

Committees of the Dean

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✓ Executive Oversight Committee

Executive Oversight Committee

The Executive Oversight Committee has the authority to: set medical education program objectives; establish educational requirements; establish and approve curricular and assessment content; ensure content integration, coordination and coherence; evaluate educational outcomes; and review/approve all policies related to curricular and student affairs.

I. Charge

The Executive Oversight Committee is charged with oversight of the curriculum and has the following responsibilities:

- A. To conduct a continuing review of curriculum design, course organization, teaching performance, programmatic and student outcomes in order to formulate specific recommendations for improvement.
- B. To review and endorse a curriculum consistent with the medical education program objectives of the School of Medicine.
- C. To monitor the quality and outcomes of each course and clerkship, each phase of the curriculum and of the curriculum as a whole.
- D. To ensure that curriculum content is coordinated and integrated within and across academic years/phases.
- E. To provide oversight of all education policies including, but not limited to, curricular and student affairs.
- F. To identify when resources are required to support the curriculum.
- G. To work in the best interests of the students and the educational program without regard for parochial or political influences or departmental pressures.

The following subcommittees serve under the umbrella of the Executive Oversight Committee and are charged as follows:

- A. Curriculum and Policy Subcommittee – Coordinate the administration of curriculum development, instruction, assessment, and evaluation across all phases of the curriculum; focus on program outcomes and graduation requirements; allocate and monitor curriculum time; suggest and monitor teaching and assessment methods, manage the policy approval process for LCME mandated curricular and student affairs policies.
- B. Course Directors Subcommittee – Administer the curricular content and instructional delivery and manage the educational policies in years 1 and 2.
- C. Clinical Curriculum Subcommittee- Administer the curricular content and instructional delivery, and manage educational policies in years 3 and 4.
- D. Research Subcommittee – Oversee the SCHOLaR curriculum, research milestones, and career opportunities in research.
- E. Electives Subcommittee– Oversee the curricular content, instructional delivery and policies of Electives in Years 3 and 4 and Nexus learning opportunities in Years 1 and 2.
- F. Student Affairs Subcommittee - Oversee the career planning curriculum, milestones, and career opportunities.
- G. Assessment and Evaluation Subcommittee – Define and manage the evaluation process and procedures for the overall education program and its individual components. Define and manage student assessment methods and policies for the overall education program and for its individual components.

II. Composition

The Executive Oversight Committee will be composed of:

- A. Committee Chair – The Chair will oversee the Committee.
- B. Faculty – 14 faculty will serve on the Committee. Seven will be ex officio voting members and seven will be training site faculty appointed by the Faculty Council. All will be at the ranks of professor, associate professor, or assistant professor, and will represent different departments, clinical training sites, and research initiatives.
- C. Students - Each class will be represented by one MD or MD/PHD student in good academic standing.
- D. Ex-officio Members - Selected senior staff and faculty from the Department of Medical Education may serve as non-voting members of any the Executive Oversight Committee or its subcommittees. Staff supporting the Committee and/or subcommittees will also be considered non-voting members.
- E. Subcommittee Chairs – A total of seven subcommittee chairs will be appointed, and will have voting rights on the Executive Oversight Committee.

III. Appointments to Executive Oversight Committee

- A. The Chair of the EOC is nominated by the Senior Associate Dean of Curricular Affairs and appointed by the ISMMS Dean for a three-year renewable term.
- B. The Executive Committee of the Faculty Council or a designated subcommittee will issue an annual call throughout the Mount Sinai Health System for faculty applications for service on the Committee. Faculty may be self or peer-nominated. Applicants must submit a CV and a brief statement (no more than 150 words) describing their interest in joining the EOC. The Executive Committee or designated subcommittee of the Faculty Council will oversee the review of all applicants and selection of nominees to the EOC. Appointees will represent different departments, clinical training sites, and research initiatives. Each appointee shall serve a three-year renewable term.
- C. One MD or MD/PhD students from each class will be elected by the student body to serve a four-year term.
- D. Ex-officio members and subcommittee chairs do not have a restriction on their terms of service.

IV. Meetings

The Executive Oversight Committee shall have regularly scheduled monthly meetings a minimum of 10 times each academic year.

