF Program through activities organized through various committees. These committees are led by an RPIF Committee Leadership Team who oversee and facilitate committee activities in accordance with goals and objectives set by RPIF Leadership and Chief Fellows.

- **Chief Fellows** – Peer-recommended representatives who work with the RPIF Program Leadership to help set, monitor, and manage annual goals for the Program. Act as liaisons between the Fellows, Committee Leadership Team (CLT), RPIF committees, and RPIF Leadership.
- **Alumni Relations Committee (ARC)** – Maintain and foster alumni engagement with the RPIF Program and collaborate with various committees to create mentorship, networking, and educational opportunities between current Fellows and Fellowship alumni.
- **Candidate Relations Committee (CRC)** – Increase and promote awareness of the RPIF Program through university and organizational outreach with the goal of encouraging qualified candidates to apply to the RPIF Program. Establish and maintain strong connections with pharmacy schools nationwide and increase reach with physician candidate audience.
- **Digital Solutions Committee (DSC)** – Promote the RPIF Program through the management, optimization, and maintenance of the RPIF website and mobile application to communicate essential information, provide key resources, and engage internal and external stakeholders to ensure that it's the most reliable, accessible, and accurate source of information for the RPIF Program and its parties of interest. Develop and maintain recruitment tools including the application portal. Collaborate and support other RPIF Committees with their initiatives.
- **Fellow Engagement Committee** – Promote relationships and a sense of community among RPIF Program stakeholders, including Fellows and alumni through the organization of networking and philanthropic activities.
- **Fellowship Information and Networking Day (FIND) Committee** – Organize information and networking sessions to provide information and guidance to potential candidates, setting the stage for the interviewing process.
- **Fellowship Recruitment Committee (FRC)** – Successfully plan and implement the interviewing process and all recruiting tactics for pharmacy and physician Fellows, including at the ASHP Midyear Clinical Meeting for pharmacy Fellows.
- **Finance & Logistics Committee** – Allow seamless coordination of budgets from each committee and provide logistical support to various aspects of the Fellowship Program.
- **Metrics Committee** – Elevate performance of the RPIF Program by collecting and analyzing various quantitative and qualitative metrics, generating measurable results and actionable insights.
- **Professional Development Day (PDD) Committee** – Enhance and ensure the quality of Professional Development Day content with a focus on developing foundations for future leaders.
- **Public Relations Committee (PRC)** – Discuss and highlight current events of the RPIF program through a variety of media outlets and communicate this information to candidates, Fellows, Rutgers faculty, stakeholders, and alumni. Develop, update, and disseminate RPIF marketing materials with an emphasis on social media engagement.
- **Scholarly Activities Committee (SAL)** – Encourage and coordinate the participation of Fellows in scholarly activities, including research, publication, and continuing education. Support Fellows in presenting at conferences and Rutgers Pharmacy Research Day.
- **Teaching Committee** – Increase participation of Fellows in academic activities and classroom instruction. Promote academic achievement among EMSOP students through teaching, coordination, and grading opportunities.

Periodic Reports

Periodic reports are to be prepared with the template provided and emailed to Dean Barone, Dr Seyss, Dr Fulginiti, and Dr. Park with a copy to Janet Lupo. For fellows in a 2-year program, Periodic Reports are due every 6 months (by the first business day of January and July 2027, January 2028, and at completion). For Fellows in a 1-year program, Periodic Reports are due every 3 months (by the first business day of October 2026, January and April 2027, and at completion). **It is the Fellow's responsibility to provide these reports by these due dates without needing reminders.**

Periodic reports are a Program requirement and provide documentation to the University regarding a Fellow's activities at the sponsor company. They are also valuable in helping Fellows reflect on their accomplishments and plans as well as provide meaningful content for their resumes and elevator pitches. Periodic reports should be a summary of achievements/learning experiences with the sponsor company, key learning experiences, scholarly activity, and attainment of goals agreed upon by Preceptors. Confidential and specific company information about projects should not be included in these reports. The Preceptor should review the report prior to submission to RPIF to confirm its accuracy and ensure that no confidential information is included.

Professionals in Training

Fellows must recognize and understand that they have entered a new phase of their training and professional development. Fellows are expected to be on time and approach their work with a level of dedication, enthusiasm, and professionalism at all times consistent with their professional degree and with the standard of professionalism that has been established by RPIF since 1984.

Fellows shall not engage in social media activities that do not meet university or sponsor company standards.

Disclosure of External Employment

If a Fellow is approached to or chooses to engage in outside part-time work, they must secure approval from the Rutgers Fellowship Executive Director and their Preceptor(s) prior to any involvement. Any external employment must be discussed with the Fellow's Preceptor and must be submitted for approval by RPIF Leadership. Fellows are to use the Rutgers University electronic Conflict of Interest (eCOI) application (<https://ecoi.rutgers.edu>). This is important to ensure the University remains in compliance with state and federal requirements. Please refer to the resources housed on this website.

Preceptor Guidelines and Expectations

Background

The Rutgers Fellowship Program was modeled after academic-based residencies and fellowships, in which a learned Preceptor/Mentor shares their knowledge and experience with the Resident/Fellow through an intense but closely guided training program. **Under no circumstances should the Fellow be considered as a replacement for headcount.** The Fellow is a professional in training. They have already obtained their doctoral degrees and are not students. Projects and assignments should accordingly be challenging and meaningful and designed to enhance the Fellow's understanding of the pharmaceutical industry and their functional area. Provide the Fellow with ongoing coaching and feedback, giving them increasing responsibilities and accountability over the course of their Fellowship.

New Preceptors should receive training from the company's Fellowship leadership. All Preceptors receive and should review this Guidebook. A webinar has been developed for new Preceptors and is presented annually by RPIF Leadership. The slides and recordings are also available to support any changes in Preceptor during the Fellowship and others who work closely with Fellows who should better understand the Fellowship. **The Rutgers Fellowship Executive Director and Program Coordinator must be notified of any change in Preceptor.**

Program Onset, Goals, and Fellow Interaction

The Preceptor should meet with the Fellow at the beginning of the Program to discuss and agree on specific goals and objectives to be accomplished by the Fellow during the Program. When establishing goals, consider both Rutgers and company activities, including any rotational segments/projects. Preceptors should discuss the Fellow's interests and accommodate desired experiences to the extent possible. The Preceptor should then meet with the Fellow for formal performance feedback (i.e., at least each quarter of Fellowship Program completed) and informally to provide ongoing feedback and coaching.

The Preceptor and Fellow should meet to discuss various relevant Program documents, as contained in this Guidebook, including Fellow Guidelines, Expectations, and Activities; Preceptor Guidelines and Expectations; Professional Development Series; Schedule of Events; and Rutgers Component. Any questions regarding Rutgers aspects of the Fellowship should be referred to Rutgers to address.

The Preceptor should make all necessary administrative preparations well in advance of the Fellow's arrival, including computer and telephone setup, administrative support, applicable training programs, identification of workspace, and business cards. Please note that Fellows should be identified as Rutgers employees on business cards, emails, etc. Preceptors should also have the Fellow execute a confidentiality/non-disclosure agreement at the beginning of the Program (e.g., Day 1).

The Preceptor should provide an orientation program, including a schedule of meetings with key colleagues, collaborators, and senior management as appropriate. Participation in the company's new-hire orientation program has proven to be helpful but is at the discretion of the Preceptor/company. Most topics other than compensation and benefits are generally pertinent to the Fellow. A best practice is to also have Fellows meet with other functional areas within your company (e.g., 1-on-1's, lunch and learns). This is helpful for them to understand how their role and work fits into the bigger picture as well as informing their career path planning.

Preceptors should provide an appropriate introduction of the Fellow to colleagues within the company, emphasizing important experiences and expected contributions of the Fellow. Importantly, Preceptors should be mindful of the potentially confusing nature of the Fellowship Program for those not accustomed to working with Fellows. For example, a mistake commonly repeated is for company colleagues to assume that the Fellow is a pharmacy student, or pharmacy intern when, in reality, they have already earned their doctoral degree. Many Fellows are actually licensed and may be practicing part-time during their Fellowship. Likewise, the Fellows are not necessarily graduates of Rutgers – their alma maters include a diversity of institutions.

Throughout the Program, the Preceptor should advocate for and interact frequently with the Fellow to provide guidance, assistance, advice, and supervision. Preceptors are encouraged to periodically review and discuss the Fellow's performance against agreed-upon goals, objectives, and performance standards. The sponsor company's applicable performance review format or a suitable substitute is suggested. RPIF has provided a template in the RPIF Forms document that can be utilized.

Fellows sometimes report that they have not received sufficient or timely feedback on their performance. Preceptors should commit to a plan for periodic assessment and strive for frequent communication with the Fellow regarding their performance, goal attainment, and job expectation and opportunities. You may want to discuss the level of interaction and feedback with your Fellow(s) periodically during the year.

In the rare event of any performance issues, as the employer, RPIF leadership must be informed and involved as early as possible so that Rutgers performance policies can be followed. It is important to note that Fellowship appointments are one year in duration. Re-appointment of two-year Fellows for their second year is contingent upon satisfactory performance and a positive recommendation from the sponsor company, as well as the Rutgers Fellowship Program Leadership. Fellows not recommended for reappointment will be dismissed from the Fellowship Program.

Prior to an extended absence, or upon a change of Preceptor or department, the Fellow's current Preceptor or supervisor should either designate a responsible individual or otherwise provide for continuous fulfillment of Preceptor or supervisor responsibilities. **The Rutgers Fellowship Executive Director and Project Coordinator must be notified of any change in Preceptor.**

Change in Department, Rotations, and Projects

The actions outlined with respect to communication, goal setting, and Preceptor onboarding should essentially be repeated upon any change in department or Preceptor, including any rotation or project where the Fellow will be directly managed by someone other than their Preceptor. The current and new Preceptor or supervisor should communicate extensively to ensure a proper transition of responsibilities and expectations. Rutgers Program Leadership are also available to participate in these discussions, if necessary. Opportunities may arise for Fellows to diverge from their original program plan to experience or rotate through other areas in the company or outside groups (ex. FDA, advertising companies, etc.). In these instances, the Preceptor should strive to help the Fellow meet their agreed-upon Program goals and objectives or renegotiate new goals with the Fellow and the new area to ensure appropriate developmental opportunities. **While it is encouraged to provide Fellows with incremental developmental opportunities, using a Fellow to simply fill a vacancy created by the loss, departure, or temporary leave of a full-time employee is not appropriate.** RPIF Leadership is happy to consult in such circumstances to ensure appropriate expectations and developmental opportunities.

Rutgers-based Activities

Rutgers based learning activities (e.g., PDD and Rutgers Components such as teaching/scholarly activities/committee project management) have been developed to augment the training of the Fellow and complement their developmental experiences at your company. It is important for Preceptors to recognize their value to Fellow development and performance and discuss a plan for having the Fellow devote time to these required initiatives.

Preceptors are strongly encouraged to attend and participate in Fellowship-related activities at Rutgers, particularly those that are directly related to Fellows under their supervision, including orientation, any Professional Development Day (PDD) presentation given by their Fellow(s), presentation of a Fellow Recognition Award, related scholarly activity presentations, and the Certificate Ceremony. Preceptors are welcome to attend any PDDs of interest and are encouraged to attend and participate in the in-person confirmatory interviewing at ASHP Midyear Clinical Meeting, as appropriate.

An adequate number of Fellows are expected to attend the ASHP Midyear Clinical Meeting to assist with in-person confirmatory interviewing. Sponsor companies are responsible for this travel for the Fellows.

Preceptors are expected to encourage the Fellow's active participation in Rutgers-based activities, including the monthly Professional Development Day Series, RPIF committee work, recruitment, and scholarly activities including teaching, posters, and publications. Fellows are encouraged to volunteer for an RPIF committee to support the Fellows' collective goals as designated annually by the Chief Fellows and RPIF Leadership. While most of a Fellow's time will be spent working at the sponsor company, maintaining a relative balance between activities at both sites will foster complementary growth and development in both areas as well as stronger networking across companies.

Fellows are required to attend and actively participate in all PDD sessions, and in-person attendance is expected as outlined in the Professional Development Series section of this Guidebook. When conflicts occur between rare professional development opportunities and scheduled Rutgers activities, Preceptors are to help Fellows make appropriate prioritization decisions, mindful of maintaining a balance between activities at the two sites. For example, while there may be rare developmental opportunities that may warrant an absence from PDD, routine meetings would not be justification enough to miss PDD. Preceptors are expected to encourage Fellows to attend PDD and discuss Fellows' key learnings from PDD and how to best apply them to their current roles.

Please note that in order for a Fellow to be considered for an excused full or partial absence from PDD, they must request it, specifying the nature of the rare developmental opportunity in an email to the Rutgers Fellowship Executive Director, copying the Project Coordinator and their Preceptor for transparency. The same process would apply if virtual participation were required.

Fellows should not ask Rutgers for an approved full or partial absence from PDD or for virtual participation without previously aligning with their Preceptors.

There are a number of teaching opportunities available at Rutgers. Presenting lectures or coordinating and facilitating courses are opportunities for Fellows to develop their presentation and teaching skills and, as such, the demand consistently outpaces the supply. Preceptors and Fellows should discuss how teaching opportunities fit in with the Fellow's overall development plan and be clear on the commitment Fellows are making when they sign up to teach. Look to find a balance between teaching opportunities and company commitments.

Preceptors and/or company Stakeholders will periodically be asked to meet via conference calls or in person with their counterparts at other Rutgers sponsor companies to review, discuss, and decide upon issues of common interest. In particular, Preceptors and/or company Stakeholders are expected to cooperate with their counterparts to streamline the complex candidate recruitment and selection process. These sessions also provide an opportunity for best-practice sharing among sponsor companies.

Fellow Recognition Awards

Many of the sponsor companies have recognition programs to recognize exemplary performance of their employees. The Rutgers Fellowship Program has a similar recognition program – our Fellow Recognition Awards - to recognize Fellows who perform over and above expectations. See “Fellow Recognition Awards” section for more detail in this guidebook.

Program Completion

Following the academic model upon which the Fellowship Program is founded, **Fellows are expected to complete the entire duration of the Program and complete all Program requirements, and Preceptors should encourage them to do so.** The RPIF Program Certificate is now associated with special credentials so all of our alumni can now proudly identify themselves as **Rutgers University Certified Industry Fellows (RUCIF)**. Fellows not completing the Program may not receive a certificate of completion or be recognized as a member of the continuously growing number of alumni.

Headcount planning should be done with Fellowship Completion timelines in mind (see section on Program Completion Requirements in this Guidebook). As the Fellow approaches the conclusion of the Program (e.g., January of 2nd year), the Preceptor, Executive Sponsors, and Fellow should meet periodically to discuss and identify potential full-time employment opportunities within the company. The Preceptor should also provide insight into the potential application of acquired experiences, behaviors, and skill sets to external employment opportunities, and help the Fellows appreciate their marketability.

Inclusion of an HR representative may also be helpful in providing insight into internal employment opportunities for the Fellow, assisting with negotiation of start date when Fellows are offered positions in different departments within the company, and support creative solutions to hold positions for Fellows, such as post-dating offer letters or providing gap projects that meet immediate needs and contribute to Fellow development. Rutgers leadership is happy to support you in providing context regarding the Rutgers Fellowship Program to your HR partners.

While a full-time position in the sponsor company or the pharmaceutical industry is not a guaranteed Program outcome, RPIF has a robust history of Fellows successfully securing industry-based employment upon completion of the Fellowship. This is a testament to how qualified Fellows are for positions of employment upon completion of the Fellowship.

The Preceptor should work within their corporate environment, as appropriate, regarding headcount planning, timing of offering positions consistent with completion criteria, and assisting with negotiation of start date when Fellows are offered positions in different departments within the company. As much transparency with the Fellow as possible is appreciated. If conflicts arise regarding employment timing and Program completion, the Preceptor should provide guidance to the Fellow in the decision-making process, including the identification of factors that are beneficial to all stakeholders, the Fellow, the sponsor company, and Rutgers. RPIF Leadership should also be part of such discussions as early as possible.

Fellows often become anxious about obtaining a position upon completion of the Fellowship and may be tempted to begin interviewing for positions earlier than recommended. This should be discouraged as obtaining a position prior to completion of the Fellowship may jeopardize the Fellow's adequate completion of the Program. Please reassure the Fellows regarding the robust history of placement upon completion of the Fellowship and that they should strive to complete the Fellowship as part of their investment in building their foundations as future industry leaders.

