Dear Incoming Faculty Member:

Welcome to Icahn School of Medicine at Mount Sinai.

We hope that you will find Getting Started, Getting Settled helpful during your early days at Mount Sinai. It pulls together information from both the School and Hospital websites as well as from the Medical Center intranet. Although the guide does not contain every campus policy, procedure and resource, it does include a great deal of key information to help you get off to a good start.

The first section of Getting Started, Getting Settled highlights documents you must submit for your employment and appointment, and both the first and second sections outline other information you will need in your earliest days here. (Your department administrator will be critical in helping you with many details.) Later sections are devoted to more general information about programs and resources.

I wish you much luck in your career at Mount Sinai. Please feel free to contact me if you need assistance of any kind.

Sincerely,

Leslie Schneier
Associate Dean for Faculty Affairs and Administration
leslie.schneier@mssm.edu
# GETTING STARTED, GETTING SETTLED
## A GUIDE FOR NEW FACULTY

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A. NEW HIRE PROCESS: GETTING ON PAYROLL

Your Department Administrator will help you to complete all steps required for you to go on payroll in a timely fashion:

- **Toxicology Screening** – All employees must undergo a toxicology screening as the first step in the intake process. Your Administrator will give you a Chain of Custody form to take to a participating laboratory.

- **Employee Health Clearance** – Faculty who do need clinical privileges may have their physical done by either Mount Sinai’s Employee Health Services (EHS) or by their personal physician. Faculty who **do not** need clinical privileges **must** undergo a physical examination at EHS (2nd floor, 17 East 102\textsuperscript{nd} Street, between Fifth and Madison Avenues; 212-241-6086). Your Administrator will make the appointment for you.
  - *Note: EHS will not perform the physical exam until you are cleared on your toxicology screening.*

Once you have received health clearance, you will complete the following:

- **I-9 Employment Eligibility Verification** – All employees must complete this form. Your Administrator will advise you on required documents.

- **W-4 Tax Withholding Certificate** – You must complete your W-4 form on-line using the “Sinai Central” system. (Your Administrator will arrange access to Sinai Central.) See instructions in Part I-E for logging onto Sinai Central and then click the “Home” tab, followed by the “Employee Self-Service” tab and then “Tax Forms.”
  - *Note: Your Administrator will assign a Life Number (a unique employee identification number), which you will need to complete your electronic W-4. Your Life Number will also be your identification number for many other functions at Mount Sinai.*

- **Automatic Payroll Deposit** – You can arrange to have your paycheck deposited directly into your personal bank account by completing an on-line “Authorization or Change for Direct Deposit of Payroll” form on the Sinai intranet (accessible only on-campus) under Payroll Services.

- **Signing Up for Benefits** – Human Resources or your Department Administrator can provide you with a hard copy overview of Mount Sinai’s BeneFlex program. For Benefit Enrollment, Re-Enrollment or Changes log on using your Social Security number and your PIN number. Phone inquiries can be directed to Mount Sinai Benefits Center/ADP at (866) 700-6762.

Your Administrator will provide you with two additional documents to read and sign as part of the initial faculty intake process:

- **Affidavit and Acknowledgment of Policies** – Your signature will confirm your commitment to abide by Mount Sinai’s policies. If you are a U.S. citizen, you will also sign an “Oath of Allegiance” required by the New York State Education Law.

- **Invention/Copyright Agreement** – Your signature on this document will confirm your awareness of and commitment to abide by Mount Sinai’s Policies on Intellectual Property.
Finally, if you are leaving another position to join the full-time MSSM faculty, give your administrator a copy of the resignation letter that you submitted to your current employer.

B. YOUR FACULTY APPOINTMENT

Faculty appointment, reappointment, promotion and tenure guidelines, including qualifications for each rank/track as well as information on term length and reappointment rules, are described in the Faculty Handbook.

Work with your Chair and administrator to ensure that all documentation for your initial faculty appointment is submitted as quickly as possible.

If you are being proposed for the rank of Instructor or Assistant Professor, you will only need to give your administrator your most recent C.V. to get the process started; appointment to these ranks does not require an in-depth review by the institutional Committee on Appointments, Promotions and Tenure (“APT”).

If you are being proposed for the rank of Associate Professor or Professor (with or without tenure) your appointment application will undergo a comprehensive review by the institutional Committee on Appointments, Promotions and Tenure; many departments also conduct their own review prior to commencement of the institutional process. You must provide your administrator with the following documents, which he/she will assemble into a package for the Committee (forms and instructions for content and formatting are on the APT website):

- **C.V.** – Please follow the required Sinai C.V. format for Associate Professors and Professors.
- **Reviewer List** – Work with your Chair to compile a list of external reviewers whom the Appointments and Promotions Committee can contact for a written opinion of your qualifications for the proposed rank and track (and tenure, if relevant). Please follow MSSM guidelines on the number and types of reviewers.
- **Reprints** – Candidates for Associate Professor without tenure must submit reprints of their three most important journal articles. Candidates for Associate Professor with Tenure and candidates for Professor (with or without tenure) must submit five reprints.
C. CLINICAL PRIVILEGES AND FACULTY PRACTICE ENROLLMENT

Medical Staff Appointment
Medical Staff Services Office at Mount Sinai
Telephone: 212-241-6114
Fax: 212-996-2230

If you are going to provide inpatient or outpatient care on the Mount Sinai campus, you will need to be credentialed through Mount Sinai’s Medical Staff Services. Your administrator will help you to obtain an application. You will need to make an appointment for either a phone conversation or meeting with a Medical Staff Services staff member to complete the application -- please call 212-824-8100 to schedule that appointment. You are expected to complete your application as expeditiously as possible. Your hire date may be delayed if you do not submit all required documents in a timely manner, usually at least 90 days prior to the start of employment.

If you do not already have an active New York State license to practice medicine as well as DEA certification listing your Mount Sinai address, directions are provided in the application packet.

If you are going to provide care at a Mount Sinai affiliate, you will need to obtain clinical privileges at that facility. Your Administrator or your affiliation administrator will guide you in the process. If you will provide care at both Mount Sinai and an affiliate, you will need to be credentialed by both institutions.

All applicants for clinical privileges at Mount Sinai will receive a CD that contains the Medical Staff Bylaws and Rules and Regulations.

A dictation code will be assigned as part of the medical staff appointment process.

Mount Sinai Doctors Faculty Practice
Tel: (212) 241-6228

Over 800 Mount Sinai physicians belong to Mount Sinai Doctors Faculty Practice, a group practice headquartered at 5 East 98th Street on the Mount Sinai campus. Patient-related activities and any other clinically related activities, wherever performed, are administered through Mount Sinai Doctors, and all income collected is the property of Icahn School of Medicine at Mount Sinai.

