Advance with Confidence: Appointments, Promotions & Tenure Uncovered

December 5, 2024

Icahn School of Medicine at Mount Sinai

Today's Agenda

Introduction

Promotion process

(Shema Patel)

Criteria for all tracks

(Jonathan Halperin)

Breakout rooms by track

Close

Today's Agenda

Introduction

Promotion process

(Shema Patel)

Criteria for all tracks

(Jonathan Halperin)

Breakout rooms by track

Close

APT Committee: Processing of Candidates

Assembled Packet

- CV in standard ISMMS format
- Chair statement clarifying the candidate's role(s)
- Track-specific information addendum
- List of potential external reviewers at or above proposed rank

Pre-Evaluation

- Pre-Evaluation standing committees verify appropriateness of proposed rank and track

Request Letters of Support from Qualified Reviewers

- Reminders to non-responders every three weeks
- Request to department for names of additional reviewers

Review & Assessment

- Ad Hoc* Committee Review
- Research/ Clinical Subcommittee

Full committee review & recommendation to the Dean

* for Professor candidates

Promotion Submission Process

Department Starts Process

- Department will start a transaction in Sinai Central in the APT Tracker with the requested promotion information:
  - Requested Rank
  - Requested Track
  - Length of appointment

Faculty Submits

- Faculty receives a link to access Sinai Central to complete the promotion application
- Items to complete
  - Updated CV
  - External Reviewers (if applicable)
  - Selected Publications (if applicable)
  - Track Specific Addendum (if applicable)

Department Completes Submission

- Department completes submission by attaching Chair Statement and submitting transaction for review by the APT Office

Promotion Review Process

Pre-evaluation

- Pre-Evaluation standing committees verify appropriateness of proposed rank and track

External Reviewers

- Requests for letters of support from qualified external reviewers
  - Reminders sent to non-responders every three weeks
  - Difficulties obtaining sufficient external input slows approval process
  - Requests to department for names of additional reviewers may occur

APT Review and Approval

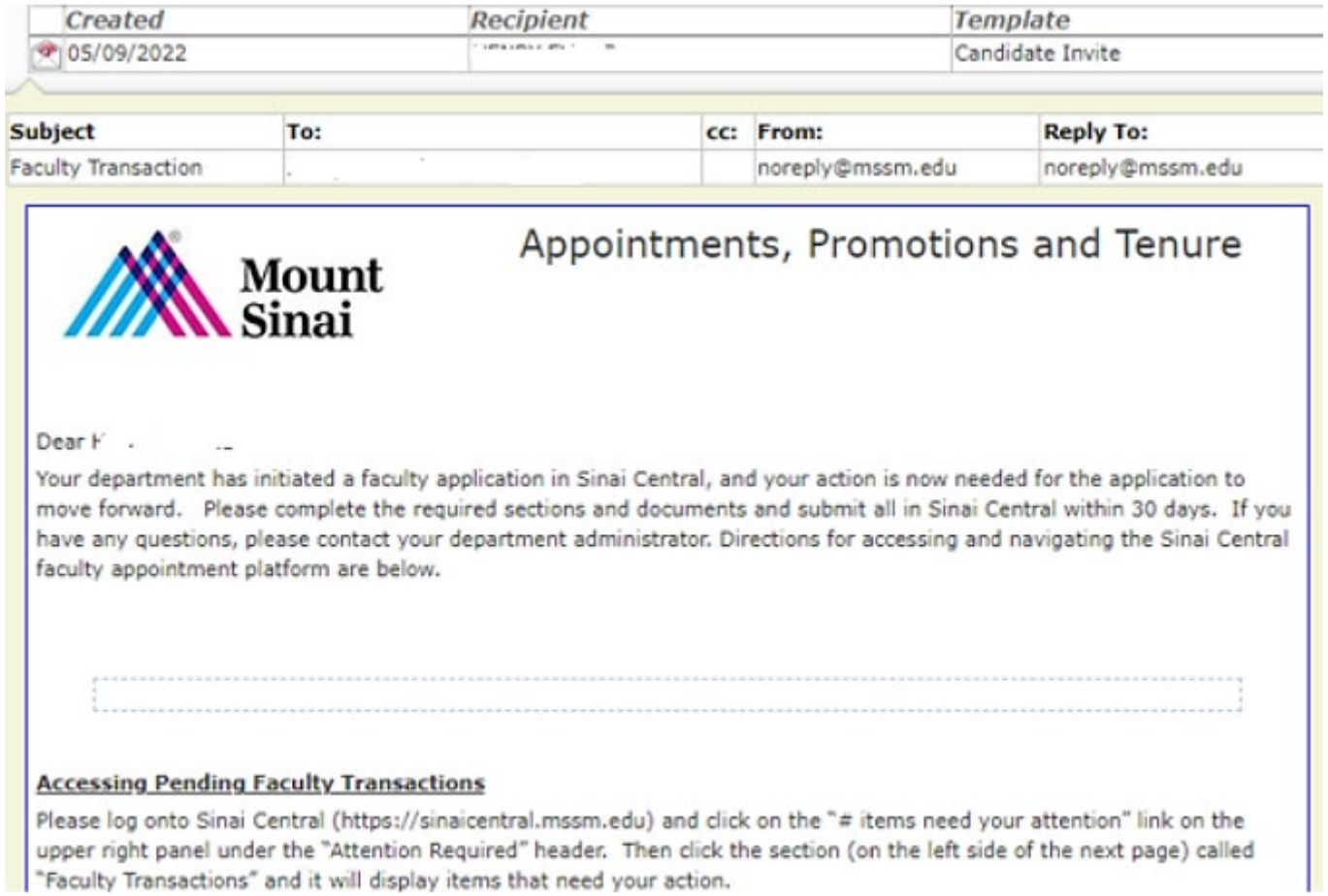
- Standing Ad Hoc Committee Review for Professor and Tenure Candidates
- Research/ Clinical subcommittee review
- Full committee approval and recommendation to the Dean

