# Faculty Appointments, Promotions and Tenure

## Summary of Required Documents

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<th>Faculty Appointments with Offer Letter signed by the Dean</th>
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### 1. Non-Salaried Faculty within Mount Sinai Health System (Voluntary & Adjunct status)

- **ACADEMIC DOCUMENTS:**
  - Transmittal Sheet
  - Chair Statement
  - Curriculum Vitae
  - Affidavit & Acknowledgment
  - Intellectual Property Agreement
  - Preliminary Disclosure Form
    - (For paid faculty) - Forward to Kenneth Brower via e-mail.
  - Reviewer Nominee Form & Instructions
  - For Candidates on the Clinical Practice Track only:
    - Clinical Practice Information Addendum
  - Selected Publications

### 2. Faculty Employed at ELM, QHC, and BVA (Full-Time, Part-Time and Voluntary)

- **ACADEMIC DOCUMENTS:**
  - Associate Professor and Professor only
  - Associate Professor, Professor, and Tenure Nomination

### HUMAN RESOURCES DOCUMENTS:

- PSM-100:
  - Reminder: if salary is listed, financial signature required on PSM-100
  - If the new hire is transferring from a MSH Residency or Fellowship, PSM not needed – it should be done as a transfer in HRTS
  - After BOT approval, HRTS Transaction (Job Change)

- Faculty Applicant Tracking Form

- I-9 - Processed on Corporate Screening website:
  - New Administrators – Please contact Human Resources to obtain access.
  - As soon as offer is accepted, send the invitation to the recruit to complete Section One of the I-9.

- New Hire Data Sheet
  - (Required only for non-salaried faculty)