The section of this Guidebook regarding Program Completion Requirements provides more important details about successful departure from the Program, including the negotiation grace period for approved early departure and how to include Rutgers in the decision and communication process. **Remember, the official Program end date for one- and two-year fellowships is June 30th.**

Periodic Reports

Periodic reports are a Fellowship Program requirement and provide documentation to the University regarding a Fellow's activities at the sponsor company. For Fellows in a 2-year program, Periodic Reports are due every 6 months (the first business day of January, July, January, and at completion). For Fellows in a 1-year program, Periodic Reports are due every 3 months (the first business day of October, January, April, and at completion). Confidential and specific company information about projects should not be included in these reports. The Preceptor should review the report prior to submission to the University to confirm its accuracy and ensure that no confidential information is included. It is the Fellow's responsibility to provide these reports in a timely fashion and, in doing so, allow for adequate time for your review prior to their submission to Rutgers.

Fellowship Invoicing/Payment Schedule

Invoices sent to Stakeholder in January- as positions are filled

Fellowship Payments due by April 30th

Paper checks are preferred. If payment must be made electronically, please make Lisa Mulé aware prior for the appropriate banking information and project number. If any agreements are needed, please work with Rutgers to finalize in parallel with recruitment. If a purchase order must be referenced in the invoicing, please provide this information to Lisa Mulé as your candidates accept their Fellowship positions. Likewise, if there are any additional company-specific requirements (e.g., use of a payment portal), please communicate to Lisa Mulé prior to invoicing. Our electronic Offer Request Form and Invoice Form have been updated to remind you to provide us with this information early.

Payments are for the Fellowship 12-month appointment period. A Fellow will not begin their Fellowship or be placed on Rutgers payroll until full payment is received. Payment not received by April 30th may jeopardize Fellows' ability to start or continue on time.

Preceptor Checklist

Companies with effective orientation programs report:

- A reduction in time required for new Fellows to become fully assimilated
- An increased understanding of the organization and business
- Higher morale and motivation due to a reduction in frustration and misconceptions generated by lack of information

The time and energy invested in supporting your new Fellow's transition will shorten the time before they become a knowledgeable, contributing member of your team.

- **Two Weeks Prior to Arrival**
 - Inform peers that a new Fellow has been recruited and share information about the new Fellow's role, background, prior experience, etc.
 - Secure and set up a workspace including telephone, voicemail, computer, network and e-mail accounts
 - Order any equipment and supplies needed to prepare the new Fellow's workspace (e.g., business cards, name plate) and any other materials required for them to start performing the job function
 - Schedule time on your calendar to take the Fellow to lunch (or similar virtual meeting) and schedule (at least weekly, and preferably more frequently during the first month) 1-on-1 meetings
 - If the Fellow will be working virtually, ensure that appropriate accommodations are made and support provided for them to be productive (e.g., remote access, virtual meeting software, formal and informal meetings for open discussions while remote)
- **One Week Prior to Arrival**
 - Ensure workspace and equipment are ready
 - Gather materials for the Fellow to review in their first week
 - Obtain documents specific to the Fellow's role
 - Arrange for training on network, email, and voicemail
 - Provide access to key internal websites, platforms, programs, and company systems
 - If remote, ensure readiness for equipment to facilitate communication and work for their first day
- **Fellow's First Day**
 - Personally welcome the new Fellow on the first day
 - Introduce the new Fellow to their new team members
 - Provide tour of work area
 - Provide network, e-mail, and voicemail training
 - Execute a confidentiality agreement
 - Ensure Fellow is comfortable seeking guidance and check-in on how they are acclimating.

- Meet with the Fellow to review the following:
 - Organizational structure (provide charts) and goals of the unit/department
 - Their position and begin discussing key goals and objectives
 - Expectations for orientation process and company training
 - Key individuals to meet during orientation process
 - Schedule end-of-week meeting to debrief first week and informally check-in prior
 - Remind Fellow of RPIF Guidebook and RPIF Program website for critical Fellowship orientation materials
- **End of First Week Meeting**
 - Ask the Fellow if there are any questions about anything they have read, seen, heard, or learned during the first week that may require clarification or discussion. Invite them to raise any questions, issues, or concerns.
 - Discuss planned activities for the second week, including additional meetings with key colleagues and stakeholders
 - Discuss any important deliverable upon which they should immediately focus
- **By First Month**
 - Agree on and establish Fellow goals and objectives
 - Provide feedback to the Fellow regarding how they are doing and share observations about their work interactions and practices
 - Discuss organization culture, company values, etc.
 - Assess understanding of business acumen, strategy, organization goals and individual performance expectations
 - Finalize goals and objectives
 - Schedule at least weekly meetings and periodic performance reviews/feedback sessions
- **Monthly/Quarterly Meetings - Performance/Feedback Sessions During Fellowship**
 - Regular and ad hoc meetings to provide coaching and feedback
 - Assess prioritization with scholarly activities and work on behalf of Rutgers, RPIF committees, etc.
 - Discuss at least 1 significant learning from each Rutgers Professional Development Day
- **By Sixth Month**
 - Revisit goals and objectives and provide formal feedback on performance
 - Review Fellow periodic report prior to submission to Rutgers (every 3 months for 1-year Fellows)
 - Discuss career goals to ensure appropriate developmental opportunities are provided during Fellowship
 - Alert RPIF Leadership if there are any performance issues
- **Repeat Performance Reviews at least every 6 months with more frequent informal performance discussions**
- **Several Months Prior to Fellowship Completion (e.g., December of 2nd year)**
 - Discuss end of Fellowship employment opportunities and expectations with Fellow, other Preceptors, Stakeholders/Executive Sponsor, and Rutgers Fellowship Executive Director
 - Support internal and external job search efforts
 - **Fellows should not entertain or accept any early offer without the discussion of this and alignment with their Preceptor, Stakeholders/Executive Sponsor, and Rutgers Fellowship Executive Director.** Remind Fellows of the approved grace period for negotiating start dates for offers of employment:
 - 2-year Fellow – May 1st-June 30th
 - 1-year Fellow – June 1st-June 30th

Preceptor Evaluation

We encourage Fellows to evaluate their Preceptor and the overall sponsor company experience prior to Program completion. Since it is important for Preceptors to understand how they are being evaluated, the Preceptor Evaluation form is in the accompanying RPIF Forms. Preceptor evaluations will be provided by Rutgers directly to the Preceptor. Areas that sometimes rate lower (so are good areas to ensure focus on) are regarding establishing goals and objectives, regular performance discussions, providing ongoing meaningful feedback, and providing an orientation program.

Program Completion Requirements

Please discuss Fellowship completion requirements with Rutgers Leadership prior to accepting any early offer and contact us ASAP if you have any questions regarding these requirements. Company Preceptors and Stakeholders cannot have this discussion on your behalf. These requirements apply regardless of where your next employment will be. Please refer to the Fellow Checklist section as well.

Preservation of Fellowship Program integrity is essential to the value of the Fellowship for our Fellows and alumni. Following the academic model upon which the Program was founded, the definition of completing the Fellowship is finishing all 12 or 24 months (for 1-year and 2-year Fellowships, respectively), as established, and all Program requirements. Fellows not completing the Program and submitting all required documents may not receive an RUCIF certificate of completion nor be recognized as a member of the continuously growing number of alumni of this highly respected Fellowship. The same applies to any Fellows not in good standing with Rutgers University regarding required training and eCOI disclosures.

Fellows who have entered the Rutgers Fellowship Program have made an investment in their careers as future leaders in the (bio)pharmaceutical industry. While employment with the sponsor company upon completion of the Fellowship is an optimal outcome (and the majority of our Fellows are usually retained at their sponsor companies), there is no guarantee of employment upon completion of the Fellowship. As the Fellow will find for the remainder of their career, they are accountable for their own professional development, job search, and career path. However, the valuable network they have built throughout their Fellowship, Rutgers, and their sponsor company Preceptors, Stakeholders, and Executive Sponsors will provide coaching and support for their job searches.

It is understood that the difference between the Fellow's current and future salary, coupled with timing and availability of employment opportunities, can create pressures on Program completion status. However, Fellows have committed to their appointments and the **official Program end date for both 2- and 1-year fellowships is June 30th**. As it is understood that prospective employers may not be able to hold positions until June 30th, Fellows can apply for completion of their Fellowship by April 30th of the scheduled year of completion for two-year fellows, or May 31st for one-year Fellows. (That would be for new employment start dates of May 1st and June 1st, respectively.)

In order to earn an RUCIF certificate of completion, in addition to these time requirements, Fellows must have fulfilled all outstanding obligations to Rutgers and their Sponsor Company, including but not limited to, PDD attendance, completion of their Rutgers Component, submission of all required documents, and completion of all required trainings and eCOI disclosures. If companies prefer to adopt more stringent completion criteria than those described here, they may do so provided that the policy is made clear to Rutgers and to the Fellows at the beginning of their Program.

All 3 stakeholder groups (Rutgers, the sponsor company, and the Fellow) must be in agreement regarding completion for a certificate to be granted. For Fellows seeking positions with other sponsor companies within the Rutgers Fellowship, completion timing must be amenable to that sponsor company as well. **Rutgers Leadership will facilitate these communications and Fellows are accountable to proactively communicate with RPIF.**

Fellows who fail to follow these guidelines will be at risk for the successful completion of the Fellowship, receipt of RUCIF special credentials and certificate of completion, and ability to be considered as an alumnus of this prestigious Program. **Don't be tempted to make a short-term decision that carries long-term consequences!**

Remember that Rutgers is the employer of the Fellows, so you **MUST notify RPIF of your completion at least 2 weeks before** your last workday. **You cannot resign by email.** You need to submit a letter of completion (similar to a letter of resignation). There is no template – this is a formal business letter, so please follow typical business letter format. We recommend putting the same thought into this letter as you did for your letter of intent during your application. Please note that this letter is **not** to be the first communication to RPIF of your intended departure from the Fellowship. Here are some helpful hints for your letter of completion, including from the Rutgers Human Resource Office and Rutgers Payroll, to ensure a smooth process. We've bolded some of the more common errors.

- Address to Fellowship Executive Director with name, degree, and address noted in this Guidebook
- Specify the **last workday** of your Fellowship
 - Last day **cannot be first day of new employment** (as this would be a conflict of interest)
 - Don't use phrases such as "intend for my last day", "effective [date]", or "as of [date]" as they can be ambiguous and open to interpretation (and you may end up losing a day of pay due to the resulting misunderstanding).
 - Communicating your last day is critical to get right, so **use the phrase "My last compensated day as a Fellow will be [insert week date]"**.
 - Don't include any information regarding your new employment in this letter. We're excited to hear it, so please share it with us! But it has at times caused confusion for Rutgers Payroll as they process your last day of employment with Rutgers, so leave it out of your letter of completion.
- **Sign the letter in ink** and then scan it and email it as a PDF file to RPIF Executive Director and Program Coordinator **at least 2 weeks prior to your last day**
 - **At least 2 weeks notice is REQUIRED**
 - We will shepherd it through the Rutgers process for you. (There are 3 offices after RPIF that need to process your letter of completion, so the minimum professional standard of 2 weeks notice is required to protect your reputation and that of RPIF within Rutgers University.)
 - **Rutgers Payroll will not accept electronic signatures**
- Include your printed name
- Date the letter as it must be standalone from the accompanying email

The letter of completion cannot be retracted or modified, so please confirm the last compensated day before submitting to avoid any unnecessary employment gaps. It is important that you understand any company-specific hiring policies (e.g., some hire starting only on certain days like Mondays or start of pay periods). Be sure that your start date allows adequate time for your new employer to conduct any background check. Employers will respect your need to provide at least 2 weeks' notice as that is the common accepted professional minimum standard.

Access to Rutgers Systems Disabled

Once your letter of completion has been received, following the last day of Fellowship employment, you will be removed from payroll, your employee Net ID will be deactivated, and you will lose access to Rutgers employee email, self-service portal, electronic paystubs, tax reporting, Sakai, eCOI, training module platforms, etc. **Please be sure that your mailing address in your my.Rutgers portal is accurate prior to your last day of Fellowship.** RPIF does not have access to your paystubs, W-2, etc. **If you have any need for HR-related information following your employment (e.g., W-2), you can contact Rutgers OneSource (<https://uhr.rutgers.edu/onesource/contact>) or Rutgers Tax Payroll (tax@payroll.rutgers.edu).**

Resolve any Remaining Compensation/Reimbursement

- You are accountable for ensuring that any Rutgers travel and expense reports have been submitted **prior to** your last day as a Fellow.
- You are accountable for ensuring that the appropriate Rutgers committee is adequately notified of any pending compensation for compensated outreach visits or teaching.
 - **Ensure that any activities for compensation are completed at least 3 weeks before your last day as a Fellow and that you notify the respective committee to allow time for processing.**
- Rutgers cannot issue compensation or reimbursement to you after your employment ends.
- Please ensure that you have completed all company process steps for any company travel and expense reimbursement.

Benefits Coverage after Resignation from RPIF

- Please refer to the Rutgers Benefits website for more information. (<https://uhr.rutgers.edu/benefits/home>)

Remaining Required Exit Documents

In addition, as part of Program completion, you must also submit the rest of your exit documentation to the RPIF Executive Director and Program Coordinator. **RPIF cannot issue certificates of completion for any Fellow who has not submitted all of their required documentation.**

- Final periodic report
- Rutgers Component Completion form signed by you and your Preceptor (electronic signature is fine on this form)

We would also appreciate:

- Evaluation of your Preceptor
- Alumni contact form
- Exit survey (link will be emailed)

Please don't submit your exit documents in a combined file as that would create work in separating them for processing.

Rutgers Component A FELLOWSHIP REQUIREMENT

Definition

The objective of the Rutgers Component is to work with Rutgers on a developmental opportunity that would complement the Fellow's sponsor company experience and that meets Rutgers objectives.

To satisfy requirements for the Rutgers Component and qualify for a certificate of completion, all 2-year Fellows and 1-year Fellows must complete at least one of the following (or a combination of) activities during the term of their Fellowship. Fulfillment of the Rutgers Component will be reviewed individually and must be approved by the Preceptor and Rutgers Fellowship Leadership. Examples of activities that would satisfy requirements for the Rutgers Component are listed in this section and on the Rutgers Component Completion form in the RPIF Forms. Fellows are encouraged to complete additional Rutgers-based activities to complement their professional development.

Please note that company activities (e.g., recruitment, company Lead Fellows, serving on company committees, scholarly activity not involving Rutgers) are valuable developmental experiences, but do not satisfy requirements for your Rutgers Component. Please also note that Fellows are employees and clinical adjunct faculty of Rutgers, so may work with students from schools other than EMSOP but may not serve as their primary Preceptor.

Process and Timing

The Fellow is responsible for fulfilling all Program requirements, including those for the Rutgers Component. The Rutgers Component Completion form is in the RPIF Forms to assist the Fellow and Rutgers in documenting the Fellow's completion of the Rutgers Component. Fellow plans for and progress towards their Rutgers Component should be discussed during each Rutgers site visit (twice annually), and more often if needed, to ensure the Fellow is tracking toward completion of the Rutgers Component prior to the end of their Fellowship. If a Fellow is at risk of not completing their Rutgers Component, they should discuss with RPIF Leadership as soon as possible.

The Rutgers Component Completion form (found in the accompanying RPIF Forms file) should be submitted to the Rutgers Fellowship Executive Director and Program Coordinator when the requirement has been met but no later than the Fellow's last day or by a week before the Fellowship Certificate Ceremony, whichever is earlier. The form must be signed by the Fellow and their Preceptor, then submitted to the RPIF Executive Director and Program Coordinator to be reviewed and signed by the Rutgers Fellowship Executive Director. Electronic signatures are acceptable for this form.