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- A. The Executive Committee of the Faculty Council or a designated subcommittee will issue an annual call throughout the Mount Sinai Health System for faculty applications for service on the Committee. Faculty may be self or peer-nominated. Applicants must submit a CV and a brief statement (no more than 150 words) describing their interest in joining the EOC. The Executive Committee or designated subcommittee of the Faculty Council will oversee the review of all applicants and selection of nominees to the EOC. Appointees will represent different departments, clinical training sites, and research initiatives. Each appointee shall serve a three-year renewable term.

✓ Student Admissions Committees

Student Admissions Committees

The MD program and the MD/PhD program each have a Student Admissions Committee and a selection subcommittee.

I. MD Program Admissions Committee

Charge

The MD Admissions Committee is charged with evaluating applicants for admission to the MD program and is responsible for:

1. Screening and interviewing applicants
2. Conducting final evaluation, discussion, and voting on the acceptability of applicants to the MD program

The selection of individual medical students for admission is not influenced by political or financial factors.

The Admissions Committee has final authority for making all admission decisions.

Composition

The committee will consist of:

1. Two co-chairpersons:
 - a. The Senior Associate Dean for Admissions and Recruitment and
 - b. The Faculty Director of Admissions
2. No fewer than 50 faculty, who will be representative of the full-time basic science, clinical and education faculty, and voluntary clinical faculty.
3. No fewer than 20 senior medical students.

The Committee will only discuss, evaluate and vote on an applicant if a quorum of 20 members is present. A vote will only be held if more than half of the quorum consists of faculty members.

Appointment

- Co-Chairs -- The Senior Associate Dean for Admissions and Recruitment and the Faculty Director of Admissions are appointed to serve as co-chairs by the Dean for Medical Education.
- Faculty -- On an annual basis, the Executive Committee of the Faculty Council will issue a call to all Mount Sinai Health System faculty seeking applications for service on the Admissions Committee. Faculty may be self or peer-nominated. The Executive Committee or a designated subcommittee of the Faculty Council will oversee the review of all applicants and will appoint new members. The term of appointment will be one year.
- Medical students will be nominated by the Senior Associate Dean for Admissions and Recruitment and will be appointed by the Dean for Medical Education. The term of appointment will be one year.

Faculty members will be evaluated on a yearly basis pursuant to the Admissions Committee Code of Conduct and annual performance, and may have their appointments renewed based on a favorable evaluation.

II. MD Program Selection Subcommittee

Charge

The Selection Subcommittee is charged:

- Using the evaluations from the Admissions Committee to inform both the timing and the quantity of Admissions decisions, including acceptances, rejections and alternate list decisions. The acceptability of each applicant is determined by the full MD Program Admissions Committee.
- Reviewing and approving all policies related to the process of admitting students to the MD program and, in conjunction with the MD-PhD Admissions Committee, for all policies related to the process of admitting students to the MD-PhD program.

Composition

The Selection Subcommittee is composed of three ex-officio members: the Senior Associate Dean of Admissions and Recruitment; the Faculty Director of Admissions; and the Dean for Diversity Programs, Policy, and Community Affairs. In addition, at least 10 faculty members from the Medical School Admissions Committee serve on the Selection Subcommittee.

Appointment

On an annual basis, the Executive Committee of the Faculty Council or a designated subcommittee of the Council will issue a call to faculty who have served on the MD Admissions Committee for over three years seeking applications for service on the Selection Committee. Faculty may be self or peer-nominated. The Faculty Council will oversee the review of all applicants and nominate candidates for appointment by the Dean. The term of appointment will be one year.

III. MD-PhD Admissions Committee

Charge

The MD-PhD Admissions Committee is charged with evaluating applicants for admission to the MD-PhD program and has the following responsibilities:

1. Screening and interviewing applicants;
2. Conducting final evaluation, discussion, and voting on the acceptability of applicants to the MD-PhD program; and
3. Incorporating the Medical Student Admissions Committee process into the MD-PhD Student Admissions Committee process so that each applicant is concurrently evaluated for acceptability to the Medical School and the Graduate School.
4. Reviewing and approving all policies related to the process of admitting MD-PhD students to the MD-PhD program.