SINAI CENTRAL APT TRACKER

Promotion Process- Faculty View

Once the department starts your promotion request, check your email account for an email similar to the one shown here and follow the instructions and link to begin your application

- *It would be the account you provided your department and could be a personal, other professional or Sinai email address*



Created	Recipient	Template
05/09/2022		Candidate Invite

Subject	To:	cc:	From:	Reply To:
Faculty Transaction			noreply@mssm.edu	noreply@mssm.edu

Mount Sinai

Appointments, Promotions and Tenure

Dear

Your department has initiated a faculty application in Sinai Central, and your action is now needed for the application to move forward. Please complete the required sections and documents and submit all in Sinai Central within 30 days. If you have any questions, please contact your department administrator. Directions for accessing and navigating the Sinai Central faculty appointment platform are below.

Accessing Pending Faculty Transactions

Please log onto Sinai Central (https://sinaicentral.mssm.edu) and click on the "# items need your attention" link on the upper right panel under the "Attention Required" header. Then click the section (on the left side of the next page) called "Faculty Transactions" and it will display items that need your action.

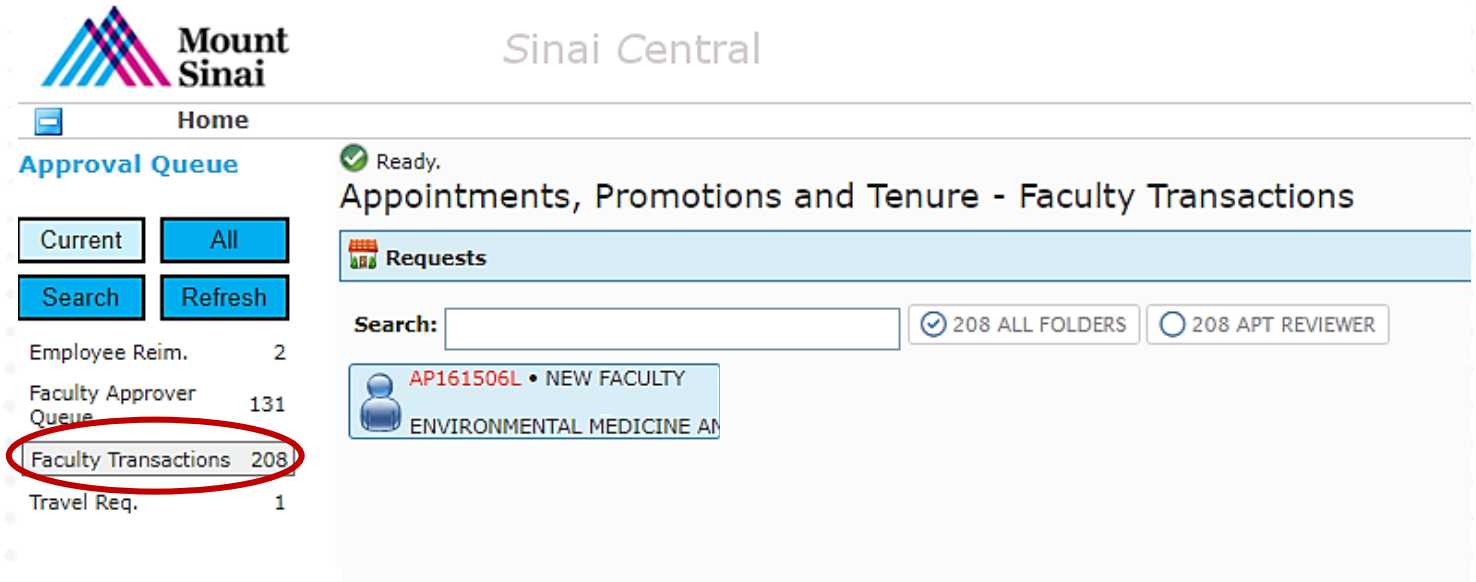
Promotion Process- Faculty View

If you do not receive an email, you can navigate to the transaction yourself:

- https://sinaicentral.mssm.edu/
- Enter your network login credentials
- Navigate to upper right section **Attention Required**
- Select ‘items needed your attention”