It is recommended that Fellows contemplate and initiate work on their Rutgers Component as soon as possible. By the end of the first month of the Program, Fellows should have an initial discussion with their Preceptor and align with RPIF Leadership regarding the Rutgers Component if plans differ from what is outlined in this Guidebook. **Fellowship completion certificates will not be granted to Fellows who do not complete their Rutgers Component.**

Selecting and Completing the Project – Some Examples

Gaining hands-on, in-depth industry experience is the primary focus of the Fellowship Program. The Rutgers Component has therefore been designed to minimize incremental time spent away from the company while maximizing the complementary professional development opportunity. Little or no travel is required if the Fellow works via video/teleconference and email as they would for many of their company projects. In addition, Fellows are strongly encouraged to work in groups with other Fellows on scholarly activities and must also include a member of the Rutgers faculty. If a paper or poster is presented at a national meeting in conjunction with a Rutgers faculty member, RPIF will provide travel and expense reimbursement for 1 Fellow per poster/presentation (please refer to the Travel and Expense (T&E) Reports section of this Guidebook). **Remember that any human subject research, including survey studies, MUST be approved by the Rutgers IRB before they can be initiated.**

Project Ideas

Fellows are strongly encouraged to develop and pursue their own project ideas and discuss them with their Preceptors, Rutgers faculty and Fellowship Leadership. Some examples are listed, and some may require IRB review and approval **PRIOR** to initiation:

- Develop a poster describing the Program or a topic of interest to patient care and/or the biopharmaceutical industry for presentation at a national meeting (e.g., literature review)
- Author an article describing the Program or a topic of interest to patient care and/or to (bio)pharmaceutical industry for publication in a state, local, or national journal or pharmacy student publication (e.g., literature review)
- Develop and conduct survey of Fellowship programs and/or recruitment practices
- Develop and conduct survey of healthcare professionals/patients on a topic of interest to the healthcare marketplace
- Work with candidates seeking their Rutgers MBA, MPH, MS-HOPE, MS in Pharmacology, Masters in Pharmacoepidemiology or Rutgers Faculty to develop and present a joint program
- Work with APhA to develop appropriate content for the Pharmacy Student publication's career issue describing various career options.
- Develop a non-confidential article or poster describing a unique experience or rotation, e.g., FDA, ad agency, international, outreach, etc.
- Complete a clinical research project with a Rutgers faculty member
- Author an article relevant to the Drug Information Association global forum (<https://globalforum.diaglobal.org/>) in conjunction with Rutgers faculty

Please see Scholarly Activity Manual for more information.

As a reminder, Fellows, as Rutgers employees, must inform the Fellowship Program Leadership of all Rutgers scholarly activity projects and secure IRB approval for studies involving human subjects (including surveys) prior to any work on the project.

Professional Development Day Series

Purpose

Post-doctoral professional development training complements work experience provided at the sponsor company to prepare Fellows with a versatile skill set to use in the Pharmaceutical Industry, building the foundation for future leaders. The Professional Development Day Series is designed to:

- Develop and learn new behaviors and skill sets from guest speakers including:
 - Alumni
 - External professional trainers
 - Financial experts
 - Other industry executives
- Promote networking among Fellows across different companies and functional areas
- Discuss insight into various aspects of drug development, patient care, and issues facing the pharmaceutical industry
- Provide opportunities to build core behaviors and skillsets (i.e., not soft skills but critical skills)

Overview

- **PDD attendance and participation is mandatory.** If there is a conflict with a rare developmental opportunity, the Fellow would need to request an approved full/partial absence or virtual participation from the RPIF Executive Director, specifying the nature of the rare developmental opportunity in an email copying the Program Coordinator and their Preceptor. In this case the Fellow must watch an archived recording of the PDD content (where allowed by the speakers).
 - If submitting a request for absence or virtual participation, be sure to provide the context of the rare developmental opportunity and do not request virtual participation if you would not be able to dedicate your attention to the PDD.
- **Fellows are expected to attend PDD in-person** at Rutgers EMSOP to maximize their learning and networking opportunities.
 - For Fellows at companies more than 90 miles from Rutgers, the expectation is that they attend in-person at Rutgers at least once per quarter and otherwise attend in-person at the company satellite viewing location.
- **Fellows benefit** from this required opportunity to focus on their personal professional development. As such, multi-tasking is not allowed during PDD. (You should also not be working on or discussing anything confidential during PDDs, networkings, etc.)
- Agendas may include individual and group presentations/panels, workshops, guest speakers, networking activities, etc.
- After PDD, discuss your key learnings with your Preceptor to maximize learning and professional growth and to bring value back to your team(s).
- Preceptors are also welcome to attend PDDs and to speak about best practice stories and career development tips. (Contact PDD chairs or RPIF Leadership for scheduling if interested.)
- Your Company Lead Fellows should be **placing PDDs on your calendar**. Be sure to accept them or proactively block your calendar yourself based on the master calendar in this Guidebook so that your teams can best schedule around your PDD requirements. It is best practice to **use an out of office message while at PDD so that your full focus can remain on the PDD content**. All meeting logistic information is sent to all Fellows and Preceptors prior to each PDD.

PDD topics include:

• leadership • critical thinking/ decision making • communication • difficult conversations • giving and receiving feedback • influencing skills • applied clinical and industry challenges • artificial intelligence/ machine learning • succeeding in corporate environment	• presentation skills • storytelling • negotiation • time management • business etiquette • Imposter Syndrome • emotional intelligence • hybrid work • networking	• career management • diversity/inclusion • LinkedIn/resume writing • interview prep/mock interviews • personality types • personal finance • human research/ IRB compliance • conflict resolution • executive presence
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RPIF Committees involved with PDD:

- **PDD Committee** is led by Fellows and advised by a Leadership Team member, and Rutgers Fellowship Leadership. Input is welcomed from Fellows and company Stakeholders and Preceptors. Main responsibilities include:
 - Managing PDD content and delivery
 - Engaging Fellows in discussion
 - Ensuring the content is adding value for the Fellows
- **Fellow Engagement Committee**
 - Optional networking events post-PDD give opportunities for Fellows, Preceptors, alumni, guest speakers, and Rutgers leadership/faculty to engage and develop valuable professional connections.
 - If you commit to attending, it is expected that you will attend. Please note that RPIF must make logistical plans (including financial commitments) weeks in advance of the PDD day.
 - Engagement Committee supports additional networking events, as well as “icebreakers” and interactive exercises during PDD.

Attendance and Active Participation:

PDD attendance, professionalism, and active participation are mandatory Program requirements. Fellows will be held accountable for attending PDD. Fellows are expected to:

- Attend all PDD sessions (attendance can be monitored if necessary, but we prefer to treat you as professionals)
- Arrive on time; plan accordingly for unexpected delays such as traffic
- Same in-person expectations are in place for company-hosted PDDs
- Actively take part by
 - Actively engaging in discussion to share learning, experiences, opinions, and questions
 - Avoiding mobile phone and computer use
 - Answering questions
 - Attending in-person as expected
 - Using camera if virtual participation is necessary and approved by RPIF
 - Giving presentation feedback

Requesting Excused Absence:

Attendance is **mandatory and expected** at all PDDs. Excused full or partial absence for a rare developmental opportunity will be considered. The Fellow would need to request an approved absence from the Rutgers Fellowship Executive Director, specifying the nature of the rare developmental opportunity in an email copying their Preceptor and the Program Coordinator. Remote attendance utilizing video technology is allowed when necessary and approved in advance using the same process. Please schedule vacation time so that it does not conflict with PDD.

- A request for an excused absence must occur by the day before the PDD – earlier is better.
- Remote attendance utilizing videoconference technology is available when necessary and approved by RPIF
- If there is severe weather impacting your ability to attend PDD in-person, email the RPIF Executive Director and Program Coordinator and copy your Preceptor for transparency
- Attendance records may be shared with Preceptors.
- **If the Fellow has excessive absences, they may be ineligible for an RUCIF certificate of Program completion and may be dismissed from the Program.**
- Fellows who do not actively take part or do not stay for an entire PDD will be counted as absent and their Preceptor and/or other company representatives will be notified.

Fellows Outside of the NJ/NY/Philadelphia Area:

- West coast, Maryland/Virginia/DC, and Boston Fellows and any other Fellows working remotely are expected to attend PDD in-person at least once per quarter.
- When unable to attend in-person, videoconferencing at a company satellite viewing location is expected.
 - A Company Lead Fellow must email the RPIF Executive Director and Program Coordinator with the names of those who participated at the satellite site and a picture of the Fellows in the room.
- If there is a rare developmental opportunity that prevents the Fellow from attending either in-person or at the company satellite site, they must request approval from RPIF as described.

PDD Rules of Engagement

As you prepare to attend a PDD session, please consider the below behaviors and expectations to make each PDD a great development opportunity for all Fellows, guests, and speakers.

During Presentations	- To enhance your learning experience and professional development, please give your full attention to each presenter. - Please silence and stow away devices, including laptops and cell phones. If you have an emergency email/task that needs immediate attention, please leave the room in an undistruptive manner to address. - Please remain in each session and limit side conversations to minimize distractions. - Ask questions! Our speakers are excited to contribute to your professional development and welcome these interactions. - Maximize your retention by taking notes using pen and paper (proven to increase learning and retention). Feel free to use the Fellow-designed PDD Journal for your notes and reflections.
Between PDDs/ Presentations	- Please refer to the PDD agenda for schedule details before your arrival. - Plan to arrive 5-10 mins early to allow for traffic and for time to settle in before the session begins. - Use scheduled breaks for networking and refreshments. - To be respectful of speakers and to keep on schedule, return back to sessions promptly from breaks.
During Lunch	- Be sure to take the meal you indicated in the pre-PDD RSVP survey and reserve special meals for those with dietary restrictions. - To be respectful of those who may be waiting in line, please only take 1 serving, to ensure everyone receives a meal. An opportunity for seconds will be provided. - When finished with your meal or refreshment, please leave your area clean.
Additional Tips	- Feeling like you want more from PDD? Remember to fill out the post-PDD survey and share what topics/ideas you'd like to see next! - Have an urgent meeting that couldn't get rescheduled? Rutgers has several meeting rooms onsite for any urgent meetings that need to be taken. - Request a partial absence (email to Carolyn Seyss with the request and context, copying your Preceptor) - Email Janet Lupo if you need a room reserved - Remember you may request an absence (partial or full), or virtual attendance, by emailing Carolyn Seyss (carolyn.seyss@pharmacy.rutgers.edu) and copying your preceptor with the context of the rare developmental opportunity. - Please be cognizant of any food restrictions within meeting rooms.
At the Conclusion	Fellows are expected to restore their workspaces and surrounding areas to pristine conditions, as the state of one's environment serves as a direct reflection of their professional standards and reputation.

Schedule of Events and Professional Development Day Series 2026-2027

DATE 2026	EVENT	LOCATION
July 1	Fellowship Orientation	EMSOP 131/130
July 23	Professional Development Day	EMSOP 131/130
July 24	ROPES	EMSOP Outdoors/Atrium
Aug 13	Professional Development Day	EMSOP 131/130
Sept 17	Professional Development Day	TBD
Oct 15	Professional Development Day	TBD
Dec 5-8	Recruitment at ASHP (American Society of Health System Pharmacists) Midyear Clinical Meeting	Orlando, FL
Dec 11	AIFA-aligned First offer day	ONLY RUTGERS CAN OFFER – NO VERBAL OFFERS
Dec 17	Professional Development Day	TBD

DATE 2027	EVENT	LOCATION
Jan 14	Professional Development Day	EMSOP 131/130
Feb 18	Professional Development Day	TBD
March 18	Professional Development Day	EMSOP 131/130
April 15	Professional Development Day	TBD
April TBD	Rutgers Pharmacy Research Day	EMSOP Atrium
May 20	Professional Development Day	EMSOP 131/130
June TBD	Certificate Dinner	TBD

Periodic Reports Submission and Schedule

Periodic reports are a Program requirement and provide documentation to the University regarding your activities at the sponsor company. Confidential and specific company information about your projects should not be included in these reports. **It is the Fellow's responsibility to provide these reports by the due dates noted below.** You should put reminders into your calendar, work plans, or any other tools you use in time management to help you plan accordingly.

Your Preceptor should review the report prior to submission to the University to confirm its accuracy and ensure that no confidential information is included. Please plan adequate time to allow your Preceptor to do so.

The template format that you need to use is located in RPIF Forms. It includes who to send your periodic report to and is organized by accomplishments and key learnings to focus Fellows on their professional development accomplishments and plans. These periodic reports are also helpful in your "elevator pitches" and when you will update your resume.

- Be sure to use bullets rather than paragraphs of text.
- Also be sure to include your name and the timeframe of the report period within the text as noted in the template (i.e., update the blue text).
- **For fellows in a 2-year program**, Periodic Reports are due every 6 months (by the first business day of January and July 2027, January 2028, and at completion - 4 in total) covering these time periods:
 - **July – December 2026 (due 1st business day of January 2027)**
 - **January – June 2027 (due 1st business day of July 2027)**
 - **July – December 2027 (due 1st business day of January 2028)**
 - **January – May/June 2028 (due by completion date)**
- **For Fellows in a 1-year program**, Periodic Reports are due every 3 months (by the first business day of October, January, April, and at completion - 4 in total) covering these time periods:
 - **July – September 2026 (due 1st business day of October 2026)**
 - **October – December 2026 (due 1st business day of January 2027)**
 - **January – March 2027 (due 1st business day of April 2027)**
 - **April – June 2027 (due by completion date)**

Any Fellows submitting a periodic report that does not utilize the template (including providing their name, date range, and using bullets instead of paragraphs) will be required to revise and resubmit.

Teaching Guidelines

Teaching and working on Rutgers-related activities are a privilege and are meant to enhance the professional development of the Fellow as they progress through the Fellowship Program. **Fellows must conduct themselves in a professional manner at all times.**

Teaching guidelines are intended to provide directions to the Fellow on how to properly prepare for practical evaluations and deliver a class lecture. Lecturing to students provides an opportunity for Fellows to learn the key elements of teaching (including content and delivery/style), enhance presentation/speaking skills, and collaborate with Rutgers faculty/clinicians.

Signing-up: review these guidelines prior to signing-up for teaching classes

- Fellows will be notified of available teaching opportunities at Orientation, Professional Development Days, and/or via GroupMe and e-mail. Fellows interested in serving as a Fellow Course Coordinator will be required to submit a completed Interest Form to the Teaching Committee and/or faculty course coordinator(s) depending on the course. Before signing up, interested Fellows should inquire about the level of commitment that each teaching activity entails to prevent any potential time conflicts. Additionally, Fellows should discuss their interest in teaching with their Preceptor to ensure understanding of the time commitments required. It is recommended that Fellows provide at least 4 weeks prior notice to the teaching activity of any anticipated schedule changes. After signing up for a teaching activity, if the Fellow is unable to teach on that date, they must let the Teaching Committee and Fellow Course Coordinators know as soon as possible. It would be the Fellow's responsibility to locate their replacement if one is needed.
- **Rutgers Component:** Fellows may choose whether to teach for credit towards their Rutgers Component (RC) or for financial compensation (FC).
 - Assignments for teaching opportunities will be given preferentially for those choosing credit towards their Rutgers Component. Completing **three uncompensated teaching activities** fulfills the Rutgers Component of the Fellowship Program. Please see the section of this Guidebook regarding the Rutgers Component.
 - Prior to the start of each semester, compensation cycle dates will be determined. For those choosing financial compensation, following the lecture, payments will be added to the paycheck following each compensation cycle submission date. Amount of compensation is pre-determined by administration and faculty. Please note that not all EMSOP teaching opportunities presented will be available for compensation.

Preparation

- **Course Expectations:** Review timelines for handouts, etc. established by the course coordinator(s). If there are any questions or concerns, please seek advice from the course coordinator(s) as soon as possible. Potential issues to address with course coordinator(s):
 - How long should the lecture be (both in terms of time and handout length)?
 - How many exam questions are required per lecture/topic?
 - Is attendance by Fellows required at exams?
 - Are handouts posted online or will copies need to be made for the lecture?
- **One-on-One Meeting:** In some classes, a Rutgers faculty member is assigned to review lecture handouts and exam questions prior to each lecture. The Fellow should arrange one or more meetings with the faculty member prior to preparation of the handout (4 weeks prior to lecture date).
- **Teaching Committee:** Fellows should inform the Teaching Committee of any additional Rutgers teaching opportunities they plan to participate in and send a follow-up email to RPIF.teaching@gmail.com following the completion of the lecture/teaching opportunity.