Composition

The committee will consist of:

- Two co-chairpersons: the Director of the MD-PhD Program and a faculty co-chair.
- No fewer than 15 faculty members who will be representative of the graduate school and medical school faculty. This faculty complement will include the Senior Associate Dean for Admissions and Recruitment, and both Associate Directors of the MD-PhD program.
- Two MD-PhD students at or above the third year in the program.

The Committee will only discuss, evaluate and vote on an applicant if a quorum of 20 members is present. A vote will only be held if more than half of the quorum consists of faculty members.

Appointment

- Co-Chairs -- The Director of the MD-PhD Program, who is appointed by the Dean, will serve as co-chair. The faculty co-chair will be nominated by the Director of the MD-PhD Program and appointed by the Dean of the Graduate School of Biomedical Sciences.
- Faculty -- On an annual basis, the Executive Committee of the Faculty Council will issue a call to all Mount Sinai Health System faculty seeking applications for service on the Admissions Committee. Faculty may be self or peer-nominated. The Executive Committee or a designated subcommittee of the Faculty Council will oversee the review of all applicants and nominate candidates for appointment by the Dean. The term of appointment will be one year. Faculty members will be evaluated on a yearly basis pursuant to the Admissions Committee Code of Conduct and annual performance and may be renewed pending a positive review.
- MD-PhD students will be nominated by the Director of the MD/PhD Program and appointed by the Dean of the Graduate School of Biomedical Sciences.

IV. MD-PhD Selection Subcommittee

Charge

The MD-PhD Selection Subcommittee is charged with using the evaluation from the MD-PhD Admissions Committee to inform both the timing and the quantity of Admissions decisions, including acceptances, rejections and alternate list decisions. The acceptability of each applicant is determined by the full MD-PhD Admissions Committee.

The Selection Subcommittee is composed of five ex-officio members: the Director of the MD/PhD Program, the two Associate Directors of the MD/PhD Program, the Co-Chair of the MD/PhD Admissions Committee, and the Senior Associate Dean of Admissions and Recruitment. A faculty member designated by the Dean for Diversity Programs, Policy, and Community Affairs, and two Graduate School Multidisciplinary Training Area (MTA) Directors (rotating on an annual basis) will also serve on this committee. All MTA directors are also members of the PhD Admissions Committee.

Updated September 2019

✓ **Student Promotions Committee**

Student Promotions Committee

Charge

The Student Promotions Committee is charged with:

- Reviewing medical students not meeting set standards of academic performance and/or professional behavior.
- Recommending to the Dean that the degree of Doctor of Medicine be awarded to those students who have satisfactorily completed the requirements of medical school education in accordance with the requirements of the Board of Regents of the State of New York and the faculty of Icahn School of Medicine, and satisfactorily fulfilled the ethical and moral responsibilities inherent in the practice of medicine.
- Recommending advancement of the students who have completed each year's requirements to the next academic year.
- Convening an ad hoc sub-committee for grade appeals.
- If needed, convening an ad hoc sub-committee to examine charges of student misconduct and/or unprofessional behavior.

The procedures to be followed by the Student Promotions Committee are more fully set forth in the Student Handbook.

Composition

Voting members of the Committee will be a chairperson, 15 faculty members at-large, two students, and a recent alumnus (a resident, fellow or junior faculty member who graduated from Icahn School of Medicine at Mount Sinai).

Ex Officio non-voting members will be: three course directors; three clerkship directors; the Dean for Medical Education; the Senior Associate Dean of Student Affairs, the Senior Associate Dean of Curricular Affairs; the Senior Associate Dean for Admissions and Recruitment; the Associate Dean of Curriculum and Student Affairs; the Dean for Diversity Programs, Policy, and Community Affairs; and the Assistant Director of Student Affairs.

Decisions of the Promotions Committee shall be made by a majority vote. A quorum is defined as nine voting members present. A quorum is required for any vote.

Appointment

- The Committee Chair -- Will be nominated by the Senior Associate Dean of Student Affairs from among the pool of at-large members and appointed by the Dean for a term of three years.
- Course and clerkship directors -- Shall serve a term of three years. If no longer serving as course or clerkship director, the individual will be removed from the Committee but may be nominated as a faculty member at large.
- Faculty -- On an annual basis, the Faculty Council or a designated subcommittee of the Council will issue a call to all Mount Sinai Health System faculty seeking applications for service on the Executive Curriculum Committee. Faculty may be self or peer-nominated. The Executive Committee of the Faculty Council will oversee the review of all applicants and will appoint new members. The term of appointment will be three years.
- Students -- Will be selected by the Student Body and will serve a term of one year.
- Alumni Representative -- A recent Mount Sinai graduate will be nominated by the Senior Associate Dean for Undergraduate Medical Education and Student Affairs and appointed by the Dean. This representative will serve a term of one year, which is renewable as long as the individual remains a resident, fellow or junior faculty member.