Faculty Practice Enrollment - In order to join the faculty practice, your clinical privileges (see Medical Staff Appointment description earlier in this section) must be finalized. As a member of Mount Sinai Doctors, you must enroll in the Independent Physician Association (IPA) so that you can participate in managed care programs negotiated by Mount Sinai. Your Administrator will give you an application packet for both the faculty
practice and the IPA. He/she will also advise you if you need to enroll in additional insurance plans outside the IPA.

**Setting up for Clinical Practice**
Your Department Administrator and your Clinical Practice Manager will help you with many of the details of your clinical practice:

*Department Administrator will handle:*
- Space and equipment
- Malpractice
- White coats
- Business cards
- IDX system (patient scheduling and billing system)
  *In some departments the Clinical Practice Manager will set you up in IDX*
- Telephone/on-line directory listings
  *In some departments Clinical Practice Manager will do this*

*Your Clinical Practice Manager will handle:*
- Prescription pads
- Telephone trees
- Telvox (patient reminder system)
- Press Ganey (patient satisfaction surveys)
- Lobby and department directory – adding your name

**D. TRANSFERRING GRANTS**

As soon as you accept Mount Sinai’s offer of employment, you must initiate the process of transferring your grants by working with the following groups:

**Grants and Contracts Office (GCO)**
*Tel: 212-824-8300; e-mail: grants@mssm.edu*

The Grants and Contracts Office (GCO) oversees the sponsored programs application and award process and provides support to faculty regarding research activities. (For more information about the GCO, see III-A.) Your Department Administrator will help you to make connections to the GCO and other relevant offices regarding transfer of grants.

**Finance/Sponsored Projects Accounting**
*Tel: (212) 731-3338; Fax: (212) 731-3075; Box 3500*

This office establishes and maintains financial accounts associated with grant awards. For more information about Sponsored Projects Accounting, see Section III-C.
Office of Clinical Research  
Tel: (212)824-7294; E-mail: clinical.research@mssm.edu  
This office will assist you in transferring your clinical trials to Mount Sinai and initiating new trials. Contact them before your actual start date to begin the process (see also Section III-J).

Program for the Protection of Human Subjects and Institutional Review Board (PPHS and IRB)  
If you are conducting human subject research, the Institutional Review Board, which functions within Mount Sinai’s Program for the Protection of Human Subjects, will review your grants. For more information about the PPHS and IRB, see III-J.

Institutional Animal Care and Use Committee (IACUC)  
If you are conducting research that involves animals, this group will review your grants. For more information about IACUC, see III-I.

Center for Comparative Medicine and Surgery (CCMS)  
During the recruitment process, you should have discussed your needs relating to animal research with Reginald Miller, DVM, Director of the CCMS, and you will want to follow up with him to ensure that everything is in place when you begin your work at Mount Sinai. For more information about CCMS, see III-I.

Office of Technology and Business Development (OTBD)  
Tel: (212) 659-9680; Fax: (212) 348-3116; e-mail: technology@mssm.edu  
If there are intellectual property issues relating to the projects you are transferring, this office will work with you to address these issues. For more information about OTBD, see II-D.

Financial Conflicts of Interest in Research (FCOIR)  
All faculty, staff and trainees who are named on grants must complete a mandatory conflicts of interest in research training module, which can be accessed in one of two ways:
- Click on to https://sinaicentral.mssm.edu/intranet/Home/fcoip ; or
- Log into Sinai Central, click “GCO,” then “Investigator Forms,” then “COI Education Module,” then the page icon: 

If you have questions about the education module or how to access it, call the COI Helpline at 212-241-0845 (x 40845);

E. INFORMATION TECHNOLOGY

Network Connectivity  
Medical School Help Desk – 241-7091; Hospital Help Desk – 241-HELP  
Your administrator will work with School and/or Hospital IT groups as appropriate to address your connectivity needs, including server specifications, space availability and other networking issues. If you have a particular question, call the School or Hospital
help desk and based on your question, someone from IT will return your call to discuss your needs.

**Desktop Standards** – School standards are on the MSSM Computer Resources site -- click tabs along left side for specific information about hardware, software, etc. if you will be supported by Hospital IT, the standards will be similar but you should call 212-241-4357 for specifics.

**E-Mail Account** - Your Administrator will arrange for creation of an account for you.

**Faculty E-Mail Distribution Lists** -- Once your e-mail account is active, send an e-mail to med-school-computing@mssm.edu to request that you be added to faculty@mssm.edu so that you will receive e-mails of general of interest to the faculty. If you will do research, also request that your name be added to ResearchResources@mssm.edu to receive e-mails specifically geared to the MSSM research community.

**Sinai Central Account** – Your administrator will arrange for your access to Sinai Central; a unique user name will be assigned to you, and you will create your own password. Sinai Central gives you on-line access to a wide variety of functions; those you will use when you are getting established at Mount Sinai include completion of on-line W-4 (see I-A) and completion of the outside interests reporting form (see Section I-G).

Your administrator will also help you in the creation of any other accounts for systems to which you will need access, e.g., clinical systems.

**Your Mount Sinai Faculty Profile** – Every full-time, part-time and voluntary faculty member has a page on the mssm.edu website that can be populated with information on education and training, research and clinical interests, and publications.

Some fields on your profile page are controlled by the web system, e.g., academic/clinical credentials and faculty titles, but there are many components that you can populate yourself, including: providing a description of your research; incorporating links to lab pages; updating publications and adding awards and other information that you consider valuable for your peers to know. Click Directions for guidance on using the update feature. To update your faculty profile, log into Sinai Central using the Firefox web browser, select Employee Self Service and then Directory Profile. Be sure to hit publish or submit changes after you make your entries.

Ask your Administrator to about getting your photo taken for your faculty web page.

If you have questions about your faculty profile page or your lab/research program page (below), your departmental web liaison will either help you or will connect you with one of our webmasters for assistance.
Laboratory or Research Program Web Pages – You have several options for populating and updating these pages:
1. Email content updates to Marketing at webfeedback@mssm.edu and they will do the updates in the content management system.
2. Ask for space on research.mssm.edu and use a basic template that the web development group will provide; you then maintain your own laboratory web site. Content can be viewed externally and can be found when using the internal search tool.
3. Ask for space on research.mssm.edu and design a unique template. You can then maintain your own research site. Content can be viewed externally and will be found when using the internal search tool.

F. MANDATORY TRAINING

Before the end of your first month of employment at Mount Sinai you must participate in the following mandatory training sessions:

Faculty Practice Compliance Training
Contact: Compliance Education Coordinator, Tel: 212-241-3816
Mount Sinai Audit and Compliance Services

All faculty joining Mount Sinai Doctors Faculty Practice must take a mandatory training class within 30 days of hire or transition to a billing provider status. All providers must complete training before any services are submitted for reimbursement. Training sessions are scheduled, announced and presented each month. Your administrator will make arrangements for you to attend the class.

HIPAA (Health Insurance Portability and Accountability Act) Training
All new faculty must view Mount Sinai’s HIPAA video on the protection of patient health information. Your department administrator will make arrangements for you to see the video unless you are in the FPA; faculty in the FPA will receive HIPAA training as part the FPA compliance training (see explanation above in this section).