- **Preparation of Handout:** The preparation of the lecture handout, slide presentation (if applicable), exam questions, and any additional material are the responsibility of the Fellow. Handouts from the previous year will not be provided and should not be used as a template. The Fellow is responsible for researching the topic and should provide adequate references for all material covered within the handout. A sample handout outline is included in these guidelines.
- **Timelines for Handout:** Four weeks prior to the lecture date, the Fellow is required to provide the faculty advisor and/or the course coordinator(s) with the handout and exam questions for their review and comment. The Fellow should refer to timelines set forth by the course coordinator(s).
- **Feedback on Handout:** The Fellow should be receptive to comments and advice from the faculty member reviewing lecture materials.
- **Arrival Time:** Contact faculty/course coordinator(s) well in advance to determine proper arrival time and location on the day of the lecture. Please plan for any delays including for traffic. Be on time or early. You can contact Janet Lupo for a location to work at EMSOP prior to start of the class.
- **Day of Lecture:**
 - Bring your own laptop or arrange to have one set up for Power Point slides as instructed for the class at least 48 business hours before the lecture date. If using the lectern computer in the large auditoriums, allow adequate time to ensure you are familiar with how to use it.
 - **Arrive at least 60 minutes prior to lecture start time. Arriving late is unprofessional and will not be tolerated.** Leave sufficient time for any traffic delays. Workspace can be provided upon request to optimize Fellows' work efficiency.
 - Arrive early to class to meet with faculty to address any last-minute questions, get familiar with the room, and to set up AV equipment.
 - If handouts will not be posted online, bring copies of the finalized lecture handout on the day of class or send to Ms. Kathleen Kuhn at kakuhn@pharmacy.rutgers.edu for copying at least 72 hours before class. The School will not provide color copies of handouts, only black and white.
 - Keep the target audience in mind when presenting (i.e., which Professional Year)
 - Professional attire is required – business casual or business dress.
 - Provide contact information to students just in case someone has a question later.
 - Keep the school/faculty advisor contact information with you at all times and contact them if there is an emergency that impacts your participation.
 - Engage the students in the lecture by encouraging class participation

Sample Lecture Handout Outline

The template on the following page may be helpful for development of your class handout/lecture to provide the students with a consistent style of teaching.

Title / Subject of Class

Fellow/Lecturer Name

Contact information

Class Name

Date (of lecture)

- Learning Objectives
- Introduction/Brief Review of Disorder
- Clinical Presentation/Physical Findings
- Goals of Treatment/Management
- Non-Pharmacologic Strategies
- Summary of Pharmacologic Treatment Strategies
- Guidelines for Drug Use
- Relevant Patient and Family Counseling
- Further Monitoring and Follow-up
- Conclusion
- References

Sample Case Presentation:

BB is an 80-year-old blind male who presents to your pharmacy complaining of a 1-month history of a persistent cough that has become productive over the past 2 weeks. He also complains of malaise, fever, night sweats and significant weight loss over the last 2 months.

PMH:

Hypertension x 40 years

Atrial fibrillation x 10 years

Medications:

Digoxin 0.125 mg po daily

Warfarin 3 mg po daily

- 1) What other information might be useful for determining the cause of BB's symptoms?
- 2) What are potential causes for BB's symptoms?
- 3) What are potential drug-related problems?
- 4) What advice would you give BB regarding each of his medications?
- 5) What barriers may there be for effective counseling, and how would you resolve the barriers?
- 6) What kind of follow-up care does BB need to prevent any drug-related problems?

Sample Exam Questions

The email to course coordinators for exam questions should have two attachments:

- 1) exam questions only **AND**
- 2) exam questions with the correct answer.

Questions may be multiple choice, matching, or true/false.

Exam Question Format Examples

____ 1. Question

- A.
- B.
- C.
- D.
- E.

Match the following:

____ 2. 12

____ 3. Pharmacy

____ 4. Thanksgiving

- A. automobile
- B. drug store
- C. whole number
- D. bell
- E. holiday

____ 5. Statement.

- A. True
- B. False

"K-type" questions should use the following format for consistency:

____ 6. Past and present presidents of the USA include:

- I. George W. Bush
- II. George H.W. Bush
- III. George W. Forman
- A. I only
- B. III only
- C. I and II
- D. II and III
- E. I, II, III

Teaching Committee FAQs

- 1. How does parking work for in-person teaching activities?**
 - a. Please log on to the Rutgers DOTS parking portal for permit options and associated costs (see section in Guidebook on Parking)
 - b. Parking is a \$5 fee for 1 day but will count towards your maximum of ten 1-day parking permits for the fiscal year (July through June). If you need more than 10 days of parking for the year, please review your other parking permit options
 - c. Pay for the parking permit prior to the day of your activity and ensure you see the permit in your parking account
- 2. What should I consider before signing up for a teaching activity.**
 - a. Confirm that the activity occurs on a day and time when you can be OOO (in consultation with your Preceptor).
 - b. Ensure that you are able to attend the scheduled date, time, and location of the activity.
 - c. Place an OOO reminder on your calendar for the date and time of the activity.
 - d. Notify your preceptor of your OOO status to minimize potential distractions that could affect your participation.
 - e. Remember to use an OOO automatic reply so that you can focus on your teaching commitment
- 3. Will the days I take off to participate in teaching activities impact my PTO days?**
 - a. No, participation in RPIF teaching activities is considered work and does not affect your PTO. Preceptors are aware of this and encourage involvement in RPIF activities but ensure you align with them in advance. If your teaching activity isn't a full day of work and you need to secure workspace at Rutgers, please let the faculty and/or Janet Lupo know.
- 4. What is FC and RC?**
 - a. When you sign up for a teaching activity you will be required to commit on signup genius whether you would like to receive credit towards your Rutgers Component (**RC**) or financial compensation (**FC**). Fellows seeking credit towards their Rutgers Component will be given priority
- 5. After completing an activity, do I need to take any additional steps to ensure I receive RC or FC for my participation?**
 - a. No, once you attend an activity the coordinators will record your attendance and report your participation to the teaching committee.
 - b. Please keep your own records of RC attendance that will be useful for fellowship documentation.
- 6. How much will I be paid for the financial compensation (FC) for an RPIF activity?**
 - a. A Fellow will be paid \$300 per activity (virtual or in-person)
- 7. How much will I be paid if I am a course coordinator?**
 - a. Course coordinators will be paid a \$3,500 stipend that will be issued in 2 cycles per semester of \$1750 each (midway and at the end of the semester).
- 8. When will I receive compensation for the activity I conducted?**
 - a. The Teaching Committee coordinates payments in 2 cycles per academic semester (midway and at the end). Once your payment has been submitted by the Teaching Committee, there are some additional steps, so it would be as soon as possible within the following 2 pay periods.
- 9. What do I do if I can no longer attend the activity I signed up for?**
 - a. Participating in TC activities are binding as you are making a commitment when you sign up. The Teaching Committee is not responsible for finding you a replacement.
 - b. Find a Fellow to replace you in that activity by using the RPIF GroupMe or by reaching out to your co-Fellows.
 - c. If you are unable to find a replacement, this will count as a no-show, and you will receive a "strike". If you receive 3 strikes, you will no longer be considered for teaching opportunities.
- 10. What are the steps to finding a replacement?**
 - a. Reach out to the Teaching Committee and inform them you are unable to attend the activity, but you are actively seeking a replacement. CC the course coordinators or faculty on the email.
 - b. Search for a Fellow that is available. You may place a request for a Fellow to take your place in the Fellowship GroupMe
 - c. When you find your replacement, send an email to the Teaching Committee of the following with the course coordinators and replacement Fellow copied on the email.
 - i. First and Last name of replacement Fellow
 - ii. Email of the replacement Fellow
 - iii. Whether they would like to receive RC or FC
 - iv. Title of Activity
 - v. Date of Activity

11. What is the strike system, and what actions may result in receiving a strike?

- a. The Rutgers Ernest Mario School of Pharmacy offers Fellows the opportunity to facilitate essential learning and development courses. As such, when you commit to teaching, you are accountable for the successful class. The strike system is in place to ensure that fellows fulfill their commitments to the program.
- b. Failing to attend an activity you signed up for without a replacement Fellow will result in a strike.
- c. Always communicate via email with the course coordinators and the Teaching Committee if you are unable to attend the activity you signed up for and ensure you find a replacement.

12. How many strikes would prevent me from being able to participate in teaching activities?

- a. Once you have received three strikes, you will no longer be considered for RPIF activities for RC or FC and the RPIF Executive Director will be notified.

13. Where can I find more details about RPIF Teaching Committee and teaching opportunities?

- a. Please reference the Weekly Roundups and their attached SignUpGenius links in the teaching committee section for additional information regarding teaching opportunities. Please reach out to course coordinators for further information after you have signed up for an activity.

14. Can I switch from RC to FC ?

- a. Teaching opportunities are prioritized for Fellows who need to complete their Rutgers Component. You designate RC or FC when you sign up. FC isn't offered for all teaching opportunities. Once you sign up to receive RC, you cannot change that to FC for that teaching opportunity.

15. What should I do if I have not received my payment?

- a. The Teaching Committee will provide updates regarding the estimated target date for the distribution of financial compensation to fellows on the Weekly Roundup.
- b. Ensure your activity falls in the time frame of the reimbursement cycle listed in the Rutgers Roundup. If the activity is within that reimbursement cycle but you haven't received compensation by the date noted, please email the Teaching Committee stating you are missing a payment with the following.
 - i. First name and Last name
 - ii. Title of course (ex: iPASS I)
 - iii. Title of activity (ex: OSCE 2)
 - iv. Date of activity

16. What to do if you have not heard from anyone regarding your upcoming activity.

- a. A list of the course coordinators will be provided to all Fellows. Please reach out to the course coordinators directly for questions regarding your activities.
- b. Please reference the Weekly Roundups and utilize their attached SignUpGenius links in the teaching committee section to determine who the course coordinators are for your activity.

**RUTGERS HEALTH****Institute for Pharmaceutical
Industry Fellowships****Fellowship Committees
RPIF Chief Fellows and Committee Leadership Team (CLT)**

Position	Name	Email	Phone
Chief Fellows	Hillary Reeves	hillary.reeves@merck.com	803-743-7386
	Brynn Gilbert	bgilbert@mjhlifesciences.com	484-388-6653
	John (Eun Sik) Cho	eunsik.cho.ext@daiichisankyo.com	908-635-6361
Academic Development CLT Scholarly Activities Teaching	Satchell Mede Pacheco	satchell.medepacheco@bms.com	954-881-8469
Advocacy & Promotion CLT Digital Solutions Public Relations	Julieanne Nguyen	jnguye61@its.jnj.com	559-515-1705
Community Development CLT <i>Fellow Engagement</i> <i>PDD</i>	Lara Smith	lara.smith@merck.com	610-308-2708
Event Coordination CLT Fellow Recruitment FIND	Shayna Byers	shayna.byers@sanofi.com	913-216-0066
Outreach CLT <i>Alumni Relations</i> <i>Candidate Relations (CRC)</i>	Megan Godfrey	Mgodfre1@its.jnj.com	717-961-0137
Performance CLT Finance & Logistics Metrics	Kristen Kumi	kristenkumi@phactmi.org	516-697-0701

Committee Descriptions

Committee	Alumni Relations
Purpose	The RPIF Program has well over 1,900 alumni working in the (bio)pharmaceutical, government, and other healthcare industries. The RPIF Program alumni are essential sources for lifelong mentorship and networking.
Objective	To maintain an alumni database and engage Program alumni in networking and mentorship with current Fellows.
Responsibilities	- Foster the alumni network through maintenance of a detailed alumni database - Reinforce meaningful connections among Program alumni and current Fellows
Contact	Harman Kaur (kaurh16@gene.com), Swathi Kompella (kompella.swathi@gene.com), Grace Park (gpark05@amgen.com), Shobhit Sood (shobhit.sood@astrazeneca.com)

Committee	Candidate Relations (CRC)
Purpose	The Candidate Relations Committee (CRC) is an outreach and awareness committee. The purpose of the CRC is to draw qualified candidates to RPIF from ACPE-accredited Doctor of Pharmacy programs and Physicians nationwide. Through a variety of methods, such as attendance of professional organization meetings (i.e., APhA, AMCP, ACCP, CSHP, ASHP, DIA, state organizations, ACP, etc.), we can effectively spread the message of what our Program has to offer to those who may have an interest in pursuing a career within the (bio)pharmaceutical industry. The prestige of our Fellowship soars ever higher as we continue to draw exceptional applicants to our unique Program.
Objectives	- Increase and promote awareness of the RPIF Program - Recruit qualified candidates to apply for the RPIF Program - Establish/maintain strong presence with potential candidates nationwide
Responsibilities	- Determine which universities, residency/fellowship showcases and conferences RPIF will be recruiting (e.g. classroom, showcase, etc.) - Determine which Fellows will be attending Fall & Spring Conferences for recruitment - Determine which Fellows will be recruiting in-person vs virtually at universities in the Fall and Spring - Maintain/update RPIF recruitment slide-set for use at recruitment presentations - Organize and sponsor RPIF recruitment webinars, including Road to RPIF and participating in the annual FIND webinar - Identify and manage team of University Outreach Coordinator (UOC) leads with varying responsibilities - Work with Janet Lupo (RPIF Program Coordinator) to effectively manage visit logistics and ensure visit follow through - Ensure logistics for Fellows recruiting at conferences are taken care of before travel - Work collaboratively to facilitate recruitment orientation and coordination of Fellow visits - Work with the Public Relations Committee to ensure adequate marketing and awareness of CRC initiatives
Contact	Megan Godfrey (mgodfre1@its.jnj.com), Bhumika Devnani (bhumika.devnani.ext@daiichisankyo.com), Rahul Dixit (rdixit8@its.jnj.com), Minji Kim (minji-4.kim_ext@novartis.com), Alex McWalters (alexandra.mcwalters@pfizer.com), Ahmer Riaz (ahmer.riaz@pfizer.com), Claudia Visca (claudia.visca.ext@bayer.com), Yuki Yang (yuki.yang@astrazeneca.com)

Committee	Digital Solutions [rpif.dsc@gmail.com]
Purpose	The Digital Solutions Committee is responsible for managing and optimizing the RPIF website and mobile application to effectively communicate essential information, provide key resources, and engage both internal and external stakeholders. The committee serves as the central source of truth, ensuring the accuracy, accessibility, and continuous enhancement of the RPIF website (http://pharmafellows.rutgers.edu).
Objective	Establish the website as the most reliable, accessible, and up-to-date source of information for RPIF stakeholders, while maintaining the mobile application as a functional and user-friendly resource for the program
Responsibilities	• Maintain the integrity of the RPIF website and application portal, ensuring content remains current, accurate, and aligned with program messaging • Enhance website functionality through innovative initiatives (e.g., application portal improvements, expanded user capabilities) • Collaborate with RPIF committees to support their initiatives by leveraging digital platforms as tools for communication and resource sharing • Record PDD meetings (as permitted by speakers) and upload content for fellow access • Track and report key performance indicators for digital platforms throughout the year
Contact	Julianne Nguyen (JNguye61@its.jnj.com), Taylor Eubanks (taylor.eubanks@pfizer.com), Eugenia Kwon (ekwon@amgen.com), Sheel Patel (sheel.patel@astrazeneca.com). Chloe Zhao (fangyi.zhao@pfizer.com)

Committee	Fellow Engagement
Purpose	Engage Fellows in the RPIF Program to enhance learning and promote networking. The Fellow Engagement Committee plays an important role in fostering both professional and social networking development of the Fellowship cohort. This committee is responsible for facilitating fun/engaging activities for PDD and outside of PDD and identifying rewarding philanthropic opportunities for the Fellowship class to partake in. The committee supports the preservation of our network of Fellows and alumni by promoting relationships and a strong sense of community through communication, mentoring, networking, and other relationship-building opportunities.
Objectives	• Enhance and track overall Fellow involvement in RPIF • Work with other RPIF Committees to increase Fellow engagement • Work with RPIF leadership to develop innovative strategies to keep Fellows motivated and involved throughout the Fellowship year • Foster sense of community within Program while enhancing Fellows' individual professional development
Responsibilities	• Propose innovative ideas that will enhance the Fellowship experience • Manage and coordinate philanthropic and social events for Fellows, alumni, and "friends" of the Fellowship throughout the year • Communicate opportunities for networking/relationship building to Fellows and alumni • Work with the PDD Committee to facilitate fun and engaging activities for PDD
Contact	Sarah Bernard (sarah.bernard.ext@bayer.com), Daniel Ghattas (daniel.ghattas@pfizer.com), Maya Patel (maya.patel.ext@daichisankyo.com)