Following review by the Senior Associate Dean for Undergraduate Medical Education and Student Affairs, the Dean may extend the tenure of the Chair or other Committee members by no more than two additional terms.

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✓ **Committee on the Student/Trainee Learning Environment**

Committee on the Student/Trainee Learning Environment

The Committee on the Student/Trainee Learning Environment oversees mistreatment reports and interventions across all

The Committee on the Student/Trainee Learning Environment oversees mistreatment reports and interventions across all learner/trainee communities: medical and graduate students, house staff, and post-doctoral fellows. The Committee has the authority to set policies related to mistreatment of learners/trainees, and to recommend formal investigation and disciplinary action to the Dean when appropriate.

Charge

The Committee is charged with oversight of learner/trainee mistreatment and has the following responsibilities:

- To collect and review mistreatment data in real-time when appropriate from the MD program, PhD programs, Masters programs, GME Office, and Post-Doctoral Affairs Office
- To intervene in real-time when a report of mistreatment reaches the threshold of requiring a formal meeting with the accused and the person to whom (s)he reports
- To conduct a quarterly review of all mistreatment data, identifying and addressing trends and developing plans for individual, departmental, and institutional intervention when appropriate
- To generate and disseminate reports on a quarterly basis to students, residents, postdoctoral fellows, the Dean, Department Chairs, Institute Directors, Chief Medical Officers and presidents of Mount Sinai Health System member hospitals, and leaders of the Departments of Nursing and Social Work.
- To report back to complainants if the complainant's identity is known

The Committee (as a group or through designated members) will review all reports of alleged mistreatment and unprofessional behavior directed at students/trainees and will handle or refer as appropriate consistent with institutional policies. Matters involving the clinical environment will be handled through the quality assurance process of the respective hospital. In cases where the report does not identify the person alleged to have engaged in unprofessional behavior, the report will be forwarded to the Chair of the relevant department and may also be reported to the Dean of the Medical School.

Composition

The Committee will be composed of:

- Committee Chair – This role will rotate among the Dean for Medical Education, the Dean for Graduate Medical Education, and the Dean of the Graduate School of Biomedical Sciences. Each will serve for a term of one year.
- Faculty – two clinical faculty and two basic science faculty will serve two-year terms
- Students/Trainees – two representatives each from the medical school, graduate school, house staff, and post-doctoral fellows, for a total of eight students and trainees.
 - Terms
 - i. medical students will serve as long as their term as Student Council Mistreatment representatives
 - ii. graduate students will serve a two-year term
 - iii. house staff will serve a one-year term
 - iv. post-doctoral fellows will serve a one-year term
- Ex-officio Members – the Dean for Graduate Medical Education, Dean for Medical Education, Dean of the Graduate School of Biomedical Sciences, Dean for Diversity Affairs, Chief Wellness Officer, Dean for Gender Equity in Science and Medicine, Title IX Coordinator, Director of the Ombuds Office, Chair of the Physician's Wellness Committee, Chief Medical Officer of the Mount Sinai Hospital, and a representative from Human Resources will serve as ex-officio members of the Committee on the Student/Trainee Learning Environment.

All Committee members will have voting rights.

Appointments to Committee

- Faculty – On an annual basis, the Executive Committee of the Faculty Council will issue a call to all Mount Sinai Health System faculty, seeking applications for service on the Committee from faculty whose time is devoted primarily to clinical care (2 faculty) or to research (2 faculty). Faculty may be self or peer-nominated. The Executive Committee of the Faculty Council or a designated subcommittee will oversee the review of all applicants and will appoint new members to the Committee. The term of appointment will be two years.
- Students/Trainees
 - Medical and graduate school students will be appointed by the Student Council
 - House staff will be appointed by the House staff Council
 - Post-doctoral fellows will be appointed by the Post-Doc Executive Committee
- Ex-officio Members – Ex-officio members will serve by virtue of their titles/roles

Meetings

The Committee on the Student/Trainee Learning Environment shall have regularly scheduled quarterly meetings.