Faculty who do research must complete the HIPAA module on the intranet:
1. Access intranet
2. Click on Policies & Manuals tab (along top of intranet home page)
3. Click on View more policies and procedures
4. Click on HIPAA (mid-way down column on left side of page)
5. Click on Research HIPAA

HIPAA Refresher/Quiz – On an annual basis, all faculty must complete the HIPAA refresher quiz. You will be reminded by your department Administrator to take the quiz, which is on the intranet:
1. Access intranet
2. Click on Policies & Manuals tab (along top of intranet home page)
3. Click on View more policies and procedures
4. Click on HIPAA (mid-way down column on left side of page)
5. Click on Red Flag – HIPAA Refresher – 201x(the current year)
**Biosafety Training** (for all faculty who will do research)
Learn about the storage, handling, use and disposal of chemicals, and take a mandatory on-line exam to certify that you have passed the U.S. Environmental Protection Agency-compliant training module.

**G. MANDATORY REPORTING OF FINANCIAL INTERESTS AND OUTSIDE ACTIVITIES**

**Preliminary Disclosure Statement**
Your Department Administrator will give you a Preliminary Disclosure Statement so that you can identify activities in which you plan to be involved that will be outside the scope of your Mount Sinai employment, e.g., consulting or advisory board service. Completion of this form will allow us to work with you prior to your hire date to address and resolve potential conflicts of interest relating to the activities. You must return the Preliminary Disclosure Statement within 30 days of accepting Mount Sinai’s offer of employment.

**Annual Report of Outside Relationships**
Terence Beck, Director, MSSM Conflicts of Interest Office: Tel: (212)241-5047; terence.beck@mssm.edu (for assistance accessing or completing the report)

All faculty who are on payroll must complete a mandatory report on all activities outside the scope of their Mount Sinai employment. (Unpaid faculty who perform research at MSSM or serve on certain institutional committees must also complete the report.)

Once a Sinai Central account (see I-E) has been set up for you, you can access the electronic form on Sinai Central: Click on “Log-In to Sinai Central” and enter your user name and password. Once in, click the top link, “COI” and then click onto “Annual Report of Outside Relationships.”

You must submit this on-line report within 45 days of joining the faculty, and then annually each January. In addition, if during the year you acquire new financial interests or embark on new activities outside the scope of your Mount Sinai employment, you are expected to update your form using the AMEND feature.

**Approval for Financial Relationships with Outside Entities**
If you are paid to provide consulting, advisory or other services to companies or organizations and plan to continue those activities while you are at Mount Sinai, you must provide written contracts for review and approval in accordance with Mount Sinai’s Policy on Relationships with Outside Entities.

The first step is to share the written agreement with your Chair, who will then help you determine whether additional approvals are necessary. Ideally you will initiate the review practice prior to beginning employment to ensure a smooth transition.
H. YOUR DEPARTMENT ADMINISTRATOR

Your Department Administrator will be an important resource who will help you to establish yourself at Mount Sinai, and will then provide ongoing advice and support to you. In addition to assisting you with many of the processes and policies described in this section, your administrator will also help arrange for:

- I.D. card/security clearance
- Obtaining keys
- Obtaining lab/white coats

Rely on your Administrator to help with any issues and challenges you have as you begin your career at Mount Sinai!
PART II -- GETTING SETTLED
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A. **FACULTY HANDBOOK**

The on-line Faculty Handbook contains major policies that are relevant to all faculty, and also describes standing committees of the School.

B. **INFORMATION RESOURCES AND TELECOMMUNICATIONS**

**Internet** – The School website and the Mount Sinai Medical Center website are vast and it is not always easy to find what you need, so we offer two tips: 1) Bookmark the sites you go to frequently; and 2) rely on the search engine to help you to navigate both websites.

**Intranet** -- Mount Sinai’s intranet can only be accessed on campus. The blue and gray tabs across the top of the main screen are the point of entry to voluminous information about programs, policies and services. Those of most interest to faculty are likely to be:

- **Human Resources (HR)** – Benefits, Recruitment, Compensation, International Personnel
- **Epic** -- The on-line medical documentation system
- **Corporate Compliance** -- Policies and manuals relating to compliance, including HIPAA

The intranet home page also contains tabs across the top that will take you to:

- **Medical Services** – select clinical programs including some clinical infrastructure departments
- **Policies and Manuals** – focus is on clinical issues
- **Other Services** – core medical center infrastructure departments and programs, e.g., Security, Fire Safety, HIPAA, IT

**Library Services** – The Levy Library is on the 11th Floor of the Annenberg Building. The collection includes over 17,000 electronic journal titles, over 5,000 electronic books, and significant reference and database information. The “How To” page on the library website is a good starting point for checking out the Library’s resources. We encourage you to make an appointment with a library staff member to learn how to take full advantage of all that the Levy Library has to offer.

**Desktop Support**

- Clinical information systems and other systems supported by the Hospital: Call 241-HELP (in house, x44357)
- Research and education systems support: Call the School “Help Desk” at 241-7091 (x47091)
- If you are not certain which system supports you and your program, call the Help Desk at 241-7091 (x47091) and they will triage your inquiry.

**Sinai Central** – Sinai Central is the portal for a wide variety of functions. Your administrator will arrange for your access to Sinai Central; you will be assigned a User
Name, and you will select your own personal password that should not be shared with anyone. Capabilities of Sinai Central include: financial reporting; travel request and travel reimbursement processing; purchasing; staff performance appraisals.

**Campus Phone System** – Within the main campus, you can phone colleagues using their five-digit extension rather than a full seven-digit phone number. Using extensions saves you time and saves the Medical Center money. The first digit of the extension depends on the location of the party you wish to call; the last four digits of the extension are exactly the same as the last four digits of the regular phone number.

<table>
<thead>
<tr>
<th>If you are phoning someone at:</th>
<th>Full Phone Number</th>
<th>1st Digit of Extension</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Campus Locations (Except as noted below)</td>
<td>241-xxxx</td>
<td>4</td>
<td>4xxxx</td>
</tr>
<tr>
<td>Icahn Medical Institute (98th Street @ Madison Ave)</td>
<td>659–xxxx</td>
<td>8</td>
<td>8xxxx</td>
</tr>
<tr>
<td>Center for Advanced Medicine (102nd Street)</td>
<td>824-xxxx</td>
<td>5</td>
<td>5xxxx</td>
</tr>
<tr>
<td>94th Street Offices</td>
<td>731-xxxx</td>
<td>2</td>
<td>2xxxx</td>
</tr>
</tbody>
</table>

Examples: Annenberg phone # 241-1111 \(\rightarrow\) extension 41111  
Icahn phone # 659-9999 \(\rightarrow\) extension 89999

**Finding People** – There are at least three on-line options for obtaining phone numbers for your colleagues, including:

- **Find-A-Person** – Choose from Find a Doctor, Find a Faculty, Find a Researcher, and Find a Person and type in individual’s name
- Search engine – type in individual’s name
- **Intranet Directory** – type in individual’s name

**Paging System** – Your Administrator can arrange for you to obtain a page device if you need one. To page someone in-house or long range:

- Dial 41300 from any Mount Sinai phone.
- At the prompt, enter the 4-digit “pager ID” of the person you are try to reach
- If that person is available to accept a page, you will be prompted to enter your phone number.
- After system “acknowledgment”, hang up and wait for the call.