Committee	Fellow Recruitment [midyearcochairs@gmail.com]
Purpose	The Fellow Recruitment Committee is the primary coordination team tasked with planning, executing, and overseeing the Rutgers Pharmaceutical Industry Fellowship Program's recruitment interviewing process, including activities at the ASHP Midyear Clinical Meeting. This committee is responsible for ensuring all company-specific materials are updated and organized, facilitating interview scheduling, planning PPS staffing from a Rutgers standpoint (pre-meeting setup, meeting activities, post-meeting breakdown), and ensuring that all interviewing activities run smoothly. This committee essentially determines the success of our recruiting efforts virtually and in-person!
Objective	Successfully plan and implement recruiting tactics virtually and at the ASHP Midyear Clinical Meeting as well as implementing relevant strategies for Physician Fellow recruitment.
Responsibilities	• Ensure that all company-specific recruitment materials are updated and organized • Manage monthly teleconferences between Fellows, Preceptors, and Stakeholders from each sponsor company in preparation for virtual interviewing and ASHP Midyear • Coordinate with Janet Lupo prior to ASHP (A/V equipment, refreshments, Rutgers suite assembly, etc.) • Facilitate interview scheduling • Plan PPS staffing for Rutgers activities (pre-meeting setup, meeting activities, post-meeting breakdown) • Onboarding of new sponsor companies inducted into RPIF • Execute a smooth and successful recruitment culminating with ASHP Midyear, final interviews, and offers!
Contact	Sonny Compono (sonny.compono@pfizer.com), Gehna Shah (gshah12@its.jnj.com), Alper Ozdemir (alper.ozdemir@pfizer.com), Hillary Reeves (hillary.reeves@merck.com), Hanna Song (hanna.song.ext@daichisankyo.com)

Committee	Finance & Logistics [rpifflc@gmail.com]
Purpose	The Finance and Logistics Committee (FLC) monitors and helps plan the budget of all RPIF committees, as well as assists with various logistic functions of the Program. We liaise between other committees, CLTs, Chief Fellows, and RPIF leadership to help with logistics not delegated to any specific committee.
Objective	To facilitate seamless coordination between leadership and Fellow committees for budgeting and logistic support.
Responsibilities	• Collect budget-related data (quarterly forecasts and actuals) from RPIF committees • Analyze financial data collected • Liaise with RPIF leadership for yearly budget of RPIF committees • Plan and coordinate Drs. Seyss, Park, and Dankiewicz for bi-annual site visits • Coordinate miscellaneous logistical needs
Contact	Joseph McNamara (joseph.mcnamara@sanofi.com), Nathalie Rodriguez (nathalie.rodriguez@sanofi.com)

Committee	Fellowship Information and Networking Day (FIND) [rpif.find@gmail.com]
Purpose	The Fellowship Information and Networking Day (FIND) Committee is responsible for organizing FIND information sessions for current pharmacy students and physicians, hosted by RPIF, to increase awareness and understanding of the Fellowship Program. The events include Fellow presentations on various aspects of the Program and networking sessions with representatives and Fellows from each of the sponsor companies.
Objectives	Increase awareness of the RPIF Program and prepare candidates for their applications
Responsibilities	• Lead contact for all preparations for annual Fellowship Information and Networking Day events • Work with Digital Solutions Committee to set up online reservation system for event attendees • Coordinate event logistics (invitations, virtual room set-up, volunteer and presenter recruitment) • Maintain FIND communication stream with pharmacy students and physicians, sponsor companies, and vendor
Contact	Imad Din (imad.din@pfizer.com), Mariam McKee (mariam.mckee@bms.com), Leila Sallam (leila.sallam@pfizer.com)

Committee	Metrics
Purpose	The RPIF Program engages in year-round activities by various committees and Fellows. The metrics committee plays an essential role in defining and measuring outcomes of these initiatives. Moreover, common variables between outreach and successful recruitment can be further developed and implemented.
Objective	Provide measurable results of RPIF Program activities
Responsibilities	• Drive cross functional collaboration with CRC, FIND, Midyear, and Public Relations committees • Define and analyze common variables between successful Fellowship recruitment and outreach
Contact	Esther Borteye (eb1108@pharmacy.rutgers.edu), Kristen Kumi (kristenkumi@phactmi.org), Rachel McGinn (rachel.mcginin@sanofi.com), Sydney Vanmeerhaeghe (sydney.vanmeerhaeghe@pfizer.com)

Committee	Professional Development Day (PDD) [rpif.pddc@gmail.com]
Purpose	The Professional Development Day Committee plays an integral role in ensuring that Fellows derive the maximal benefit from the learning opportunities offered during the Professional Development Day (PDD) series. It is responsible for organizing presentations by outside experts, alumni, company executives, and Fellows and reviews the formatting and content of all presentations. The committee works with workshop teams and trainers throughout the year to produce programs that promote a high level of learning and engagement, with an emphasis on behaviors and skill sets building foundations for future leaders.
Objective	Enhance and ensure the quality of Professional Development Day content
Responsibilities	• Work with Chief Fellows and RPIF leadership to support PDD schedule and curriculum, organize presentations and trainers/speakers • Work with trainers/speakers to customize presentation content and provide live support when necessary • Create surveys to receive feedback on workshop presentations, professional trainers, and guest speakers • Send out feedback reports to presenters and video recordings (where allowed by speakers) to Fellows
Contact	Brynn Gilbert (bgilbert@mjhlfesciences.com), Kelen Caskey (kcaskey@its.jnj.com), William Chen (wchen@rocketpharma.com), Nathan Hilton (nathan.hilton_ext@sandoz.com), Amanda Ravitz (amanda.ravitz@tevapharm.com)

Committee	Public Relations [pharmafellows@gmail.com]
Purpose	The Public Relations Committee is responsible for increasing awareness of the RPIF Program through a variety of media channels. The committee works to highlight program initiatives, milestones, and events while effectively communicating with candidates, Fellows, Rutgers faculty, stakeholders, and alumni.
Objectives	Develop and execute strategic marketing initiatives to promote the RPIF Program, strengthen its brand presence, and attract high-quality candidates, while increasing awareness and understanding among key internal and external stakeholders
Responsibilities	• Develop and execute an annual marketing plan, including key strategies and tactics to promote the Program • Design, monitor, and update RPIF communication materials (e.g., videos, flyers, social media content) • Create and disseminate weekly newsletters and preceptor roundup communications to keep key stakeholders informed and engaged • Lead and implement branding initiatives across social media platforms to strengthen the RPIF identity • Highlight and showcase key Fellowship milestones, events, and achievements • Identify and develop innovative approaches to further promote the Program and expand its reach
Contact	Julieanne Nguyen (JNguye61@its.jnj.com), Ivy Chen (ichen6@its.jnj.com), Maddy McPhillips (maddy.mcphillips.ext@bayer.com), Alexandra Milfort (alexandra.milfort@astrazeneca.com), Jessica Saini (jessica.saini@bms.com)

Committee	Scholarly Activities (SAL)
Purpose	To complement learnings at their sponsor company, Rutgers Pharmaceutical Industry Fellows are strongly encouraged to collaborate with EMSOP faculty and students during the Fellowship and engage in scholarly activities, including poster presentations at professional and scientific meetings, publications in professional journals, and continuing education (CE) presentations.
Objective	Ensure Fellowship scholarly activities are meaningful, conducted with scientific rigor, and aligned with the RPIF Program, the sponsor company, and the pharmacy profession. The SAL Committee seeks to advance scholarship, enhance visibility of Fellow-led research, and promote collaboration across Fellows, faculty, and stakeholders.
Responsibilities	• Organize and execute Rutgers Pharmacy Research Day to represent research within all departments of EMSOP • Develop the RPIF and EMSOP ASHP Midyear research booklet showcasing Fellow and student research posters • Facilitate the matching of Fellows with EMSOP faculty for research projects • Maintain a database of all Fellow presentations, posters, publications, and Continuing Education (CE) presentations • Recruit interested faculty to mentor and oversee Fellow-led research • Assist Fellows in determining the appropriateness of scholarly activities in fulfilling the Rutgers Component • Notify Fellows of professional meetings and conferences with valuable opportunities to present their research
Contact	Cindy Nguyen (cindy.nguyen.ext@daiichisankyo.com), Feifei Jia (feifei.jia.ext@daiichisankyo.com)

Committee	Teaching [rpif.teaching@gmail.com]
Purpose	The Teaching Committee serves as a strategic liaison between the Fellows and EMSOP faculty to expand and refine opportunities for Fellows to develop teaching, leadership, and presentation competencies within an academic setting.
Objective	Promote academic excellence and increase Fellow engagement in Academia by supporting high-quality Fellow contributions that enhance student learning and professional development. The Teaching Committee strives to strengthen Fellowship value proposition by integrating teaching as a core pillar of Fellow growth.
Responsibilities	• Collaborate with EMSOP faculty to identify and facilitate Fellow involvement in diverse teaching activities: examples are OSCEs (Objective Subjective Clinical Examinations), didactic lectures, simulation sessions, and virtual grading with student feedback • Disseminate diverse teaching activities to Fellows via GroupMe and RPIF Weekly Roundups • Spearhead selection and placement of Fellow Course Coordinators for Fall and Spring EMSOP courses • Serve as a liaison between Fellows and faculty while providing support, facilitating communication, and resolving discrepancies as needed • Compile and submit financial compensation to the EMSOP Dean's office for Fellow participation in teaching opportunities • Develop and leverage metrics to evaluate teaching engagement and continuously enhance the effectiveness, reach, and impact of RPIF teaching activities
Contact	John (Eun Sik) Cho (eunsik.cho.ext@daiichisankyo.com), Carsyn Norway (carsyn.norway.ext@daiichisankyo.com), Satchell Medé Pacheco (satchell.medepacheco@bms.com), Tazche Turner (tazche.turner@bms.com)

Chief Fellows Goals and Objectives
 Hillary Reeves, Brynn Gilbert, John (Eun Sik) Cho

Chief Goals

- Centralize and enhance RPIF knowledge sharing & engagement
- Advance RPIF cross-committee collaboration and peer recognition culture
- Drive strategic RPIF academic and professional impact through leveraging of data & feedback integration

<u>Goals and Objectives</u>	
RPIF Website and PDD Content Development	
• Develop centralized location on RPIF website for important information, accessible to fellows and preceptors (i.e. PDD recordings, weekly roundup, fellow guidebook) • Create standing survey to request alumni and stakeholder recommendations for topics and interest in PDD involvement	
RPIF Cross Committee Collaboration	• Digital Solutions • Alumni Relations • Scholarly Activity • PDD
Fellow to Fellow Peer Recognition	
• Values peer contributions beyond preceptors and site-specific recognitions • Provides an opportunity to strengthen connection and foster a culture of appreciation within RPIF • Develop an engaging, inclusive recognition structure	
RPIF Cross Committee Collaboration	• All Committees
Data-Driven Insights: Elevating Professional and Academic Development	
• Implement an annual RPIF Teaching Committee & SAL Report that highlights program achievements, key outcomes, and the strong value RPIF provides for professional and academic development • Disseminate report with internal and external stakeholders, including EMSOP faculty, sponsor companies, prospective Fellows, and Rutgers leadership, to increase transparency and program credibility • Apply insights from the report to guide strategic planning, refine teaching activities coordination, and emphasize RPIF's role in advancing scholarship and mentorship	
RPIF Cross Committee Collaboration	• Teaching • Scholarly Activities & Learning
Data-Driven Insights: Elevating Professional and Academic Development	
• Implement an annual RPIF Teaching Committee & SAL Report that highlights program achievements, key outcomes, and the strong value RPIF provides for professional and academic development • Disseminate report with internal and external stakeholders, including EMSOP faculty, sponsor companies, prospective Fellows, and Rutgers leadership, to increase transparency and program credibility • Apply insights from the report to guide strategic planning, refine teaching activities coordination, and emphasize RPIF's role in advancing scholarship and mentorship	
RPIF Cross Committee Collaboration	• Teaching • Scholarly Activities & Learning



Fellow Checklist

Month Prior to Arrival

- Confirm all required documents are completed with Rutgers
 - Address Directory Record (ADR) form
 - I-9 (Employee Eligibility Verification Form)
 - Provide sponsor company with required information
 - Join RPIF GroupMe chat for incoming Fellows
- Contact Preceptor for any appropriate background materials regarding department and upcoming projects (i.e. department objectives, confidentiality agreement, etc.), as well as to confirm your first date and time and whether it will be on-site or virtual
- Review this Guidebook and associated forms and manuals

1-2 Weeks Prior to Arrival

- Contact Preceptor to finalize/confirm arrival and start plans
- Use the self-service my.Rutgers.edu portal (<https://my.rutgers.edu/portal>) for W-4, direct deposit, and any changes to your address, etc. You will be provided with a NetID and Password to access this service once you are entered into the Rutgers payroll system. The Rutgers IT department will send you this notification through your personal email account that you previously provided on the Rutgers ADR form.
- Complete Payroll Direct Deposit before noon on July 1st to avoid paper checks being mailed to Janet Lupo's office that you would need to pick up
- **July 1st:** Attend RPIF Fellowship Orientation on July 1st

First Day at Company

- Meet Preceptor(s) and team member(s)
- Tour the department, meeting areas, facilities, etc. and/or attend virtual onboarding activities
- Become familiar with e-mail, voicemail, workspace, and videoconferencing
- Obtain identification/access card from Security as appropriate
- Read and sign confidentiality agreement

End of First Week

- Align with your Preceptor on key events and dates, including blocking off Professional Development Days (PDDs) in your calendar and how to set-up out-of-office messages
- Discuss overall goals and interests of Fellowship with Preceptor, including any important short-term Fellowship responsibilities
- Discuss goals for the next week
- Set up 1-on-1's with your team members
- Report self and Preceptor contact information to Janet Lupo/Dr Fulginiti on the form provided for the RPIF internal Directory
- Please send your completed HR forms to the OneSource Rutgers Faculty and Staff Service Center:
<https://uhr.rutgers.edu/onesource/contact>
- Please go to LinkedIn, Instagram, and Facebook and join the Rutgers University Pharmaceutical Industry Fellows Group @RutgersFellow and stay connected! Remember to designate your profile as a Rutgers Fellow with the company – don't suggest you're an employee of your sponsor company
- See section of this Guidebook on RPIF Media & Technology

By First Month

- Agree on and establish goals and objectives with Preceptor
- Discuss with Preceptor potential enrollment in company-offered professional development courses, e.g., presentation skills, negotiation skills, business writing, communication skills
- Obtain parking permit for Rutgers Campus if you will need more than 10 days of Rutgers Parking over the Fellowship year (see section of this Guidebook on parking)
- Explore potential teaching opportunities in conjunction with Rutgers
- Discuss your plans for your Rutgers Component with Preceptor and discuss with RPIF Leadership if you have any questions

By Third Month

- Meet with Preceptor to revisit Fellowship objectives and career development goals
- Establish your company network and meet with contacts in other departments of interest such as Marketing, Medical, and Sales (i.e., shadow sales representative or MSL for a day)

During Fourth through Seventh Month

- Explore potential teaching opportunities in conjunction with Rutgers
- Provide periodic reports to RPIF on time per due date schedule and using the template

Ongoing Throughout Fellowship

- Continue increasing your depth and breadth of experiences with increasing accountability
- Periodic assessment of progress against Goals & Objectives and any appropriate updates
- Meet all due dates; proactively discuss reprioritization of company responsibilities if needed
- Ask questions in conjunction with offering proposed plans
- Discuss learnings from each PDD with your Preceptor
- Raise any questions or concerns with RPIF Leadership via Open Door policy

December-March Prior to Program Completion

- Discuss career goals and potential full-time opportunities within the company through scheduled meetings with Preceptor and human resources, tracking toward Program completion by June 30th (see section of this Guidebook on Program Completion)
- For Fellows in 2nd year:
 - December – discuss career goals and potential full-time opportunities within the company through scheduled meetings with Preceptors and HR
 - January – update resume, continue discussions regarding opportunities within the company, attend PDD for resume writing and interview preparation, mock interviews with alumni
 - February – start applying for opportunities within the company
 - March – begin external job search if needed and start applying/interviewing; be transparent in commitment made to Fellowship (i.e., June 30th but may be able to negotiate May 1st start date)
- For 1-year Fellows:
 - December – discuss career goals and potential full-time opportunities within the company through scheduled meetings with Preceptors and HR
 - January – attend PDD for resume writing and interview preparation, mock interviews with alumni
 - March – update resume, continue discussions regarding opportunities within the company
 - April – start applying for opportunities within the company
 - May – begin external job search if needed and start applying/interviewing; be transparent in commitment made to Fellowship (i.e., June 30th but may be able to negotiate June 1st start date)
- **Fellows should not entertain or accept any early offer without proactive discussion and alignment with their Preceptor, Executive Sponsor, and Rutgers Fellowship Executive Director.**
 - Grace periods for Fellowship completion have been established to allow for your negotiation of job offers:
2-year Fellow – May 1st-June 30th
1-year Fellow – June 1st-June 30th

One Month Prior to Completion (please refer to the Program Completion Requirements section of this Guidebook)

- ***For any employment opportunities that would lead to early departure from the Fellowship, Fellows MUST discuss with the sponsor company and the Rutgers Fellowship Executive Director. Not doing so may result in not receiving a certificate of completion! Fellows must refer to the guidance in the Program Completion Requirements section of this Guidebook and ensure all requirements are met. All completion document forms are contained in the Forms section of this Guidebook and must be submitted to RPIF Executive Director with a copy to the Program Coordinator.***
- Ensure you have submitted your Rutgers Component Completion Form (including description in Section 2), signed by Fellow and Preceptor (electronic signature is fine for this form). Then submit to Janet Lupo for signature by RPIF Executive Director.
- Submit final periodic report and ensure all 3 previous periodic reports were submitted.
- Ensure a smooth transition and turn over any teaching lecture notes, committee records, and any other materials developed in connection with the Rutgers portion of the Fellowship to the appropriate faculty, new chiefs, committee leadership team, committee members, or program staff.
- ***Ensure that you have received any final compensation/reimbursement, as appropriate, for example any pending compensation for teaching or outreach or reimbursement for travel and expenses.*** You must complete any activities for compensation and identify them for the appropriate committees at least 2 weeks before your last day.

