


## Faculty Appointments, Promotions and Tenure Summary of Required Documents

 <b>Mount Sinai</b>	FULL-TIME AND PART-TIME FACULTY			1. Non-Salaried Faculty within Mount Sinai Health System (Voluntary & Adjunct status)	
				2. Faculty Employed at ELM, QHC, and BVA (Full-Time, Part-Time and Voluntary)	
	Faculty Appointment with Offer Letter signed by the Dean	Faculty Appointment Without Offer Letter	Faculty Promotions and Tenure Nominations	Appointment	Promotion
<b>ACADEMIC DOCUMENTS:</b>					
<a href="#">Transmittal Sheet</a>		✓	✓	✓	✓
<a href="#">Chair Statement</a>	Only required for Associate Professor and Professor ranks (must be included with the documents submitted for APT Committee Review)	✓	✓	✓	✓
<a href="#">Curriculum Vitae</a>	✓	✓	✓	✓	✓
<a href="#">Affidavit &amp; Acknowledgment</a>	✓	✓		✓	✓
<a href="#">Intellectual Property Agreement</a>	✓	✓		✓	
<a href="#">Preliminary Disclosure Form</a> (For paid faculty) - Forward to Kenneth Brower via e-mail.	✓	✓		✓	
Reviewer Nominee Form & <a href="#">Instructions</a>	Associate Professor and Professor only	Associate Professor and Professor only	Associate Professor, Professor, and Tenure	Associate Professor and Professor only	Associate Professor and Professor only
For Candidates on the Clinical Practice Track only: Clinical Practice Information Addendum	Associate Professor and Professor only	Associate Professor and Professor only	Associate Professor and Professor only	Associate Professor and Professor only	Associate Professor and Professor only
<a href="#">Selected Publications</a>	Associate Professor and Professor only	Associate Professor and Professor only	Associate Professor, Professor, and Tenure Nomination	Associate Professor and Professor only	Associate Professor and Professor only
<b>HUMAN RESOURCES DOCUMENTS:</b>					
PSM-100: <i>Reminder: if salary is listed, financial signature required on PSM-100</i>	✓* *If the new hire is transferring from a MSH Residency or Fellowship, PSM not needed – it should be done as a transfer in HRTS	✓* *If the new hire is transferring from a MSH Residency or Fellowship, PSM not needed – it should be done as a transfer in HRTS	After BOT approval, HRTS Transaction (Job Change)	✓	✓
<a href="#">Faculty Applicant Tracking Form</a>	✓	✓			
I-9 - Processed on Corporate Screening website: <i>New Administrators – Please contact Human Resources to obtain access.</i> <i>Tip: As soon as offer is accepted, send the invitation to the recruit to complete Section One of the I-9.</i>	✓	✓			
<a href="#">New Hire Data Sheet</a> (Required only for non-salaried faculty)				✓	