### C. HIRING FACULTY, STAFF AND TRAINEES FOR YOUR PROGRAM

**Guidelines for Recruiting Faculty** – Your Administrator will help you to comply with Mount Sinai’s requirements regarding faculty recruitment, from placing advertisements
to developing a business plan to addressing space and facility needs, to drafting an offer letter. All offer letters undergo a review and approval process coordinated by the Office of the Dean. Offer letters are not considered valid unless they go through the appropriate review process and have been signed by the Dean and CEO.

**International Personnel Office** — International Personnel is the sole authorized signatory for any employment based immigration filings. The use of outside counsel is not permitted. If your prospective hire has any immigration issues or if you are interested in having a foreign national observer or volunteer, you must partner with International Personnel at all times to ensure federal regulation compliance. Contact the International Personnel Office at (212) 731-7744 to initiate discussions. Forms, publications and useful links for International Personnel are on the intranet.

**Staff** — Your Administrator will connect you with a recruiter in Human Resources for assistance in recruiting and screening applicants, determining allowable compensation and making an offer.

**Postdoctoral Fellows** — Upon request, the Office of Postdoctoral Affairs (241-0380) will post the position on their in-house website and will answer your questions about the hiring process. Once you select a candidate, notify your Administrator who in turn will contact the Postdoc Office to: coordinate toxicology screening; schedule an Employee Health Service physical; schedule orientation; verify credentials; assist with paperwork requirements; provide benefits information; and issue a life number and photo I.D. card.

**Temporary Staffing** — If you need temporary staffing assistance, you must provide your Administrator with the following information:
- Justification of need for temporary help
- Duties to be performed
- Start and End Dates
- Source of Funding

**Consultants** — Consultants are used only to fulfill a need for a highly specialized professional when there is no current or potential employee who can perform the duties within a critical timeframe. Completion with your Administrator of a “consulting questionnaire” will help determine whether a proposed arrangement meets the institutional definition of a consultant. If yes, then you will provide your Administrator with the same documentation as is required for temporary help.

**D. PATENTS, INVENTIONS AND INTELLECTUAL PROPERTY**

**Office of Technology and Business Development (OTBD)**
Tel: (212) 659-9680; Fax: (212) 348-3116; e-mail: technology@mssm.edu
This in-house group is dedicated to fostering relationships between Mount Sinai faculty and industry, and has special expertise in the patenting and licensing of intellectual
property. Their website describes the range of services offered and includes an informative FAQ section.

The Policies on Intellectual Property: Ownership and Commercial Development describe processes and policies relating to commercialization of innovations made by Mount Sinai personnel.

E. **FINANCE DEPARTMENT** (for the School) This website includes:

The left-hand navigation tab on the Finance Website links you to the sub-site for each finance division. Most division sites also include a directory listing division staff names, titles and phone numbers.

- **Check Requests** and **Petty Cash Requests** – Check these links for policies, processes.
- **Travel** – The website contains travel policies, as well as contact information and FAQs for Axiom, the Travel Management Program that Mount Sinai offers in conjunction with American Express Travel. By purchasing tickets through Axiom you can save money and also avoid some expenses that you would otherwise have to pay up front.
- **Purchasing Policies, Procedures and Contact Information** are posted for the purchase of goods, supplies and capital items. Office and laboratory supplies are ordered through Sinai Central; your administrator will advise you on whether you will be responsible for ordering supplies yourself or whether the department has a centralized ordering process.
- **Corporate Credit Card** – If you have access to a corporate AmEx card, it is important that you know what charges are and are not permitted.
- **Sponsored Projects Accounting** – Provides information and support relating to grants, contracts and restricted funds accounting.

F. **INDUSTRY INTERACTIONS – AVOIDING CONFLICTS OF INTEREST**

**Business Conflicts of Interest Policy**

This policy explains who needs to disclose financial interests, when and what must be disclosed, and how the review process works. Your business activities and financial interests outside the scope of your Mount Sinai employment must be reported on your annual reporting form (see I-G).

**Financial Relationships with Outside Entities (“Consulting Policy”)** Full-time faculty who want to provide consulting services, serve on advisory boards, function as expert witnesses or take on other paid roles outside of their Mount Sinai employment must have the arrangements reviewed and approved as described in this policy. Once approved, outside relationships must be reported on your annual Report of Outside Financial Relationships (see Section I-H).

The policy also addresses time restrictions, or “conflict of commitment” rules, relating to outside relationships.
**Policy on Interactions with Vendors and Other Commercial Entities (“Vendor Policy”)**

This policy contains guidelines on interacting with vendors, including gifts, funding support, visits from sales reps, pharmaceutical samples, travel and other areas. An FAQ section provides examples of possible situations you might encounter.

**Policy of Conflicts of Interest in Research**

See policy details in III-D on this orientation guide, “Policies Especially for Researchers”. All faculty, staff and trainees who are named on grants must complete a mandatory conflicts of interest in research training module, which can be accessed in one of two ways:

- Click on to [https://sinaicentral.mssm.edu/intranet/Home/fcoip](https://sinaicentral.mssm.edu/intranet/Home/fcoip);
- Log into Sinai Central, click “GCO,” then “Investigator Forms,” then “COI Education Module,” then the page icon.

If you have questions about the education module or how to access it, call the COI Helpline at 212-241-0845 (x 40845);

**G. ADDITIONAL POLICIES THAT EVERYONE SHOULD KNOW ABOUT**

**Policies on Intellectual Property: Ownership and Commercial Development**

This comprehensive policy provides detailed guidelines relating to commercialization of Mount Sinai innovations. The Office of Technology and Business Development ([technology@mssm.edu](mailto:technology@mssm.edu)) will work with you on arrangements involving intellectual property (see also II-D).

**Appointment and Promotion Guidelines**

Learn about the qualifications for different title and tracks, as well as term and reappointment details. Forms and instructions are posed on line.

**Travel**

Any work-related travel beyond a 75 mile radius from Manhattan requires completion of an on-line Travel Request form on Sinai Central prior to beginning your trip. By submitting a request, you: a) inform your department of your intention to travel; b) secure departmental approval for the trip; c) receive coverage under Mount Sinai’s insurance umbrella for the trip; and d) ensure that you will be reimbursed for travel when you return. After the trip you will complete an on-line Travel Voucher with receipts to obtain reimbursement. *If you do not submit a Travel Request before your trip begins, we cannot guarantee that you will be reimbursed for expenses incurred.*

By purchasing tickets for business travel through Axiom, the Travel Management Program that Mount Sinai offers in conjunction with American Express Travel, you can save money and also avoid paying for tickets up front and then having to pursue reimbursement.
Responsibilities of Authors
This link provides guidelines for sign-off by co-authors for all publications.