- Please don't submit your exit documents in a combined file as that would create work in separating them for processing
- Ensure a smooth transition plan if you are leaving your team/sponsor company
 - Inform them at least 2 weeks in advance (and you should have been keeping your Preceptor updated) – don't let this be a surprise!
 - Work with Preceptor and team to identify what projects/action items need to be transitioned, to who, how, when, etc.
 - Be available to answer any questions from those you are transitioning projects/action items to
 - Return all company equipment and badges
 - Follow any additional exit processes required by your sponsor company/team

At Least 2 Weeks Prior to Departure

- The Rutgers Human Resource Office reminds Post-Doctoral Associates that a letter of completion (similar to a letter of resignation) **must** be received as a PDF file by RPIF Leadership and Janet Lupo **at least 2 weeks prior** to your departure from the Fellowship Program.
 - The letter must include your last day as a Fellow (which must be a weekday, prior to your new full-time employment, and not your first day of new employment), your signature, and your printed name.
 - **Your signature must be in ink, not electronic or scanned.**
 - Do not include reference to your new position or start date in this letter – while we're of course interested, it may be confusing to Rutgers Payroll.
 - Do not use phrases like "effective [date]" or "as of [date]" as that may be confusing – instead use "my last compensated day as a Fellow is" as resulting confusion may negatively impact your last day of pay
 - Be sure to communicate with the RPIF Executive Director and your hiring manager/HR regarding your start date to avoid any unnecessary gaps in pay. Please note that 2 weeks' notice is the common standard. **Giving less than 2 weeks' notice to an employer is not acceptable!**
 - The letter can't be retracted or modified once it is submitted, so please be sure of your last day as a Fellow before you submit the letter.
 - Once your letter of completion has been received, you will be removed from Rutgers payroll, your employee Net ID will be deactivated, and you will lose access to self-service on your my.Rutgers.edu portal, Rutgers email, Rutgers training module platforms, eCOI, Sakai, etc. after your last day as a Fellow.
- Complete the *RPIF Exit Survey* that is emailed to the Fellow as this information is very helpful for the next cohort of Fellows, RPIF, and our sponsor companies
- Complete the Alumni Contact form in this Guidebook and email to lupo@pharmacy.rutgers.edu with copy to RPIF Executive Director.
- Complete the Preceptor Evaluation Form (not confidential) for every preceptor during the Fellowship Program
- **Please make sure you update all information in my.rutgers.edu before your last day of Fellowship.** You will not have access to [my.Rutgers.edu](https://my.rutgers.edu) once you have been removed from payroll and RPIF cannot access this information or make any changes for you. This includes an updated address, your W-2 info, any outstanding expense reports, etc.
 - **RPIF Leadership does not have access to your personal employment information (e.g., W-2/tax withholdings).** After you complete the Fellowship, please contact Rutgers OneSource (<https://uhr.rutgers.edu/onesource/contact>) for any human resources information needed to complete your taxes the following year.

Stay connected with us and other Fellowship alumni through the Alumni & Fellow Directory.

- Join the Rutgers Fellowship Alumni LinkedIn (refer to the Media & Technology section of this Guidebook)
- Ensure profile information is kept current and share your success stories and accomplishments.
- Let us know how we can continue to support you as an Alumni
- Continue to give back to the Rutgers Fellowship Program and impact the futures of countless Fellows to follow you. Your mentorship would mean so much to a Fellow!

Fellow Lessons Learned

Helpful Hints

- Read and follow this Guidebook.
- Be nice and respectful to everyone. Work hard and be helpful to others. Be professional and humble.
- Be on time and prepared every day. Meet your due dates without needing reminders. Complete and send periodic reports on time, as well as any requirements of Rutgers employment (e.g., completing required training modules by their due dates)
- Complete any expense reports in a timely fashion (within 2 weeks)
- Attend all PDDs and participate for the duration of each day - don't multi-task with computers or cell phones
 - Mark your calendar as out of office during PDDs
 - Use an automated out-of-office message so your colleagues at the sponsor company know that you won't see their email immediately
- Get your pharmacy license! And let us know so we can recognize your success
- Stay up to date on healthcare trends and clinical expertise. Invest your time in current events (clinical, regulatory, business development areas) throughout your Fellowship and career and bring relevant information to your teams for discussion.
- Be an advocate for the RPIF Fellowship
- Respect the timelines for completing the Fellowship

Focus on your Professional Development

- Do whatever it takes to learn your functional and therapeutic area and focus on this from the start
- Talk with mentors and RPIF leadership about any challenges and set goals to overcome them
- Take advantage of the opportunities within your sponsor company and RPIF
- Say yes to new opportunities even if you are nervous at first
- Take advantage of any learning platforms your company offers
- Create a list of objectives for your Fellowship at the onset, and check-in periodically to ensure that you are meeting them
- Go beyond the Rutgers Component – volunteer for scholarly activities, RPIF committees, and leadership roles

Foster your Network

- Meet as many people through 1-on-1s as possible (Fellows in/out of company, full time employees in/out of functional area/company)
- Work to stay connected to recent alumni
- Keep standing meetings with different groups of people (team members, Fellows, other organizations)
- Seek and establish relationships with mentors
- Keep conversations going and connections alive
- Engage in social events with Fellows and colleagues (in-person when possible)
- Create your own pool of resources - your go-to group when you have questions– or different groups of people you ask different types of questions to
- Lean on others around you and be someone others can lean on too

Work Life Balance

- Encourage a feasible and sustainable work life balance to prevent burnout, which can easily occur when the boundaries of work and home are blurred in a virtual setting
- Make an active effort to make time for family and friends
- Engage in activities focused on self-care
- Block off time during the day for lunch and time to focus
- Exercise before or after work to create separation
- Have a designated home office space
- Try to incorporate social meetings like coffee chats, virtual lunches, and happy hours
- Socialize with other Fellows in the nearby area
- Maintain a schedule (during work and outside of work hours) and respect the work-life balance of others by not texting them outside of business hours or while on vacation unless it is an emergency
- When able, take 1-on-1 meetings on-the-go (i.e., walking meetings)
- Prioritize your health

Take Initiative

- Ask for projects in other areas of interest and discuss with your Preceptor how it fits with your professional growth
- Create your own unique opportunities (e.g., in other areas) when possible and align with your Preceptor
- Get to know the teams you're working with early on and ensure they know you and your role
- Seek out areas of unmet need and think about what you can bring to the table

Use the virtual environment to your advantage

- Use your camera! This gives you more visibility and improves communication. If others don't, you can set the example.
- You're only a virtual call away from potentially meeting your new hiring manager/mentor/etc.
- When learning, share your screen with your mentors/team members so you can lead, and they can guide
- Prevent screen fatigue by scheduling 'no meeting' times
- If you have the option to attend in-person or virtually, go in-person

Communication is key

- Ask a lot of questions even if you need to ask the same ones again (and show your questions are building on previous discussions)
- Be as transparent as possible with mentors, Preceptors, colleagues, and RPIF Leadership and staff
- Take note of different personalities and adjust communication accordingly when needed in situations
- Speak up when appropriate (and don't wait too long). It is important to showcase your presence in meetings to build trust with your team.
- When asking questions or identifying potential issues, offer potential solutions

Trust the process

- Get comfortable feeling uncomfortable; professional development and growth come from working outside your comfort zone
- The Fellowship is about learning, and you will continue to experience challenges and see new unfamiliar tasks
- The faster you learn to be okay with not knowing everything and are ready to ask the right people for help, the better at your role you will become and the broader your knowledge and network will be
- Be patient with yourself, work hard, and trust the process. You are highly valued as a post-doctoral Fellow, but you cannot go from Fellow to CEO overnight
- Express when you are facing a challenge or don't understand something – everyone is facing challenges
- The people you work with know you are new to industry and want to help you
- Regularly reflect on the work you've done and find one thing you're proud of and carry that forward
- Take your time and learn as much as possible. Your team wants to help you and so does RPIF
- It can take some time to feel comfortable in your role and you will be amazed at how much you learn over time
- Do the hard work when no one watches
- Be resilient, flexible, eager, and willing to learn in several different ways
- Take time to reflect on your progress
- This industry is dynamic – careers go in so many different ways, many of which could never be imagined from the start

Additional Information

State Income Tax Obligations

Rutgers University is registered to transact business in the states of NJ, DC, and CA.

- PA: Rutgers is not registered to transact business in PA, nor do we maintain an office in PA. However, an employee who lives in PA and works in NJ is still entitled to request to have PA taxes withheld instead of NJ taxes based on a reciprocal agreement that exists between the two states.
- DC and CA: if an employee resides in either of these states and is working remotely for Rutgers, they may request to have taxes withheld for their respective state.

Employees living in a state other than NJ, PA, DC, and CA who request to have taxes withheld for their state of residency instead of NJ will be denied because Rutgers does not maintain an office or conduct business in that state and therefore the employee's wages constitute New Jersey source income and thus withholdings must be remitted to the State of New Jersey.

Your residency status and income determine whether you are required to file a NJ Income Tax return and whether you need to file in any additional state(s). If your domicile (where you live) is New Jersey, and you work in NJ, and you spent more than 183 days of the tax year in NJ, you are considered a resident for State tax purposes. More information about State taxes and required forms are available at public libraries and on the [NJ Division of Taxation website](#). If you reside outside of NJ and are not sure what states to file taxes in, you should consult a tax professional for advice/additional assistance.

For additional information and to speak to a representative, contact the **OneSource Rutgers Faculty and Staff Service Center** at (732) 745-SERV (7378).

Loan Deferment

- Consider your options for your student debt. We have a financial speaker scheduled for July PDD to discuss considerations
- For Loan Deferments
 - Email completed borrower forms (available from your lender) to Janet Lupo.
 - Ms. Lupo will secure the Dean's signature and return the signed deferment back to you via email

Employment Verification

At Rutgers University, we use a third-party vendor, Experian Verify, to verify non-HCPRREA employment status and salary history for our employees. <https://uhr.rutgers.edu/uhr-units-offices/operations/employment-verification>

In order for third-party verifiers to receive verification of a Rutgers' employee's non-HCPRREA salary history and employment status, verifiers should:

- **Visit the [Experian Verify website](#).** Verifiers will be asked to register with the Experian Verify system and create a new account before they can proceed
- **Experian Verify's Customer Support Center can be found at (404) 382-5400, Option 2.**

To request a report verifying employment with the university, Rutgers employees should follow the procedure outlined below. Please note that requests pulled from your employee portal may not be valid in instances of mortgage/bank loan, leasing or purchasing a car, establishing credit, leasing an apartment. The information found in your employee portal was made available for your records only. In the instances mentioned, please direct the third-party verifier to the Experian Verify website.

1. The employee should go to the [Experian Verify website](#) and register an account.
2. For instructions to register account and access your reports, please contact OneSource at: 732-745-SERV (7378).

Please note that we cannot provide confirmations directly via email or phone due to potential phishing concerns. Any questions regarding this process should be referred to Janet Lupo lupo@pharmacy.rutgers.edu

New Jersey Pharmacy Licensure Information

Do let us know when you pass your exams and get licensed, regardless of state, so we can recognize your achievement.

For those interested in NJ licensure, here's some helpful information. In order to be licensed in New Jersey, you will need to contact the NJ Board of Pharmacy:

Anthony Rubinaccio, Executive Director
NJ State Board of Pharmacy
PO Box 45013
Newark, NJ 07101
(973) 504-6450
Email: RubinaccioA@dca.lps.state.nj.us

Note: This process can be frustrating. There is limited staff receiving calls at the Board of Pharmacy. You will need to provide your mailing address to receive materials needed to register for the NAPLEX and MPJE. Contact the Board ASAP because this process could take time. Inquire if an official transcript is required to be sent to the National Association of Boards of Pharmacy (NABP). (This process started in 2020 due to COVID-19 and may continue). It will take you about a month to process all the paperwork before you can take the exams.

Information regarding the Statutes and Regulations that govern the practice of Pharmacy in the State of New Jersey can be found on this website: <https://www.njconsumeraffairs.gov/phar/Pages/regulations.aspx>

For more information regarding the NAPLEX and MPJE exams, visit the National Association of Boards of Pharmacy homepage: <https://nabp.pharmacy>

NAPLEX Test Prep Resources from Rutgers Health Sciences Libraries

Don't let the looming NAPLEX exam stress you out. Rutgers University Libraries provides access to two excellent resources:

- AccessPharmacy [NAPLEX Central](#)
- American Pharmacists Association [Pharmacy Library](#)

With over 5,000 practice questions and multiple exam review books, you will feel confident and prepared to tackle the exam. They've also created a [guide](#) with links to both resources and step-by-step instructions for accessing the exam prep content.

MPJE Test Guidebooks

Rutgers library has 2 guidebooks to help you prepare for the MPJE:

- *Pharmacy Law – Examination and Board Review* – this covers the whole US and includes a section re: NJ.
- *Weissman: Pharmacy Practice and Tort Law* – this is broader and does not contain information specific to NJ

Both can be found in AccessPharmacy: [AccessPharmacy | Rutgers University Libraries](#)

Public Media Statements or Articles

Please note that you must not speak with public media, reporters, etc without training and authorization from Public Relations both at Rutgers and your sponsor company. This includes if you are interviewed for an article on your sponsor company website. Remember that you are an employee of Rutgers, so in such cases you must receive training from Rutgers Public Relations and approval to participate. Please notify the RPIF Executive Director as soon as possible so appropriate training and approval can be facilitated at Rutgers. You are accountable for following any sponsor company policies on this topic.



RUTGERS HEALTH

Institute for Pharmaceutical Industry Fellowships

Rutgers Collaborative for Accreditation, Licensing, and Monitoring (R-CALM)

Rutgers Collaborative for Accreditation, Licensing, and Monitoring (R-CALM) platform — a new initiative developed to support compliance with University Policy 100.2.2 Excluded Individuals and Entities and ensure alignment with both federal and state regulations.

The R-CALM platform is designed to streamline how University employees' catalog and upload their professional licenses and certifications. By centralizing this process into a user-friendly system, R-CALM simplifies compliance tracking, reduces administrative burden, and enhances institutional accountability.

Key Features of R-CALM:

- A centralized repository for all employee licenses and certifications
- Easy upload and update functionality
- Automated reminders for upcoming expirations
- Real-time compliance monitoring and reporting

We encourage all Fellows to begin using the R-CALM platform to ensure their credentials are up to date and properly documented.

For more information or to access the platform, please visit <https://rtr.ipo.rutgers.edu/calm/> or contact REHScompliance@rutgers.edu.
Contact at EMSOP is Dean Donna M. Feudo dmfeudo@pharmacy.rutgers.edu.