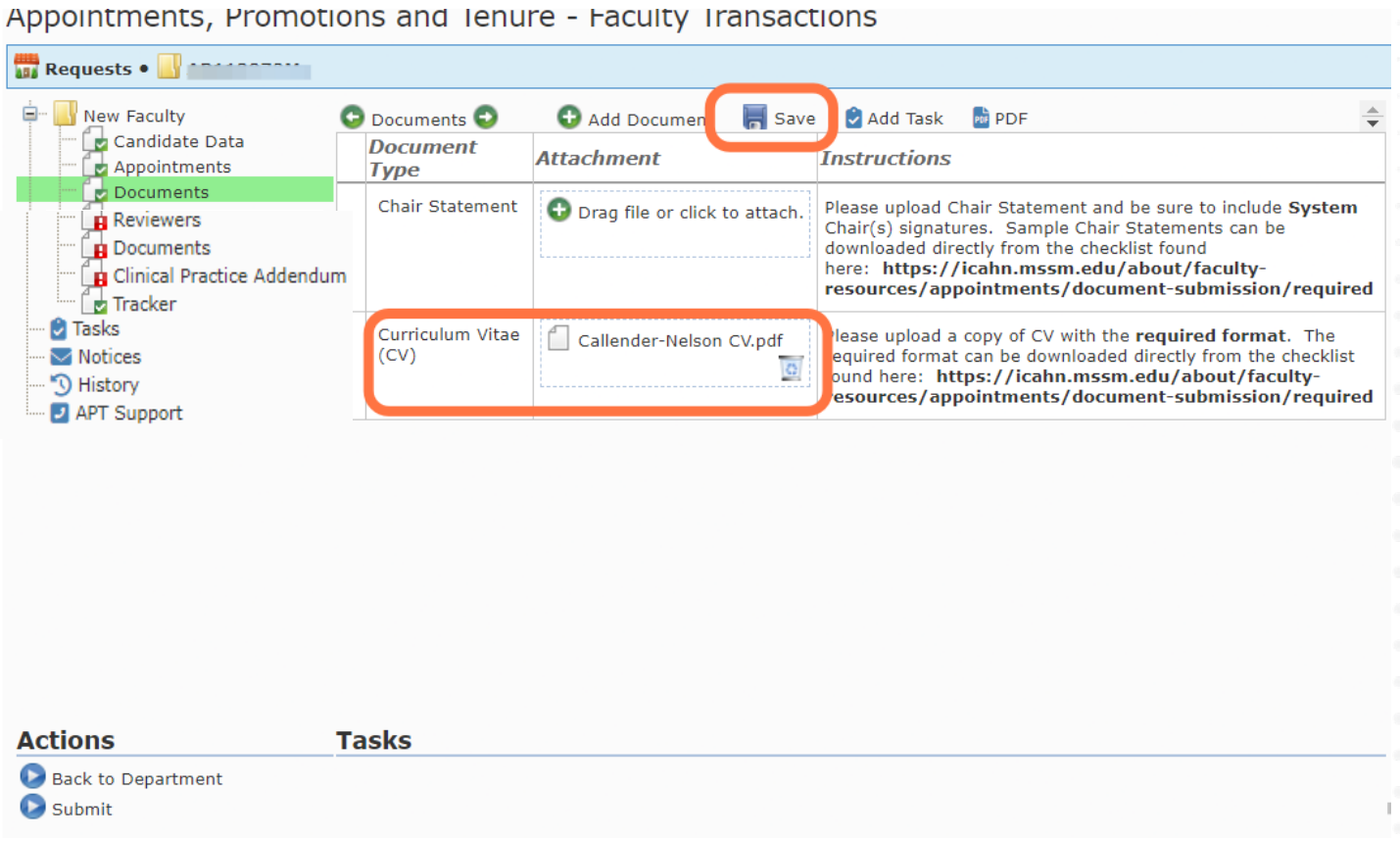
Promotion Process- Faculty View

- Navigate to the upper left of the page:
- Select pending or faculty transactions:
  - *There will only be one transaction pending from the APT office for completion*
- Click on the populated item to begin



Promotion Process- Faculty View

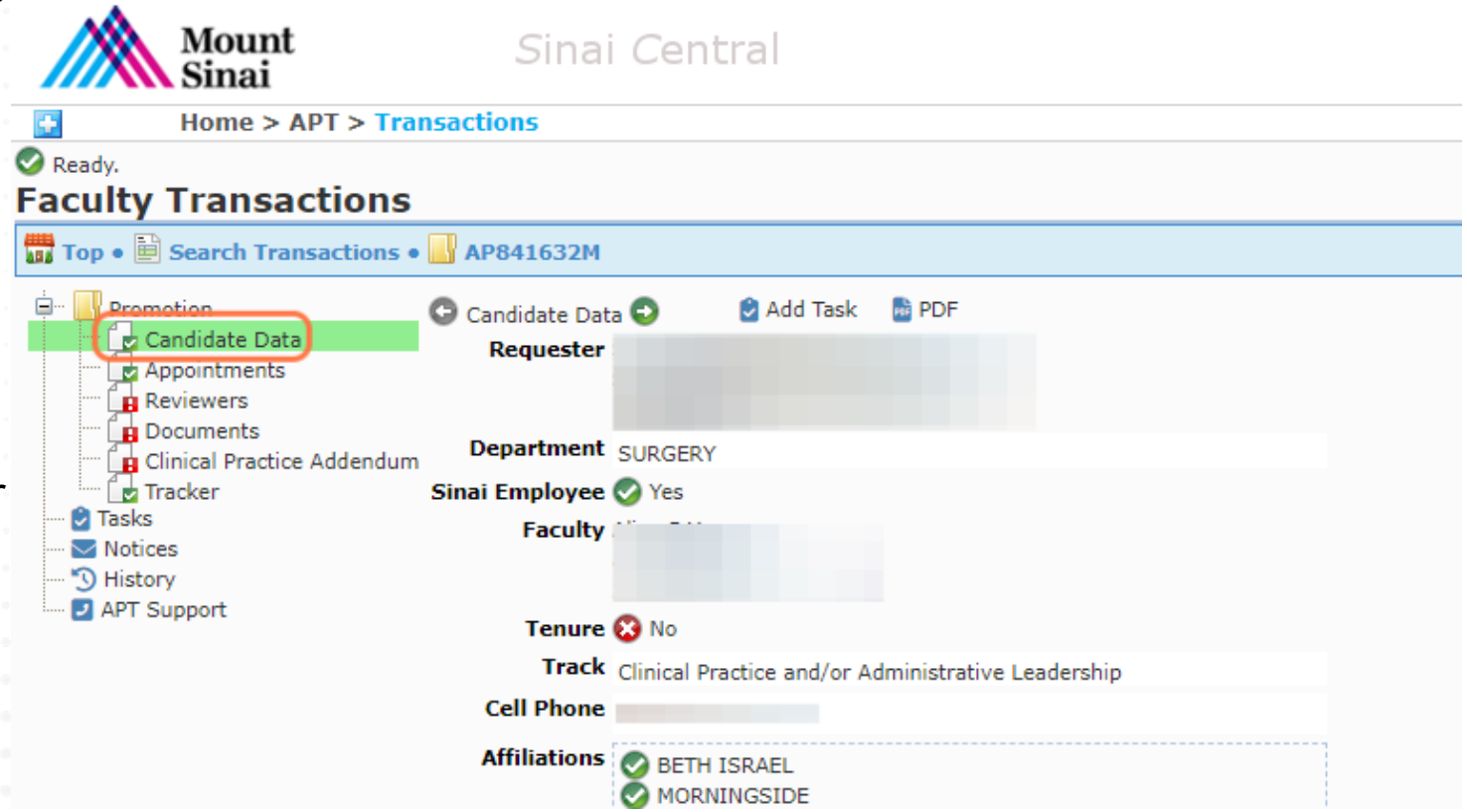
- You will now be in the **APT Tracker**
- Your folder will contain a list of items required for completion on the left hand side
- Any items with a **RED** icon requires your attention
- Required Documents:
  - *You must submit an updated CV according to the attached instructions*
  - *Ensuring your CV is complete and accurate will expedite review process*
  - *Your department administrator is responsible for adding the chair statement at the end. Click **save** once the CV is added*