H. MEDIA/PRESS RELATIONS

Press Office: (212)241-9200 (staff can be reached 24/7); e-mail: newsmedia@mssm.edu

The Mount Sinai Medical Center Press Office handles all matters related to the press, and can assist you with a wide variety of needs. The lead time for responding can vary greatly by event, so always give the Press Office as much advanced notice as possible, as described below.

Situations Requiring Immediate Attention:
- **Inquiries from Reporters** – If you are contacted by a reporter or producer from any media outlet, please contact the Press Office immediately before providing any information. Sensitive or confidential matters are especially important to report promptly.
- **Crisis Coverage** – If news crews appear on campus in response to a crisis, resist the temptation to grant an on-the-spot interview. Instead, refer reporters to the Crisis Command Center (Security will direct you/them to the location) to ensure that the Medical Center responds in a “single voice.”

Situations Requiring Some Advanced Preparation:
- **Publications** - When you have an important manuscript accepted for publication, e.g., an article in a major journal, or a textbook, notify the Press Office (ideally four weeks before anticipated publication) and staff will work with you on possible opportunities for media exposure.
- **Academic Conferences** – If you have a major role in a national or international conference in your area of expertise, contact the Press Office (ideally at least four weeks in advance) to discuss opportunities for coverage of the event.
- **Commercial Media Event** – If a company or organization wants you to participate in their own media event, production, press release, product endorsement, etc. contact the Press Office to ensure that the proposed activity complies with institutional policies.
- **Recording, Filming and Photography** – Any on-campus photography or filming must be cleared by the Press Office to evaluate possible HIPAA issues and security concerns and to ensure that the institution is portrayed in the most favorable manner.
- **Success Stories to Promote** – Successful outcomes in clinical care and research can make great media stories. Contact the Press Office if you think that a particular patient, physician or researcher story might be newsworthy.

*Note:* Security will only give journalists, camera crews and other members of the media clearance to enter campus buildings if their visit has been expressly authorized by the Press Office and they are escorted by Press Office staff.
I. **HUMAN RESOURCES MANUAL**

This manual covers the full range of Human Resources and Labor Relations administrative policies applicable to staff, including wage and salary, benefits, labor relations, disciplinary action, seniority, training and development, employee recognition, vacation/PTO etc. Many sections are also applicable to faculty and complement the policies contained in the Faculty Handbook and in Sections II, III, V and VI and this Faculty Guide. If you aren’t certain whether a particular section of the H.R. Manual applies to you and other faculty, ask your administrator!

The Mount Sinai internet contains information on [faculty vacation and other time-off benefits](#), a summary of [medical benefits](#), [retirement benefits](#), tuition [grant-in-aid](#) (for college-age children of associate professors and professors only) and [relocation financing benefit](#) (assistance with moving costs). Information on signing up for benefits is on the [intranet](#), along with [plan-specific information and forms](#) (be patient and scroll down until you find what you need).

J. **RELOCATION OF CAMPUS OFFICE OR LABORATORY**

If your on-campus office or laboratory is moving to another on-campus location, you can obtain the Dean’s Office Relocation Checklist from your Administrator. The checklist identifies departments that can help (such as Engineering, Building Services, Purchasing) and procedures and timetables for ensuring a smooth move.

K. **CONTACT INFORMATION FOR DEAN’S OFFICE**

Dean’s Office Staff are available to answer your questions and assist you with problems:

<table>
<thead>
<tr>
<th>Area of Expertise</th>
<th>Name</th>
<th>Title</th>
<th>Telephone &amp; E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space and Facilities, including renovations and relocations</td>
<td>Rama Iyengar</td>
<td>Associate Dean, Planning and Resource Management</td>
<td>(212) 241-6701 <a href="mailto:Rama.iyengar@mssm.edu">Rama.iyengar@mssm.edu</a></td>
</tr>
<tr>
<td></td>
<td>Susan Byelick</td>
<td>Assistant Director Space Planning and Management</td>
<td>(212) 241-7688 <a href="mailto:Susan.byelick@mssm.edu">Susan.byelick@mssm.edu</a></td>
</tr>
<tr>
<td>Faculty Policies, including appointments/promotions/ tenure, compensation, consulting, mentoring, sabbaticals, conflicts of interest, general problem-</td>
<td>Leslie Schneier</td>
<td>Associate Dean, Faculty Affairs and Administration Administrative</td>
<td>(212) 241-4098 <a href="mailto:Leslie.schneier@mssm.edu">Leslie.schneier@mssm.edu</a></td>
</tr>
<tr>
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<td>Cathy Peragine</td>
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<td>EMERGENCY SITUATION</td>
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<td>FIRE</td>
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<td>Other Plumbing Issues</td>
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<td>Chemical/biological spill</td>
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<td>Radiation incident</td>
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<td>MEDICAL EMERGENCY</td>
<td>On main campus 911</td>
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<td><strong>PC, MAC AND NETWORK:</strong></td>
<td><strong>SCHOOL HELP DESK</strong></td>
<td><strong>241-7091</strong></td>
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<td>Can’t get onto network</td>
<td><strong>HOSPITAL DESKTOP SUPPORT</strong></td>
<td><strong>241-4357</strong></td>
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<td>Can’t get onto application</td>
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<td>Can’t access files</td>
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<td>Can access remotely</td>
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<td>Printer broken/stalled</td>
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<td>E-Mail Problems</td>
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   • HIPAA Compliance for Clinical Research
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A. **GRANTS AND CONTRACTS OFFICE (CGO)**
   Tel: 212-824-8300; e-mail: grants@mssm.edu

The Grants and Contracts Office (GCO) is the centralized administrative office that oversees the sponsored programs application and award process and provides support to faculty regarding research activities. It documents policy, provides on-going information to faculty regarding sponsorship, policy changes, and funding opportunities, and generally assists faculty in all aspects of the pre-award process. All extramural grant applications must be processed through the GCO. The website posts the GCO Manual with detailed information relating to: development, review and submission of grant applications; required GCO turn-around time prior to submission; regulatory and institutional requirements; and post-award guidelines. The website also provides links to application forms and to InfoEd, the MSSM portal to electronic NIH applications.

B. **INFO ED**

InfoEd is Mount Sinai’s online system for submitting:
- Research grant applications to the NIH
- Animal use protocols to the IACUC
- Human Subject protocols for retrospective studies to the IRB

If you are submitting any of these, then you and whomever helps you to write and submit the item must get trained on InfoEd and obtain a username/password by contacting infoed@mssm.edu.

C. **FINANCE/SPONSORED PROJECTS ACCOUNTING**
   Tel: (212)731-3338; Fax: (212) 731-3075; Box 3500

*Grants Management Tools* leads you to policies, guidelines, procedures and forms relating to grant awards.