RPIF Social Media & Technology

***All Fellows are reminded to keep a professional demeanor when interacting on any RPIF social media site and to follow Rutgers policy (<https://communications.rutgers.edu/resources/social-media-guidelines>) as well as policies from the sponsor company.**

Receiving Emails from RPIF and Rutgers

Please ensure that you have provided RPIF with your accurate company email address and that you inform RPIF ASAP of any changes to that email address. RPIF uses distribution lists to communicate with Fellows, Preceptors, and Stakeholders. **It is important that you add RPIF Leadership email addresses as safe senders and check your email quarantine, spam, and junk folders regularly.** Company firewalls or algorithms may make receiving emails from RPIF difficult or prevent you from receiving them. If you are not receiving RPIF emails, please follow these steps:

- Confirm with Janet Lupo that she has your email reflected accurately in the distribution list.
- Contact the company IT to determine why you are not receiving RPIF emails. (We can provide details of email(s) for you to share with them to help you troubleshoot.)
- Please share any findings or resolution with RPIF so we can adjust accordingly. For example, we know that email attachments may prevent delivery, so we could reply all to an email that must include an attachment so that you would know to look for it.
- Provide us with your personal email address so we can add that to the distribution list as well.

As an employee of Rutgers, you will also receive emails from Rutgers University at your Rutgers employee email address, and some may be time-sensitive and impact your employment and standing with Rutgers, so be sure to check that email regularly as well.

Please note that it is a best practice to use an automated out-of-office message when you are unavailable (e.g., at an offsite meeting like PDD, on vacation, etc). This is a signal to those emailing you that you are not seeing their emails. Depending on your email system, you may have different options for automated responses to internal and external recipients. Remember that for your company email, Rutgers is external.

RPIF Fellowship Website

All Fellows are responsible for familiarizing themselves with the Rutgers Pharmaceutical Industry Fellowship Website. <http://pharmafellows.rutgers.edu> We strive for our website to be streamlined and user-friendly, filled with valuable information for Fellows, students, candidates, Stakeholders, Preceptors, as well as the public. Here are some of the features of the RPIF Website:

Resource Center

This is an area that holds all current and past scholarly posters and publications. We also post recruitment process information for ease of reference for all Fellows, Preceptors, and Stakeholders. These documents are password protected for Fellows and Preceptors/Stakeholders.

Applicant Portal

The always improving Applicant Portal is the section of the website where any interested candidate can apply to the RPIF Program for either a PharmD Fellowship or a Physician Fellowship. The applicant portal allows potential candidates to upload all documents, including CVs and letters of intent, and allows their letter of recommendation writers to upload as well, to one centrally located portal. This organizes the application process for candidates, interviewers, and the RPIF team.

Any updates, comments or questions regarding the website should be directed to the Digital Solutions Committee.

RPIF Social Media and Networks

Please go to LinkedIn, Instagram, and Facebook and join the Rutgers University Pharmaceutical Industry Fellows Group @RutgersFellow and stay connected!

LinkedIn

As a business professional, creating and maintaining business relationships will play an increasingly important role in your career, particularly when seeking employment during your career. An important resource that RPIF makes available to you in this regard is access to our 1,900+ RPIF alumni. We have enhanced this access by promoting the use of LinkedIn, a professional networking tool, among our Fellows and alumni. We invite you to take advantage of this opportunity to connect with others in the RPIF Program Network, by following the instructions below to connect through LinkedIn. It is accessible to all alumni and current Fellows.

Join RPIF on LinkedIn! Follow this link: <https://www.linkedin.com/company/rpif/posts/?feedView=all> or simply search for "**Rutgers Fellow**" on LinkedIn. We also have a dedicated RPIF LinkedIn that we are using for our alumni: <https://www.linkedin.com/groups/48770/>

Remember to designate your profile as a Rutgers employee, not an employee of your sponsor company. Please edit/create your profiles to show your current title as "Rutgers Pharmaceutical Industry Fellow at (your sponsor company)."

Who should be my "connections" or contacts?

To get started, you should invite all incoming and second-year fellows as well as Dean Barone and Drs. Seyss, Fulginiti, Park, and Dankiewicz to join your network. You should also consider inviting your team members, colleagues, Preceptors, mentors, and Stakeholders at the sponsor company to join your network. You can also reach out to RPIF Fellowship alumni who are employed in your area of expertise or at a company in which you may have interest. Don't wait to build your professional networks.

Instagram

To follow RPIF on Instagram follow this link: <https://www.instagram.com/rutgersfellow/> or search for "**RutgersFellow**"

Facebook

Connecting with us on Facebook allows users to receive updates of current RPIF events, see photos of past and present Fellowship activities, and gives the opportunity to connect with our large network of alumni. We encourage all Fellows to become friends with us on Facebook.

To be our friend on Facebook, follow this link: <https://www.facebook.com/RutgersPharmaceuticalIndustryFellowship> or search for: "**Rutgers Fellow**". *If you search Rutgers Pharmaceutical Industry Fellowship, you may see listings by year. When searching for Rutgers Fellow: A 'person' profiles shows up to add as a friend.*

To like our page on Facebook, follow this link: <https://www.facebook.com/rutgersfellowship> or search for: Rutgers Fellow

GroupMe

The group chat is meant to be used for collaborative purposes and social interactions. Whether you're looking for a roommate, workout partner, to network, or colleague input (please don't disclose or ask for confidential information), you can use this platform! There is a chat for each Fellowship year independently and for the entire cohort. All Fellows have access to this platform.

***All fellows are reminded to keep a professional demeanor when interacting on any RPIF social media site and to follow Rutgers policy (<https://communications.rutgers.edu/resources/social-media-guidelines>) as well as policies from the sponsor company.**

Tuition Remission Policy

One of the benefits of the RPIF Fellowship Program is that Fellows may elect to take courses at Rutgers during their post-doctoral Fellowship period with tuition remission. As employment within the Pharmaceutical Industry becomes more specialized, Fellows may elect to begin working toward additional degree(s) and may apply relevant courses taken during their Fellowship to complete such degrees following the Fellowship.

All coursework must be completed at Rutgers, and it is strongly encouraged that any coursework taken be related to the Fellowship position/industry or field of expertise being pursued. All coursework must earn college credit, whether taken in pursuit of a degree or not. Prior to enrolling, the Fellow should consult with their Preceptor as to the applicability of the course(s) being considered, as well as the anticipated time commitment. Fellows should carefully consider the timing of any course enrollment, perhaps waiting until they are established in their Fellowship Program, in order to first build a good foundation at the sponsor company.

Courses, as well as associated coursework, must be completed outside of regularly scheduled working hours unless approved by the Preceptor and the Rutgers Fellowship Executive Director. Assumption of coursework must not adversely impact the Fellowship experience. Fellows are strongly discouraged from seeking to complete advanced degrees during the Fellowship period and are advised to take no more than 1-2 courses per semester.

In order for tuition to be remitted, for each applicable semester, Fellows must complete a **Tuition Remission Application form** which can be found on your employee portal (my.Rutgers.edu in the “My Benefits” section in the “Staff/Faculty Remission” icon). This step will prompt the necessary offices to apply the tuition remission benefit to your outstanding term bill. The Fellow is responsible for all expenses outside of tuition, including fees and coursework materials. **When paying for the non-tuition costs, be sure to check the box that indicates that you are expecting to receive tuition remission.**

Please note that as Fellows, you are “Legacy Rutgers” employees. If you are interested in tuition remission for courses that are “legacy UMDNJ” (e.g., School of Public Health), you would need to contact Karen Meenan (meenanka@sph.rutgers.edu) in Student Support Services at the School of Public Health to request an RT-101 form to request tuition remission (for each applicable semester). You would return the completed form with your term bill to her, and she would then forward it to Student Billing.

Please note that courses for programs that are solely taught online are generally not covered by tuition remission. Please be aware that it is the Fellow’s responsibility to verify with the academic department offering the program as to whether or not they will accept tuition remission. Whether tuition remission is accepted by an academic department is at the discretion of the department and may be impacted by multiple factors. Fellows should also reach out to the Office of Student Accounts for guidance on tuition remission for courses not attended in-person.

You can refer to this link to see if you are eligible for in-state tuition rates: <https://admissions.rutgers.edu/costs-and-aid/financial-aid/nj-tuition-eligibility>

For those Fellows who are graduates of the Rutgers Business School or Rutgers University, they may be eligible to apply for a 3-credit scholarship. More information on this is available in the Rutgers Business School information sessions. You can also reach out to Lindsey West, Sr Program Coordinator at lindsey.west@business.rutgers.edu

Tuition for Rutgers courses will be paid by Rutgers to the student registrar account, up to the **current IRS Limit of \$5250 in any calendar year**, without federal tax consequence to the Fellow (<https://studentabc.rutgers.edu/stafffaculty-tuition-remission>). Tuition for coursework that exceeds this limit will still be covered by Rutgers. However, Fellows should be aware that tuition remission above \$5250 per calendar year may result in federal tax consequences, which the Fellow will be responsible for, and which will be deducted from their paycheck. This may result in significant reduction in pay over several months. **The entire tuition remission amount is taxable by the State of NJ.** You should consult any other applicable states for tax considerations.

The amount of tuition remission by Rutgers and the amount that is taxable or non-taxable are subject to the Fellow's eligibility for such programs, Rutgers' tuition remission policies, and Federal and State tax laws, which may change from time to time. It is the individual Fellow's responsibility to consult with an appropriate tax/financial advisor regarding their particular financial liability. Rutgers does not assume any liability for taxes due by the employee as a result of tuition remission compensation.

Please refer to this website (<https://uhr.rutgers.edu/benefits/applying-tuition-remission>) and these policies available in the Rutgers Policy Library (<https://policies.rutgers.edu>).

- For "Legacy Rutgers":
 - 60.2.1 Educational Benefits – This is the tuition remission policy for Rutgers positions (such as our Fellows) that historically were associated with Rutgers University prior to June 30, 2013. This does not cover UMDNJ/SPH courses.
- For "Legacy University of Medicine & Dentistry of New Jersey (UMDNJ)":
 - 60.9.46 Legacy UMDNJ -Tuition Assistance Program – This is a tuition assistance program for Rutgers University employees who are employed within legacy UMDNJ positions

Any questions regarding Tuition Remission may be directed to Carolyn Seyss, Pharm.D., Rutgers Fellowship Executive Director at carolyn.seyss@pharmacy.rutgers.edu

Rutgers Stackable Business Innovation (rSBI) Program Certificate

The proposed new concentration, titled "Pharmaceutical Industry Management", is part of the approved Certificate in Management and Global Business of the Rutgers Stackable Business Innovation (rSBI) program at the Rutgers Business School – Newark and New Brunswick (RBS). The rSBI program is a graduate non-degree certificate program. Its mission is to offer a flexible and cutting-edge academic curriculum focusing on emerging and high-demand areas of business knowledge that will upskill non-matriculated students, without having to commit to a degree program.

The proposed concentration is a joint concentration of the Department of Management and Global Business at RBS and the School of Management and Ernest Mario School of Pharmacy. The purpose of this concentration is to train students in marketing, strategy and management of pharmaceutical products. The need and demand for this certificate were established in discussions between the two organizations that created this joint certificate, including their leaders. The concentration will be offered via the rSBI portal <https://www.business.rutgers.edu/rsbi> which includes an enrollment page.

- Concentration Code: MGB-5
- Concentration Name: Pharmaceutical Industry Management
- Concentration STEM Designation: Yes
- Concentration Can Be Potentially Converted to Fully Online: No
- Concentration Course List: Strategic Management (22:620:588), Product Innovation (22:630:602), Pharmaceutical Product Management (22:630:618), Global Management Strategy (22:553:621)
- Concentration Description: This concentration is intended to prepare students for pharmaceutical management and leadership roles by exposing them to topics relevant to pharmaceutical product development, lifecycle management, global expansion of products, strategic management, and commercialization partner functions such as medical affairs and health economics.
- Sample Relevant Careers: Product Manager, Marketing Manager, Brand Manager, Market Research, Medical Affairs Manager, Project Manager, Health Economics Manager, Business Analyst, Operations Manager, Product Innovation Manager, Innovations Strategist, User Experience Manager, User Experience Analyst, Advertising Account Manager, Regulatory Affairs, Medical Affairs, Clinical Development



Rutgers Teaching and Learning Certificate Program

What is the Rutgers Teaching and Learning Certificate (TLC) program?

The TLC program was started in 2011 and has had more than 800 graduates. The TLC program is a free 1-year certificate course offered through Rutgers University Ernest Mario School of Pharmacy (EMSOP) available to Rutgers Fellows and pharmacy residency programs in New Jersey. The purpose of the TLC is to teach participants how to be an effective teacher and preceptor. This will also add to their professional networking opportunities. The TLC is available to interested Fellows.

Fellows in this course will:

- Create a teaching portfolio, syllabus, and precept a Rutgers EMSOP APPE student for 5 weeks in the May-November timeframe (if a 2-year Fellow in the first year of the Fellowship) or May-June (if a Fellow in a 1-year fellowship or a second-year Fellow)
 - Please note that the commitment to precepting a Rutgers EMSOP student during May-June of the 2nd year of a 2-year Fellowship or June of a 1-year Fellowship must be considered in any discussion of early completion of the Fellowship (see Guidebook section regarding Program Completion Requirements)
- Attend an in-person 3-hour lecture once a month at Rutgers EMSOP

The course starts in September and ends in June. Fellows are expected to host 1 Rutgers EMSOP APPE student for one 5-week block. The Fellow will be the primary preceptor for the student and is expected to oversee them throughout the rotation block. The Fellow's Preceptor can co-precept the APPE student if desired. Upon completion of the program and precepting experience, Fellows will receive a TLC certificate from Rutgers.

Preceptors and Fellows should discuss how teaching opportunities fit in with the fellow's overall development plan and be clear on the commitment Fellows are making. The TLC Program is a privilege and is meant to enhance the Fellow's professional development. While we encourage Preceptors to allow their Fellows to participate if interested, Fellows **must** align with their Preceptor(s) prior to enrollment.

How do Fellows sign up for TLC?

Fellows will receive an overview of the TLC program. Fellows should enroll in this course by the end of August or as directed by Rutgers/Drs Siu or Opsha. Interested Fellows must enroll and sign a contract. The contract must be signed by the sponsor company's Fellowship leader or Preceptor and the Fellow. The contract is an agreement between the sponsor company and Rutgers EMSOP stating that the Fellow must take on an APPE student in order to fulfill TLC program requirements. If the Fellow who signed the contract cannot host the APPE student for any reason, the sponsor company's Fellowship leader or Preceptor must precept the student or find another suitable Preceptor at the sponsor company.

The Fellow will be the student's primary Preceptor and will be listed as such on CORE ELMS (a website used by Rutgers EMSOP to track APPE student placement and rotation progress). The sponsor company would determine who to list in their agreement with Rutgers and any company directories.

Fellows should align with all preceptors as applicable prior to TLC program registration due to the commitment being made. Fellow must ensure that their sponsor company has an appropriate contract in place with Rutgers EMSOP experiential rotations (experiential.group@pharmacy.rutgers.edu) for the APPE student. Fellows must confirm with their Preceptor and any other appropriate individuals.

Who runs the TLC program at Rutgers?

Program coordinators are Dr. Anita Siu (anitasiu@pharmacy.rutgers.edu) and Dr. Yekaterina Opsha (kate.opsha@pharmacy.rutgers.edu). Both host the monthly lectures and can answer any course-related questions. For APPE-related questions (such as using CORE ELMS), Joyce Da Silva (jd854@pharmacy.rutgers.edu) is the main contact.

What platform will be used for this course?

The platform is determined by the TLC Program. Please refer to TLC Program materials.

Is there any cost to the sponsor company?

The TLC program is free to participate in. Rutgers APPE students pay for their own background check and drug screen before beginning Block 1 of their APPE rotations.

Who helps schedule the Rutgers APPE student for the sponsor company?

The experiential office at Rutgers EMSOP assists with scheduling. The office can be contacted at: experiential.group@pharmacy.rutgers.edu.

Will completing the TLC Program count toward my Fellowship Rutgers Component requirement?

Obtaining a Teaching and Learning certificate benefits the professional development of the Fellow. As such, it does not count toward the Fellowship Rutgers Component requirement. However, precepting a Rutgers EMSOP APPE student would count toward half the Fellowship Rutgers Component requirement of precepting 2 Rutgers EMSOP students. Please see the Guidebook section regarding the Rutgers Component.

Are Fellows required to host a Rutgers APPE student? Would precepting an APPE student from another school count?

Fellows are required to precept a Rutgers EMSOP APPE student to take part in the TLC program. Precepting a student from another school does not count toward TLC or Fellowship Rutgers Component requirements.