Updated September 2019

▼ **Grievance Committee**

Composition

Full-time and voluntary faculty (both clinical and basic science), medical students, graduate students, house staff, and post-doctoral fellows are eligible to become members of the Committee. Every effort will be made to have the Committee reflect the full diversity of the medical school population and to include members who have counseling experience. The Chairperson of the Committee (the "Chairperson") shall be a faculty member with experience in counseling and who does not have an administrative appointment.

Appointments

All members of the Committee, including the Chairperson, will be appointed by and will serve at the discretion of the Dean.

Charge to Grievance Committee:

The Committee is charged with addressing any complaint of harassment or abuse brought by any member of the faculty, medical or graduate student, house staff officer or postdoctoral research fellow against any other such member of the school community. Although harassment can be broadly defined to include the types of behavior described in Section II of the Anti-Harassment Policy, complaints that fall under the School's Sexual Misconduct Policy (/file_source/ISMMS/Assets/About the School/Faculty Resources/SexualMisconductPolicy.pdf), i.e., those that allege Sexual Misconduct as that term is defined in that policy, will be handled in accordance with the ISMMS Sexual Misconduct Policy's requirements. "Sexual Misconduct" includes conduct such as: Sexual assault, rape, sexual abuse, sexual exploitation, stalking, and relationship violence.

See also: Anti-Harassment Policy (/file_source/ISMMS/Assets/About the School/Faculty Resources/Harrassment Policy.pdf)

✓ **Institutional Review Board (IRB)**

Composition

This committee is mandated by the National Institutes of Health, Department of Health and Human Services, U.S. Public Health Service to review biomedical and behavioral research involving human subjects in order to protect the subjects' rights and welfare. This committee is also mandated by the Food and Drug Administration to review research proposals that involve investigational drugs and devices in human subjects. As mandated, this committee will consist of physician/scientists of diverse backgrounds who have the professional competence necessary to review specific research activities, at least one member (lay member) whose primary concerns are in nonscientific areas, and at least one member who is not otherwise affiliated with Icahn School of Medicine.

Appointments

The chairperson, vice-chairperson and the eighteen physician/scientist members of this committee will be appointed by the Dean. The chairperson and vice-chairperson will be the Associate Deans for Research. The physician/scientist members will be appointed for a term of five years. The lay members will be appointed by the chairperson, each for a term of unspecified duration.

Charge to Institutional Review Board:

- a. To hold regularly scheduled meetings in order to review all research proposals that involve human subjects
- b. To approve, require modification in (to secure approval), or disapprove research activities that involve human subjects
- c. To ensure that information given to subjects as part of informed consent is in accord with the guidelines of the U.S. Public Health Service
- d. To ensure that risks to research subjects are minimized, that any risks are reasonable in relation to anticipated benefits, that selection of subjects is equitable, and that informed consent will be obtained and documented (where applicable)
- e. To notify investigators and the institution, in writing, of its decision to approve or disapprove proposed research, and if disapproved, to suggest modifications which are required to secure approval
- f. To conduct continuing review, at least annually, of research involving human subjects
- g. To certify within sixty days of submission of an application to the Department of Health and Human Services that the application has been reviewed and approved by the IRB
- h. To report to the appropriate institutional officials and the Secretary of the Office for Protection from Research Risks, Department of Health and Human Services any serious or continuing noncompliance by investigators with the requirements and determinations of the IRB
- i. To periodically report on the activities of this committee through the Dean to the Board of Trustees

See also:

- Program on the Protection of Human Subjects (</sites/mssm/default/research/pphs>)
- Faculty Handbook Chapter V, Research Environment/Institutional Review Board (</sites/mssm/default/about/faculty-resources/handbook/research/irb>)

✓ Institutional Animal Care And Use Committee (IACUC)

Mandate and Composition

All institutions conducting research, teaching or testing involving live animals are required by the Animal Welfare Act (AWA), Animal Welfare Act Regulations (AWAR) (Â§ 1.1) and the U.S. Public Health Service (PHS) policy (IV.A.3) to have an IACUC. The mandate of the IACUC is to oversee the institution's animal care and use program and to ensure compliance with the AWA, AWAR, PHS policies and the NRC Guide for the Care and Use of Animals (Guide). As required by federal regulations and the Guide, the MSSM IACUC, in collaboration with the Employee Health Service, also oversees the Institutional Occupational Health and Safety Program for personnel working with animals.