D. **GRANT APPLICATION RESOURCE CENTER**

This on-line resource offers information and tools to facilitate preparation of grant applications and protocols. Resources include a [Grant/Protocol Wizard](#) helps you to generate a customized list of the research administration processes relevant to a specific grant application or protocol, and select [standardized text](#) about Mount Sinai and its resources and programs that you can cut and paste into your grant application.

E. **GENERAL POLICIES RELATING TO RESEARCH**

*Ethical Practices in Research*

Every faculty member is expected to do his or her part to maintain and further the highest standards of ethical conduct in research. This policy outlines the School’s commitment to scientific integrity and describes the process for addressing allegations of unethical practices.
Financial Conflicts of Interest in Research (FCOIR)
This policy describes the disclosure and review requirements for managing, reducing or eliminating potential conflicts of interest relating to research projects. Each time that you submit a grant application to the Grants and Contracts Office, you must complete an on-line form in which you disclose your personal financial interests that might be relevant to the research. If you have interests to disclose, the FCOIR Committee will work with you to manage potential conflicts. The FCOIR website provides policy links, a training and education module, and an FAQ section to help you understand and comply with institutional FCOIR requirements.

Data Retention
The data retention policy describes laboratory data book and journal storage requirements.

F. ENVIRONMENTAL HEALTH AND SAFETY OFFICES
Senior Director, Environmental Health and Safety
Tel: (212) 659-904; Cell 1: (203) 482-0625; Cell 2: (646) 942-4826

This office assists researchers in implementing safe laboratory practices that comply with regulatory requirements. The website includes contact information for the fire safety, OSHA safety, chemical safety, biological safety and radiation safety teams. Relevant policies and forms and a training module are also provided.

G. COMMITTEE ON SPECIAL AWARDS (COSA)
CoSA periodically announces awards for which the Medical School may nominate candidates. The committee screens proposals and nominations and identifies the school’s candidates for nomination for the awards and provides constructive reviews to improve future applications.

H. INSTITUTIONAL SHARED RESOURCE FACILITIES (SRFs)
Tel: (212) 824-7328 for general information

Mount Sinai offers a variety of facilities, technical advice and services to support the research needs of our faculty. These SRFs are open to all faculty and operate on a fee-for-service basis with support from the Office of the Dean:

- Biomedical Engineering Resource
- Flow Cytometry
- Histology
- Human Embryonic Stem Cell
- In-Vivo Molecular Imaging
- Irradiator
- Microscopy
- Microvascular Surgery
- **Mouse Genetics**
- **Quantitative PCR**

## I. DEPARTMENTAL/INSTITUTE CORE FACILITIES

Departmental Cores are laboratories based in and administered by individual departments or institutes which provide specialized services to a restricted number of investigators who are programmatically connected:

- **Gene Targeting Facility** *(Black Family Stem Cell Institute)*  
  *Kevin A. Kelley, Ph.D., Director*
- **Molecular Modeling** *(Department of Structural and Chemical Biology)*  
  *Mihaly Mezei, Ph.D., Director*
- **Cancer Registry** *(Tisch Cancer Center)*  
  *Steven Burakoff, M.D., Director*
- **Tumor Cytogenetics** *(Department of Pathology)*  
  *Vesna Naifeld, Ph.D., Director*
- **Cytopathology** *(Department of Pathology)*  
  *David Burstein, M.D., Director*

## J. CONDUITS/INSTITUTES FOR TRANSLATIONAL SCIENCES

Conduits is MSSM’s pipeline for rapid movement of scientific discoveries from the bench to the bedside and out to the community. Funded by a Clinical and Translational Science Award (CTSA) from the National Center for Research Resources, Conduits: provides infrastructure and services to improve the research experience for MSSM investigators and their collaborators; prepares future research scientists through innovative educational and training programs that stress translational medicine; establishes an integrated academic home for translational science; and taps the rich resources of Mount Sinai’s diverse patient population.

## K. RESEARCH INVOLVING ANIMALS

**Center for Comparative Medicine and Surgery**

*Reginald W. Miller, D.V.M., DACLAM, Director*

*reginald.miller@mssm.edu; Tel: 212-241-3008*

The Center for Comparative Medicine and Surgery (CCMS) is a centralized, shared resource supporting animal research via veterinary, husbandry care, and research collaboration with the faculty at MSSM. The program is fully accredited by the Association for Assessment & Accreditation of Laboratory Animal Care, International (AAALAC). The center also provides assistance with research protocol design, clinical and anatomic pathology, and training of research personnel in the care and use of laboratory animals.
Institutional Animal Care and Use Committee (IACUC)

Annenberg Building 26-10, Ms. Janice Gates, Administrator, Tel: (212) 241-8955

A critical mandate of the Institutional Animal Care and Use Committee (IACUC) is to ensure that all vertebrate animal studies are conducted in accordance with Animal Welfare Act regulations and Public Health Service policies, and that such studies conform to the Institution's Assurance document filed with the Office of Laboratory Animal Welfare of the NIH. To fulfill this requirement, all studies involving vertebrate animals, including pilot studies and intramural projects, must be reviewed and approved by the IACUC.

L. CLINICAL RESEARCH

Program for the Protection of Human Subjects (PPHS)

The Program for the Protection of Human Subjects is dedicated to ensuring the welfare and rights of human subjects enrolled in research projects. The Institutional Review Board (IRB) functions under the auspices of the PPHS and reviews human subjects research applications.

Office of Clinical Research

Tel: (212)824-7294; E-mail: clinical.research@mountsinai.org

This office provides investigators and research staff with resources, information and expertise in clinical research in order to foster the clinical and translational research enterprise within Mount Sinai, its affiliates and the broader community.

Clinical Research Center (CRC)

1184 Fifth Avenue, second floor, Tel: (212) 241-6045

The CRC, which is supported by a grant from the National Center for Research Resources of the NIH, facilitates clinical research by providing infrastructure and training to investigators and their staff. The nurse practitioners who staff the CRC can provide assistance in all aspects of research design and methodology, as well as in actually carrying out clinical studies.

HIPAA Compliance for Clinical Research -- Principal Investigators must learn about the forms and documents that must be completed to assure that a clinical research project is in compliance with HIPAA regulations.

M. RESEARCH TRAINEES

Office of Postdoctoral Affairs

Tel: (212) 241-0380; Fax: (212) 876-4978; E-mail: theresa.scarabino@mssm.edu

The Office of Postdoctoral Affairs provides support in both the scientific and personal experience of MSSM postdoctoral fellows. The Office provides administrative support in hiring postdocs (see II-C), assists in efforts to identify housing, advises on relevant policies, and hosts social functions. The Office sponsors workshops on a range of issues.
including the responsible conduct of research, grant and manuscript writing, and career opportunities.

**Graduate Students** – Faculty who want to attract graduate students to their laboratories should refer to Section IV-A of this Guide.