Please also note that as employees of Rutgers, Fellows may not be the Preceptor of record for students from other schools of pharmacy.

Can a Fellow co-precept an APPE student through another department?

All Rutgers Fellows and Preceptors are expected to precept the APPE student within their department. If there are any issues/concerns, the Fellow must align with their Preceptor and/or company Fellowship lead prior to returning the signed contract to Rutgers.

When can the Fellow expect the APPE student to come?

A first-year Fellow in a 2-year Fellowship will have 1 Rutgers EMSOP APPE student come for one 5-week block in the May-November timeframe after the didactic portion of the program is completed. A Fellow in a 1-year Fellowship program or a Fellow in the second year of a 2-year Fellowship would have the student in the May-June block after the didactic part of the course is completed.

- Please note that the commitment to precepting a Rutgers EMSOP student during May-June of the 2nd year of a 2-year Fellowship or June of a 1-year Fellowship must be considered in any discussion of early completion of the Fellowship (see Guidebook section regarding Program Completion Requirements)

It is the responsibility of the Fellow to align with all Preceptors prior to TLC program registration due to the commitment.

Can a Fellow request that APPE students apply for the rotation? Can the fellow pick which month the APPE student comes?

No, the student is automatically assigned through CORE ELMS, the website used to manage the student APPEs, via a “lottery” system based on student preferences. Fellows cannot request to have students apply for their rotation or request that they come during a certain block.

Can the rotation be virtual or hybrid?

Yes, the Fellow can hold a remote/hybrid rotation dependent on any company restrictions for in-person rotation. This is dependent on sponsor company policy.

Will the Fellow receive compensation or Continuing Education (CE) credit for precepting?

No, precepting a Rutgers EMSOP APPE student is expected for TLC program completion.

How will the Fellow know when their APPE student is coming?

Fellows are expected to upload their CV and answer questions regarding the rotation experience to set up the rotation in the CORE ELMS system. Fellows must indicate rotation location, rotation type, etc. Fellows will be notified of their APPE student placement in February.

What is the absence policy for the TLC Program?

TLC Program participants cannot miss more than 2 lectures. **Each absence must be approved beforehand by the program instructors.** Participants must email the instructors (and copy their Preceptor and Company Stakeholder/Director for transparency) as soon as possible once they know they will be absent from a lecture. Participants are expected to complete a make-up assignment for each lecture missed. Additionally, if the participant is more than 20 minutes late to a lecture, they will be counted as absent and will be required to complete a make-up assignment. During each session, attendance may be taken at the start and/or end of the session to ensure all were present.

Where can I find additional information?

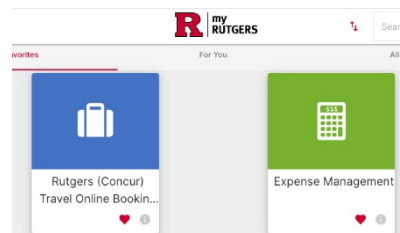
Please reach out to the TLC Program instructors (Drs. Siu and Opsha) for more information on the TLC Program.

Travel & Expense (T&E) Reports Rutgers-approved Travel

Please refer to your sponsor company policies regarding travel and reimbursement for travel related to company activities. Rutgers will only reimburse for travel associated with Rutgers activities (e.g., approved travel for 1 Fellow to present a poster, approved travel for an outreach visit) and such travel **must** be approved by RPIF prior to travel arrangements being made. **Please note that you are expected to attend conference sessions when attending any conference for outreach or poster presentation purposes.**

You will need to work with Janet Lupo to complete a Rutgers Financial Management System (FMS) Expense Management Access Request Form. Once set up on your my.Rutgers portal, you will use the Rutgers Concur app to make your travel arrangements and to prepare your T&E reimbursement reports. You can save it as a favorite for easy access.

Details and resources on travel and expense, including policies, can be found on the Rutgers Travel and Expense website (<https://procurementservices.rutgers.edu/travel-and-expense>). Fellows must abide by the Rutgers policy on Travel and Business Expense: https://procurementservices.rutgers.edu/travel_policies_and_forms. These websites contain detailed instructions, videos, and job aids. CRC will also provide a separate T&E Manual with detailed instructions and screenshots.



Here are some additional helpful tools:

- How to claim per diem (aka Travel Allowance): <https://dam.sap.com/mac/app/p/pdf/asset/preview/modk8x6?ltr=a>
- How to add attendees to a Business Meeting Expense (any business meetings require previous approval by RPIF Executive Director): <https://dam.sap.com/mac/app/p/pdf/asset/preview/kbfy8ie?ltr=av>
- How to itemize your hotel folio (i.e., nightly lodging expenses): <https://dam.sap.com/mac/app/p/pdf/asset/preview/E6y9cyF?ltr=a>
- Check here to see if the state you're traveling to recognizes Rutgers' tax-exempt status: <https://finance.rutgers.edu/tax-exemption/letter-and-certificates> You can also print tax-exempt status letters from this site to bring with you.

Some Things To Remember to Avoid Common Mistakes:

- **You must complete the Rutgers Oracle Cloud Expense Management Access Request Form** for Janet Lupo to process. If not, Rutgers has no way to send you any reimbursement funds. Setting up your payroll direct deposit is not applicable to reimbursement of T&E. The form is discussed & provided during your Orientation on July 1st.
- **Ensure your personal credit card is listed in your Concur profile and is not expired.** This is required for your hotel reservation.
- **You must submit a Concur Travel Request before you can book travel.** Otherwise your expenses will **NOT** be reimbursed. **No exceptions can be made.**
- **You must make your travel arrangements via the Rutgers Travel Online Booking Tool.** If you make travel arrangements on your own or with external online tools (e.g., Expedia, Booking.com, Trivago, you will **NOT** be reimbursed. **No exceptions can be made.**
 - If you are traveling for a conference and receiving reduced hotel rates through the conference, that is allowable but you must designate this in your travel arrangements.
 - AirCard expense **must** be included in your expense report – while not reimbursable to you, they must be included for Rutgers to “balance the books” between Concur/Rutgers Travel and Procurement
- **Create your expense report from your approved travel request.** Otherwise you will not be able to submit an expense report created de novo.
- Submit your expense report within 2 weeks of your return with all your receipts. The earlier you submit, the earlier you will receive reimbursement. If you wait too long (more than 60 days), you will be out of compliance and will not be able to submit for reimbursement on your own.
- Check the status of your expense report and reach out to Janet Lupo or rutravel@finance.rutgers.edu with any questions.

- Air and rail are master-billed to the Rutgers Aircard, but **you MUST include air/rail expenses in your expense report.** This allows Rutgers to account for these expenses appropriately. You will see when you submit your report that those amounts won't be included in the amount to be reimbursed to you.
- Per diem meal travel allowance is calculated based on your travel dates for the approved work purpose. **If any meals are provided to you during your trip, you MUST adjust your travel allowance (per diem) so that the pro-rated amount is subtracted.** You can't double-dip!
 - Calculated based on travel dates (≥ 12 hours of travel or >100 miles away) for approved work purpose and based on location
 - You cannot include any food/beverage/snack items charged to hotel room
 - For your companies (reimbursing receipts under maximum limit), meal limits are NOT budgets to spend up to – be prudent
- Personal car mileage (e.g., for a nearby trip to a school for an outreach visit) is not a Travel Expense. Be sure to submit as a Non-Travel Expense.
- Use free shuttles when possible (eg, between convention center and hotel)
- Car rental is not a typical business expenses – only if no other means of comparable transportation and prior approval by RPIF Executive Director would be required
 - If necessary, you must provide rationale and cost-analysis to RPIF Leadership for approval before submitting a travel request
- Family/friend travel cannot be reimbursed by Rutgers, nor can that or any added travel segments increase the cost of business travel. You must consult the RPIF Executive Director if this impacts your travel for Rutgers.
- Reimbursement is not subject to taxes or pension calculations as it is reimbursement, not compensation. Do not confuse these terms.
- Flight/room upgrade fees, room service, dry cleaning, movies, and mini-bar items will NOT be reimbursed. You MUST subtract them from your hotel bill charges.
- You are expected to be prudent when incurring business travel expenses
- Ensure you use the Project Code for your sponsor company, not another
 - Concur will show company name when Project Code is entered – please confirm
- Pack to avoid fees for overweight baggage – weigh your bags before checking them in
- Internet connectivity will only be reimbursed if specifically for university business, not for entertainment purposes
- You cannot claim expenses for non-business items such as:
 - Entertainment or any related travel/parking or internet connectivity
 - Flight/room upgrade fees
 - Hotel amenities (eg, room service, laundry/dry cleaning, movies, mini-bar items, etc)
 - Shopping (eg, clothes, OTCs, etc)
- **VERY IMPORTANT – To avoid issues with receiving reimbursements, please have ALL T&E reimbursement reports submitted prior to your resignation from the Fellowship. Once you no longer work for an organization, you can no longer submit reimbursement requests.**

Faculty & Staff Parking

Rutgers will actively ticket, so you MUST ensure that you have an appropriate permit in your account BEFORE parking on any campus, including for PDD parking on campus.

As a Rutgers employee, in order to park on-campus, Fellows **MUST** have **employee** parking. **You CANNOT use either student or visitor permits – you will be ticketed! RPIF cannot resolve a parking ticket for you.** For example, using a 1-Day Visitor permit can result in \$100 citation for fraudulent use of permit.

You will be granted a grace period of one month (July 1 hire has a July 31st deadline) in order to purchase your parking permit. **Allow three business days for processing** – don't try to purchase a permit the day of or day before as it may not be processed in time. **Remember, you have not purchased a parking permit if you don't see it in your profile and have not paid for it!**

Please note that guests (e.g., Preceptor or student not from Rutgers) are considered Visitors and must obtain a 1-day parking permit prior to the date needed. You can help them arrange this for PDD by registering them in the sign-up survey or contacting Janet Lupo. **Guest/Visitor permits are NOT available to Fellows as Rutgers employees or to students of Rutgers. Rutgers will issue tickets!**

Rutgers utilizes license plate recognition technology that captures and reads a vehicle license plate to confirm that the vehicle is registered and has permission to park on campus. You will not receive a physical hangtag or decal. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in clear view from the driving aisle of a parking space.

To support your in-person attendance at PDD for your networking and professional development, **RPIF will purchase up to 10 daily parking passes per academic year for you.** In order to take advantage of this benefit, you **MUST** register for it when we poll for PDD and networking attendance AND your vehicle information must be current in your Rutgers DOTS profile. **If you miss the response deadline, you will need to purchase your own permit.** If you are unable to attend after you have committed to, we cannot change the permit. You can see the portal for adding any incremental cars to your account. **But remember that ONLY ONE car per permit/account can park on campus at any point in time! And each car can only be registered on one person's account at a time, so you MUST coordinate carefully.**

You are accountable for purchasing Employee parking for other in-person Rutgers activities. If you choose to use the option of up to 10 daily passes and use them up, you can then purchase a monthly, half-year, or annual permit based on your on-campus parking needs.

When planning your parking permit purchase, consider how often you will be parking at Rutgers. Please note that carpooling with other Fellows is a great option to stretch your parking and share the cost as well as to network! There are options available depending upon how often you will be parking on campus. Employees may purchase:

- Daily parking passes – up to 10 per academic year (July through June) – this is a limit of 10 regardless of whether they are purchased for you by RPIF for PDD, by TLC, or by yourself.
- Monthly parking permits
- Half-year (January through May) parking permits
- Annual parking permits

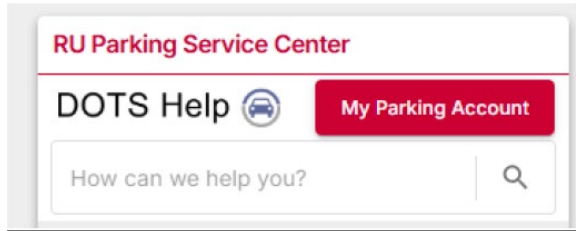
Remember, you MUST confirm that you have a parking permit in your parking portal BEFORE you can park on campus or you will be ticketed and we can't resolve the ticket for you.

The Faculty and Staff parking lots on the Busch campus (for when PDD is at EMSOP) can be found in the following map of parking options nearest to EMSOP (Lots: 58A and 58). There are also parking maps available on your myRutgers portal and app. Review this video for how to download and use the Rutgers Parking App: : www.youtube.com/watch?v=ORxYRLL-oo4 Do not park in the gated lots adjacent to the school building (even if the gates are up) as they are reserved and would result in a \$75 citation and Rutgers will ticket!! **Be sure to park in the right lots.**

For additional DOTS related information and inquiries, please visit <http://dotshelp.rutgers.edu/>

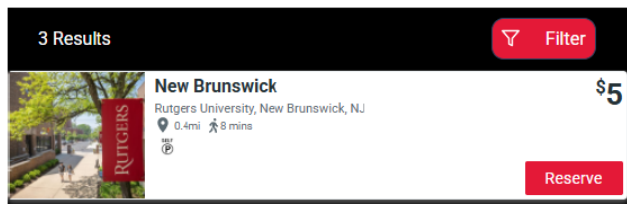
How to purchase a One-Day Pass of PDD

1. Go to **myRutgers Portal** and sign in using Rutgers SSO
2. Navigate to **RU Parking Service Center** and click the red **My Parking Account**



3. On the left hand side, you will automatically be on the **Permit** tab. Click the **Daily** tab, this will lead you to the One-Day Parking pass
4. In **Location**, type "New Brunswick, NJ USA"
5. In **Enter After**, select the PDD date and time (12:00 AM)
6. In **Exit Before**, select the PDD date and time (11:45 PM)
7. Select your vehicle
 - a. If you have not added your vehicle to your portal, you must click "**Add New Vehicle**"
8. Click Search

9. Click **Reserve** on New Brunswick



10. Enter your email and phone number and click **Book Now**
11. Click your payment option, enter in your payment and click "**Pay & Book**"
12. Ensure that the day permit appears in your account

The map illustrates the layout of the Douglass campus. A prominent red box and circle highlight the 'Douglass Student Center/Trayes Hall' area, located near the intersection of Taylor St and George St. Surrounding this central area are various academic and administrative buildings, including the Ruth Adams Building, May Duff Walters Hall, Music Annex, and several residence halls like the Jameson and Willets. The map also shows the campus's proximity to Donaldson Park and the Delaware River. A compass rose in the top right corner indicates North is towards the top right of the map.

Fellow Recognition Awards

Many of the sponsor companies have recognition programs to recognize exemplary performance of their employees. The Rutgers Fellowship Program has a similar recognition program – our Fellow Recognition Awards - to recognize Fellows who perform over and above expectations.

These awards are allocated across companies based on the size of the Fellowship Program at the sponsor company. There are 3 levels of awards:

- Above and Beyond (\$250) – performance significantly exceeds expectations
- Celebration (\$100) – performance is consistently strong
- Kudos (\$50) – recognize a significant achievement

Nomination of a Fellow for an award consists of identifying which award, providing written justification for the award, and sending that to the sponsor company's Fellowship Leadership Team. They would then consider the award and make a determination to ensure parity across the company's Fellowships. If in agreement, the company's Fellowship Leadership Team would then forward the nomination to the Rutgers Fellowship Executive Director to make a final determination to ensure consistency across the Rutgers Fellowship Program (at least 2 weeks before a PDD in which it would be presented). A form has been created to support this nomination and consideration process (see accompanying RPIF Forms).

The Fellow must be in good standing with Rutgers (i.e., no overdue periodic reports, required trainings, etc.) in order to be considered for an award. Once approved by the Rutgers Fellowship Executive Director, the award would be presented at the next Professional Development Day (PDD). (Please see the schedule earlier in this Guidebook.) The Preceptor or their company designee will be invited to the PDD and must attend to present the award to their Fellow.

The Fellow won't be told they're receiving an award – it's a nice surprise! Please note that the **Fellow must attend PDD to receive the award. No awards will be granted in absentia.** (The process for requesting an absence from PDD is earlier in the PDD section of this Guidebook. Per the process, both the Preceptor and Rutgers Fellowship Executive Director would know if the Fellow would not be attending a particular PDD and would adjust the timing of the award accordingly.)

Likewise, the Fellow must also be employed by Rutgers to receive the award since the monetary amount is included in their paycheck as gross income. Any 2nd-year Fellows who have had to negotiate a start date of employment for their next role prior to the May PDD would not be eligible to receive an award since they would no longer be receiving a paycheck from Rutgers.