The composition of the IACUC is mandated by federal regulations. Accordingly, the IACUC of the Icahn School of Medicine (ISMMS) includes: a) a chairperson, b) the chief Veterinarian and director of the animal facilities, c) practicing scientists experienced in research involving animals and d) one person not affiliated with the Institution. At the discretion of the dean, the ISMMS IACUC may also include other members, e.g., an ethicist or the Institutional Biosafety Officer.

Appointments

Members of the IACUC are appointed by the Dean of the School of medicine or by the Institutional Official (IO) designated by the Dean. The chair is appointed for a renewable term of five years. The scientists are appointed for a renewable term of two years. The lay member is appointed for a term of unspecified duration. The Veterinarian and Director of the Center for Comparative Medicine and Surgery must serve as a member of this committee.

Functions of the IACUC

The mandate of the IACUC is:

- a. To review at least semiannually the institution's program for humane care and use of animals
- b. To inspect at least semi-annually all of the institution's animal facilities, including satellite facilities and study areas where live animals are used
- c. To submit semi-annually to the Dean or the IO reports of the IACUC evaluation of the program for the use and care of animals, results of inspections and recommendations for plans to correct deficiencies
- d. To review concerns involving the care and use of animals at the institution
- e. To make written recommendations to the dean or the IO regarding any aspects of the institution's animal program, facilities, or personnel training
- f. To review and approve, require modifications in (to secure approval) or withhold approval of those components of teaching, clinical or research proposals, new and ongoing, that are related to the care and use of animals
- g. To review and approve, require modifications in (to secure approval) or withhold approval of proposed significant changes regarding the use of animals in ongoing activities
- h. To suspend an activity involving animals that does not conform to federal regulations and to the institution's Animal Welfare Assurance filed with the U.S. Public Health Service
- i. To certify to the appropriate local and federal authorities that all aspects of the use of animals described in a teaching, clinical or research proposal have been reviewed and approved by the IACUC

✓ **Financial Conflict of Interest in Research Committee**

Composition

The Committee will consist of up to 13 members: up to 10 faculty, one of whom will serve as Chair; Chief Compliance Officer; Director of the Office for Industrial Liaison; Vice Chair of Institutional Review Board. Faculty members will have experience as investigators in human subjects research, and will represent both basic science and clinical departments. The Financial Conflict of Interest in Research Officer and in-house counsel will serve as ex-officio members.

Appointments

The Chairperson and other faculty members will be appointed by the Dean to serve three- to five-year that shall be overlapping to provide continuity of membership. Terms of appointment are renewable at the discretion of the Dean.

Charge to Conflict of Interest in Research Committee:

- a. To review all disclosure statements of Covered Persons, and to identify significant financial conflicts of interest of any Covered Persons engaged in the proposed research.
- b. To review any rebuttal by a financially conflicted Covered Person of the presumption that he/she may not conduct the proposed research, and to recommend and/or review any proposed plan to manage the conflict. The Committee may require modifications of the proposed management and oversight plan.
- c. To make decisions to permit or not to permit a financially conflicted individual to participate in conducting the research. These decisions will be documented and communicated to the principal investigator, the relevant Department Chair, the Institutional Review Board, the GCO, and the Dean.
- d. To maintain records on financial conflict of interest decisions for a minimum of three years after completion of the research.

✓ **Committee on Faculty Appointments, Promotions and Tenure**

Composition

The Committee will consist of a chairperson and up to 29 additional faculty members, all of whom hold the rank of Professor with or without Tenure or Clinical Professor with or without Tenure. Department Chairs and Institute Directors may not serve on the Committee. The committee membership will be broadly representative of:

- a. The full-time and voluntary faculty
- b. The academic departments in the School
- c. The major scholarly pursuits reflected in the academic departments, including but not limited to basic science, translational and clinical research, clinical care, education, epidemiology and computational biomedical applications

Appointments

On an annual basis, the Executive Committee of the Faculty Council will issue a call to all Mount Sinai Health System faculty seeking applications for service on the Committee on Appointments, Promotions and Tenure. Faculty may be self or peer-nominated.