N. DIGITAL MEDIA CENTER
Tel: (212) 659-5962; Email: digital-media-center@mssm.edu

The Digital Media Center is a resource for Mount Sinai as well as for the outside community. Services include: large-format poster printing (up to 44”), poster design, photo-quality color printing, photocopies, fliers, pamphlets, and scanning. Payment for services can be easily made via internal Mount Sinai Fund Transfers, or by writing a personal check. Call if you are working on any unique projects that need special attention.
PART IV
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A. GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

The Graduate School offers the following degree-granting programs:

- **Basic Science Programs**
  - Ph.D. in Biomedical Sciences
  - Ph.D. in Neuroscience
  - MS in Biomedical Sciences
- **Clinical Research and Patient-Oriented Programs**
  - MD/PhD Program
  - MS in Genetic Counseling
  - MS and PhD Clinical Research
  - Masters in Public Health

The Graduate School offers the following non-degree-granting programs in basic research:

- **Summer Undergraduate Research Program** (SURP)
- **Post-Baccalaureate Research Education Program** (PREP)

**Multidisciplinary Training Areas (MTAs)**

Students in the Basic Science PhD programs choose a multi-disciplinary training area (MTA) for their education. Each MTA has two Co-Directors and its own curriculum requirements.

Faculty who wish to attract graduate students to their labs must belong to the Graduate Faculty (see below) and must choose an MTA. Faculty may belong to more than one MTA. Faculty are expected to contribute to the educational activities of the MTA to which they belong by teaching in MTA-specific courses, mentoring in the MTAs and serving on MTA-specific committees for students, e.g., advisory committees, general knowledge exam committees, thesis proposal committees, dissertation committees.

**Core Curriculum**

All graduate students (PhD and MS students) must complete a core curriculum in their first year. Each MTA has a recommended core curriculum. Faculty who wish to teach advanced elective courses should familiarize themselves with the content of core curriculum courses to determine the level of understanding of the students in a particular area. All courses have a presence on Blackboard where syllabi and other course materials are posted. For additional information, please contact Noni Korf, Director, Instructional Technology and Learning Systems.

**Appointment to the Graduate Faculty**

- **Graduate Faculty Nomination Form** (scroll down to the Graduate Faculty Nomination Form)
Faculty wishing to be appointed to the Graduate Faculty must complete this form and obtain the signature of the MTA Director (for basic science programs) or the Program Director (for clinical programs). The form is submitted to the Dean of the Graduate School for approval.

- **Responsibilities of the Dissertation Advisor** - Faculty who wish to serve as a dissertation advisor for a PhD student must provide evidence of a stable training environment with sufficient funds to support a PhD student. In the basic science programs this includes assuming full support for a stipend, health insurance, and tuition.

- **Graduate School Committees** - All Graduate Faculty are expected to participate in programmatic and student committees:
  - The Basic Science programs and the Clinical Research programs each have a Steering Committee and a Curriculum Committee which oversees their respective programs.
  - The basic science PhD and MD/PhD programs have their own admissions committees which screen, interview, and make admissions decisions on applicants.
  - Each student in the PhD and the MD/PhD programs will have an Advisory Committee, a General Knowledge Exam Committee, a Thesis Proposal Committee, and a Dissertation Committee, tailored to their research training area and project.

More details about the Graduate School are in the [Graduate Student Handbook](#).

**B. M.D. PROGRAM**

The M.D. program trains students to be excellent physicians and physician-scientists who will be life-long learners. MSSM is a leader in the development of innovations in teaching, and there are many opportunities for new faculty to become involved in our programs.

The [Medical Student Handbook](#) is viewable on-line.

If you are interested in teaching in the M.D. program, please contact David Muller, M.D., Dean for Medical Education, [david.muller@mssm.edu](mailto:david.muller@mssm.edu) or Reena Karani, M.D., Associate Dean for Curricular Affairs and Undergraduate Medical Education, [reena.karani@mssm.edu](mailto:reena.karani@mssm.edu).

**C. BLACKBOARD (COURSE MANAGEMENT SYSTEM)**

Blackboard allows instructors and staff to: maintain a centralized place to store course materials: syllabi, lecture notes and links to lecture videos; engage with students; develop custom course material; send class announcements; manage grades; communicate and collaborate with colleagues; and share documents.
The Levy Library provides training in the use of Blackboard. Access to WebEd will continue through 2012 or until all courses and groups have been migrated to Blackboard.

D. **INSTITUTE FOR MEDICAL EDUCATION**

*Tel: (212) 241-6691; Fax: (212) 241-0770*

The Institute for Medical Education offers extensive resources for faculty to develop their skills as educators. The Institute encourages faculty to mentor and teach in a variety of settings, and supports these activities by hosting education and leadership conferences, sponsoring teaching awards, and advising faculty on building their teaching portfolios for career advancement.

E. **GRADUATE MEDICAL EDUCATION (GME)**

*Tel: (212) 241-6694; Fax: (212) 426-7748*

*Associate Dean for Graduate Medical Education: Scott Barnett, MD*

The Mount Sinai School of Medicine Consortium for Graduate Medical Education is comprised of 11 hospitals in Manhattan, Queens, the Bronx, and New Jersey. The Consortium currently trains over 2,600 residents. Through the Consortium, the Office for Graduate Medical Education provides services to all house staff and clinical fellows at participating institutions.

The [House Staff Manual](#) contains detailed information on policies and procedures relevant to residency training.
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A. CLINICAL SERVICES INFORMATION

The “Mount Sinai’s intranet contains abundant information on clinical programs and policies, including:

- **Clinical Policies and Manuals** -- Topics include (but are not limited to) patient safety, infection control, Joint Commission, Medical Staff Services (the clinical credentialing office), emergency preparedness
- **Medical Services** – A comprehensive but not complete list of many Mount Sinai clinical services
  - **Medical Records Management** – Contains contact information, guide to chart completion, confidentiality, policies

B. ON-LINE CLINICAL SYSTEMS

**Epic** -- This is Mount Sinai’s new on-line medical documentation system. The website contains information on systems updates, training sessions, FAQs and tips and guides.

C. PATIENT PRIVACY

Mount Sinai is committed to ensuring the privacy of patients through the HIPAA program. Any ongoing questions that you have following participation in the mandatory HIPAA training session (which you should have completed within a month of your hire date, see I-F) can be directed to your Administrator. HIPAA regulations are relevant to all aspects of patient care; including clinical trials (see III-J). The HIPAA site on the intranet contains policies, procedures, training information, contacts etc.

D. CLINICAL RESEARCH

Part III, Section J of this manual provides information for clinicians who are interested in participating in human subjects research.

E. POLICY ON PHARMACEUTICAL SAMPLES

With few exceptions, Mount Sinai physicians may not accept free samples from vendors. For details refer to Mount Sinai’s Policy on Interactions with Vendors and Other Commercial Entities.