The Faculty Council or a designated subcommittee will oversee the review of all applicants and will make recommendations to the Appointments, Promotions and Tenure Committee Chair on candidates for committee membership. The Committee Chair will in turn recommend to the Dean some or all of the candidates, based on candidate qualifications and the need for a committee composition that is diverse in gender, ethnicity, field of expertise and department. The Dean will appoint the Committee chair and members. Terms of appointment will be for three year terms and will be renewable.

The chair and all members of this Committee will be appointed by the Dean. Terms of appointment will be for five years and will be renewable. In unusual circumstances, the Dean may determine that the unique contributions of a particular member justify an additional term of appointment. In the event that a member fails to attend sixty percent of scheduled meetings in any year, the chairperson will request that the absent member be replaced.

Updated April 2019

Charge to Committee on Faculty Appointments, Promotions and Tenure:

- a. To ensure the fair and impartial disposition of all faculty appointment, reappointment, promotion and tenure

recommendations for Icahn School of Medicine in accordance with procedures outlined in Chapter V of the Faculty Handbook (/sites/mssm/default/about/faculty-resources/handbook/appointments).

- b. To critically evaluate all recommendations for:
 - i. Appointment, reappointment, promotion and tenure to/at the rank of Associate Professor, Professor, Research Professor, Associate Clinical Professor and Clinical Professor.
 - ii. Appointment and promotion to/at the rank of Instructor, Assistant Professor, Clinical Instructor and Assistant Clinical Professor for candidates who do not possess a doctoral degree.
- c. To perform preliminary evaluation of candidates described in Section B-i above, and to communicate with the Chair when an application is deemed to be premature. In such cases, the Chair may withdraw or modify the application and will be advised of areas to be strengthened prior to submission of another application.
- d. To establish ad hoc committees to assist in the evaluation of:
 - i. All appointment, promotion and tenure nominations to/at the rank of Professor and Clinical Professor
 - ii. All tenure nominations at the rank of Associate Professor Ad hoc committees will be assembled as described in Chapter IV of the Faculty Handbook (/sites/mssm/default/about/faculty-resources/handbook/appointments).
- e. To establish standing subcommittees, including but not limited to basic science and clinical subcommittees, that will:
 - i. Receive the recommendations of ad hoc committees
 - ii. Review all candidates as described in Section B-i above
 - iii. Make recommendations to the full committee for applications requiring a full committee vote as described in Section f-i below
 - iv. Vote upon applications that do not require a full Committee vote, as described in Section f-ii below
- f. To vote, by confidential ballot, to approve or disapprove each individual recommendation described in Section C-5 above.
 - i. The full Committee will vote on: all applications reviewed by an ad hoc committee; all appointments or promotions to Associate Professor in the Investigator Track
 - ii. The relevant standing subcommittee(s) will vote upon applications which do not fall within Section f-i
- g. A quorum for voting purposes will be 51 percent of members
- h. To recommend to the Dean endorsement or non-endorsement of all appointments, promotions and tenure actions of faculty members of the Icahn School of Medicine that require committee action as described in Section f-i and f-ii above
 - i. To critically evaluate all recommendations submitted by Department chairperson for reduction in rank of part-time/voluntary faculty
 - j. To recommend to the Dean endorsement or non-endorsement of a reduction in rank of part-time/voluntary faculty
 - k. To record all faculty appointments and promotions that do not require committee action
 - l. To communicate with a Department Chair when his/her recommendation for appointment, promotion or tenure is not approved by the Committee
- m. To hear appeals by a Department Chair when a candidate is not approved by the Committee
- n. To serve as a resource to Chairs seeking guidance on title, track and/or tenure options relating to specific cases

Updated August 2018

✓ **Committee on Special Awards and Grants**

Composition and Charge

The Committee on Special Awards and Grants was formed with two purposes. First, to identify extramural opportunities available, and second, to match these award and grant opportunities with young ISMMS faculty. The Committee is composed of Chairs and senior faculty who will critically evaluate research applications, as well as identify and mentor young faculty. The Chair(s) of the Committee is/are appointed by the Dean.

Contact Us

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