F. CONTINUING MEDICAL EDUCATION (CME)

*David Thomas, M.D., Associate Dean for Continuing Medical Education
Alfie Truchan, Director, (212) 731-7936; e-mail: alfie.truchan@mssm.edu*

The Page and William Black Post Graduate School for Continuing Medical Education provides educational programming for physicians and other healthcare providers, providing opportunities to practice lifelong learning. A wide variety of courses are offered that can fill your continuing education needs.
G. DEPARTMENT MEDICAL DIRECTOR

Your department Medical Director is an excellent resource for information on procedures, policies, committee membership and other helpful items.
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A. BENEFITS/BENEFLEX PROGRAM

Mount Sinai Benefits Office
Benefits Inquires: (866) 700-6762
403(b) Inquires: (212) 241-8837
Fax Number: (212) 987-0087

The BeneFlex Program offers medical, pharmacy, dental and vision coverage and also allows you to set up a Health Care Reimbursement Account, Dependent Care Reimbursement Account and Transportation Reimbursement Account.

Mount Sinai’s intranet Benefits Site contains:
- Plan-specific information and forms (be patient and scroll down to find what you need)
- Top Tier Physicians and Network Facility Directory -- lists providers who contract with UnitedHealthCare for services to covered employees.

Summary Information You Can Access On or Off Campus is a quick guide to the BeneFlex Program, retirement plans, and other benefits.

B. TIME-OFF POLICIES

You must obtain approval from your Chair or departmental designee whenever you plan to be off campus, whether for personal or professional reasons. One important reason for this requirement is that it enables the department to ensure appropriate coverage in your absence.

- Vacation Days
- Free Days
- Sick Days
- Leaves of Absence
- Parental Day
- Adoption Day
- Marriage Days
- Condolence Days

C. TUITION ASSISTANCE FOR CHILDREN IN UNDERGRADUATE AND GRADUATE DEGREE-GRANTING PROGRAMS

The Grant-in-Aid Program is available to Associate Professors and Professors. It provides tuition assistance for children enrolled in full-time bachelor’s or graduate programs. The terms and conditions of the program and the application form are on the website.
D. **PAYROLL SERVICES**

The intranet links at this site (can only be accessed on campus) will help you understand your earnings statements, notify Mount Sinai of changes in your name or contact information, make changes to your direct deposit instructions, or reconcile your W-2 form.

E. **CHILD CARE CENTER**

_Tel: (212) 410-2077_

Imagine Early Learning Centers, a private early education organization, operates a branch very close to our campus. Also known as the Louis Green and Evelyn Green Davis Child Care Center, it serves the children of Mount Sinai employees as well as families from the surrounding communities. The program, for children two months to five years old, is fully licensed by the Department of Health and accredited by the National Association for the Education of Young Children. There is often a waiting list for this popular program.

F. **PARKING**

Monthly parking is available at a number of garages. Call Security (212) 241-6068 to learn what facilities currently have spaces and how you can sign up.

G. **BOOKSTORE**

You can order medical textbooks, popular books, supplies, and Mount Sinai gifts through the Posman Collegiate Bookstore at Mount Sinai. A kiosk in the Annenberg lobby maintains a small inventory of books, clothing and other items, but most purchases are done on-line. At the time of printing of the current edition of the Guide for New Faculty (4/12), the Posman website was being reconstructed; until it is reactivated, you can phone the kiosk at 241-2665 (x42665).

H. **FACULTY COUNCIL**

The Faculty Council is a representative “voice” of the faculty. The Council has recently been reorganized and under the new structure there is one elected representative from most departments and institutes. A Faculty Council website is currently under development.

I. **WOMEN FACULTY GROUP**

_Sandra Masur, Ph.D., President, Women Faculty_

_Email: Sandra.masur@mssm.edu, Tel: (212) 241-0089_

Women Faculty Group (WFG) addresses issues of concern to the women faculty members at MSSM including compensation, career advancement and participation by
women on decision-making bodies at Mount Sinai. WFG sponsors seminars on topics of broad interest.

J. **OFFICE FOR WOMEN’S CAREERS**
   Sandra Masur, Ph.D., Director
   Email: Sandra.masur@mssm.edu, Tel: (212) 241-0089

The Office for Women’s Careers offers opportunities for women faculty to network across departments, serves as an advocacy and mentoring resource, and provides a forum for support, education and discussion. An Advisory Board representing a broad spectrum of women in academic medicine is developing programs to serve a variety of needs.

K. **ACADEMIC ENHANCEMENT AND MENTORING PROGRAM**
   Lakshmi Devi, Ph.D., Associate Dean for Academic Enhancement and Mentoring
   Email: Lakshmi.devi@mssm.edu; Tel: (212) 241-8345

The Office of Academic Enhancement and Mentoring provides opportunities for trainees and junior faculty to acquire skills that will enhance their professional performance. The Office sponsors seminars and workshops covering a variety of topics including manuscript writing, grant writing, interviewing, interpersonal skills, and skills for setting up and managing a dynamic research laboratory.

This office also coordinates programs and activities for the MSSM [Junior Faculty Mentoring Program](#).

L. **CENTER FOR MULTICULTURAL AND COMMUNITY AFFAIRS**
   Gary C. Butts, M.D., Associate Dean for Diversity Programs, Policy and Community Affairs and Director, Center for Multicultural and Community Affairs
   Tel: 212-241-8276

Among its charges, the Center for Multicultural and Community Affairs (CMCA) works to increase the participation in the medical and scientific professions of underrepresented minority individuals. The CMCA’s [Faculty Scholars Program](#) is a formal mentoring program for underrepresented minority faculty, and is designed to nurture their success in academic medicine.

M. **RECREATION OFFICE**
   Tel: (212) 241-6660

The Recreation Office provides access to discounted tickets for cultural events in New York City and also offers information on discounts for travel.
N. OMBUDS OFFICE
   Barry Stimmel, M.D., (212) 241-3066

The Ombuds Office serves as a neutral, confidential and safe place where full-time faculty, trainees and staff can bring their concerns. The Ombudsperson handles complaints and attempts to resolve conflicts, with the aim of ensuring that all in the academic community of the School of Medicine are treated fairly. Any issue is open for discussion and can be brought to the table. Although the Ombudsperson has no formal decision-making authority, he does possess broad powers of inquiry to undertake conflict resolution, remediation, formal third-party intervention, or diplomacy as needed.

O. OPTICAL SHOP
   17 East 102nd Street/CAM building, 8th floor (across from Ophthalmology Department); Tel: (212)824-7660

This full-service optical dispensary offers the latest in frame and lens technology and a variety of fashion frames. Many insurance plans are accepted. Mount Sinai employees are eligible for a 30% discount.

P. EMPLOYEE ASSISTANCE PROGRAM (EAP)
   Tel: (212) 241-893; Fax: (212) 289-4627

As a workplace provider, the Mount Sinai Employee Assistance Program strives to function as an integrated, albeit discrete, component of the Human Resources Department. The EAP program provides a core package of services including supervisory training, consultation, clinical assessment, short-term counseling and referral services.