Promotion Process- Faculty View

Promotion transactions will populate specific sections based on rank and track. Possible sections that could populate are:

- External Reviewers
- Publications
- Clinical Practice Addendum (for CPAL track only)
- Clinician Educator or Scientist Educator Addendum (for CE/SE track only)

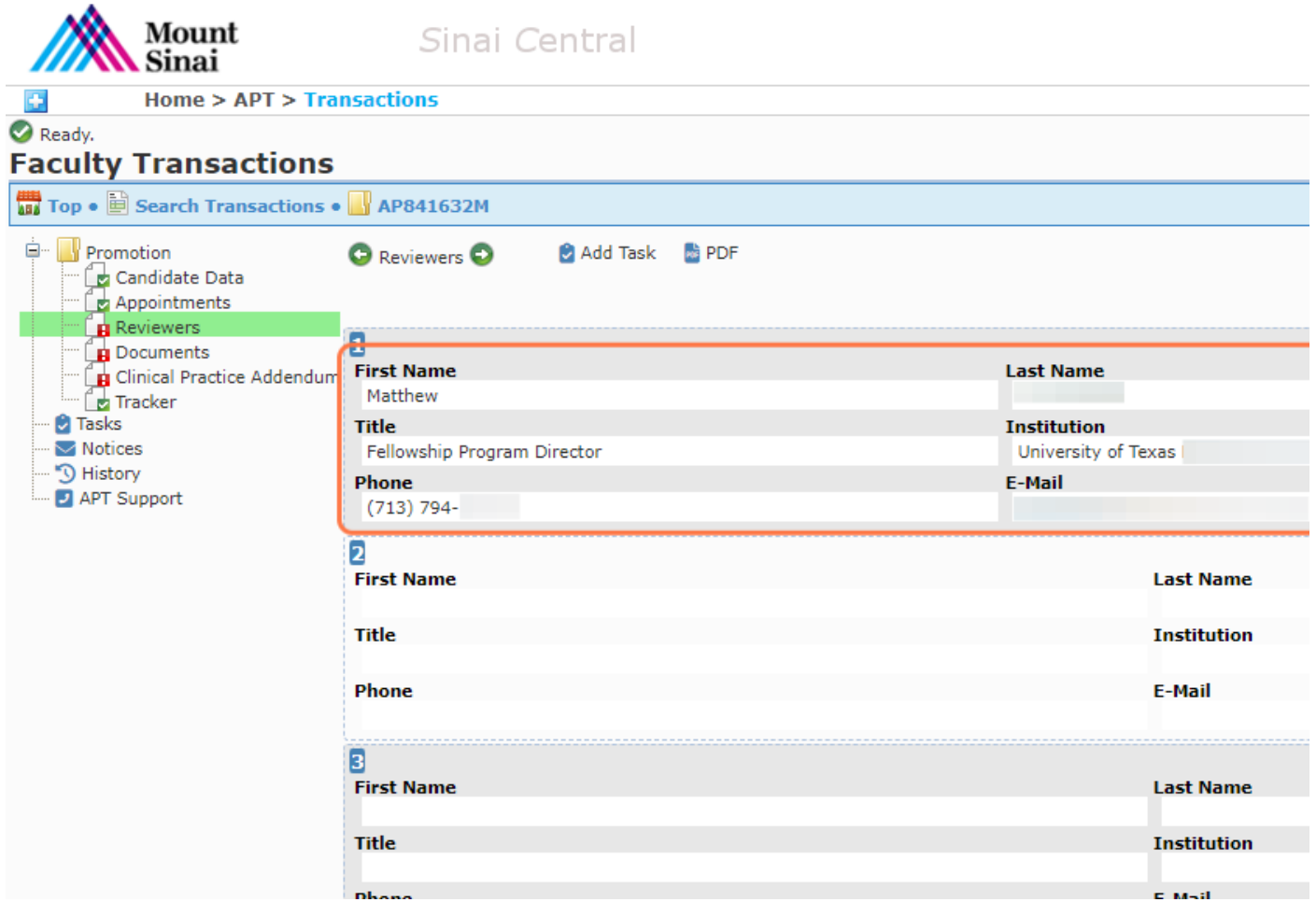


Promotion Process- Faculty View

External Reviewers:

(if applicable)

- The Tracker will instruct you on the number of external reviewer names (and contact Information) required for your proposed rank/track, as well as any restrictions in selecting reviewers.
- Please provide all information requested and comply with any restrictions on who can serve as a reviewer for you. **Further information on reviewer criteria can be found here.**

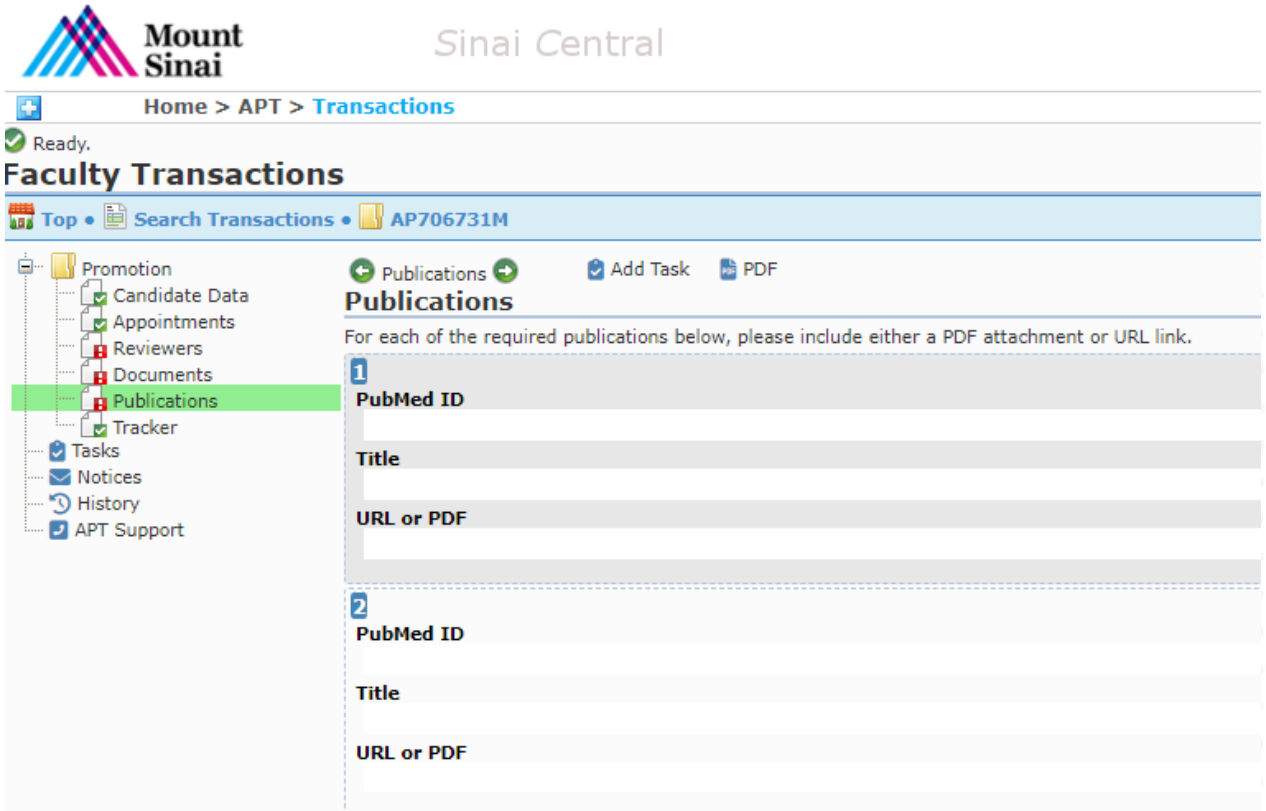


Promotion Process- Faculty View

Publications:

(if applicable)

- If you are proposed for appointment, promotion or tenure in the Investigator, Clinician and/or Educator, or Research Track, you will be asked to provide web links to peer-reviewed publications that you consider to be your most significant.
- The Tracker form will indicate how many publications -- the number differs by rank, track and whether you are proposed for tenure.



Promotion Process- Faculty View

Clinical Practice Track Addendum:

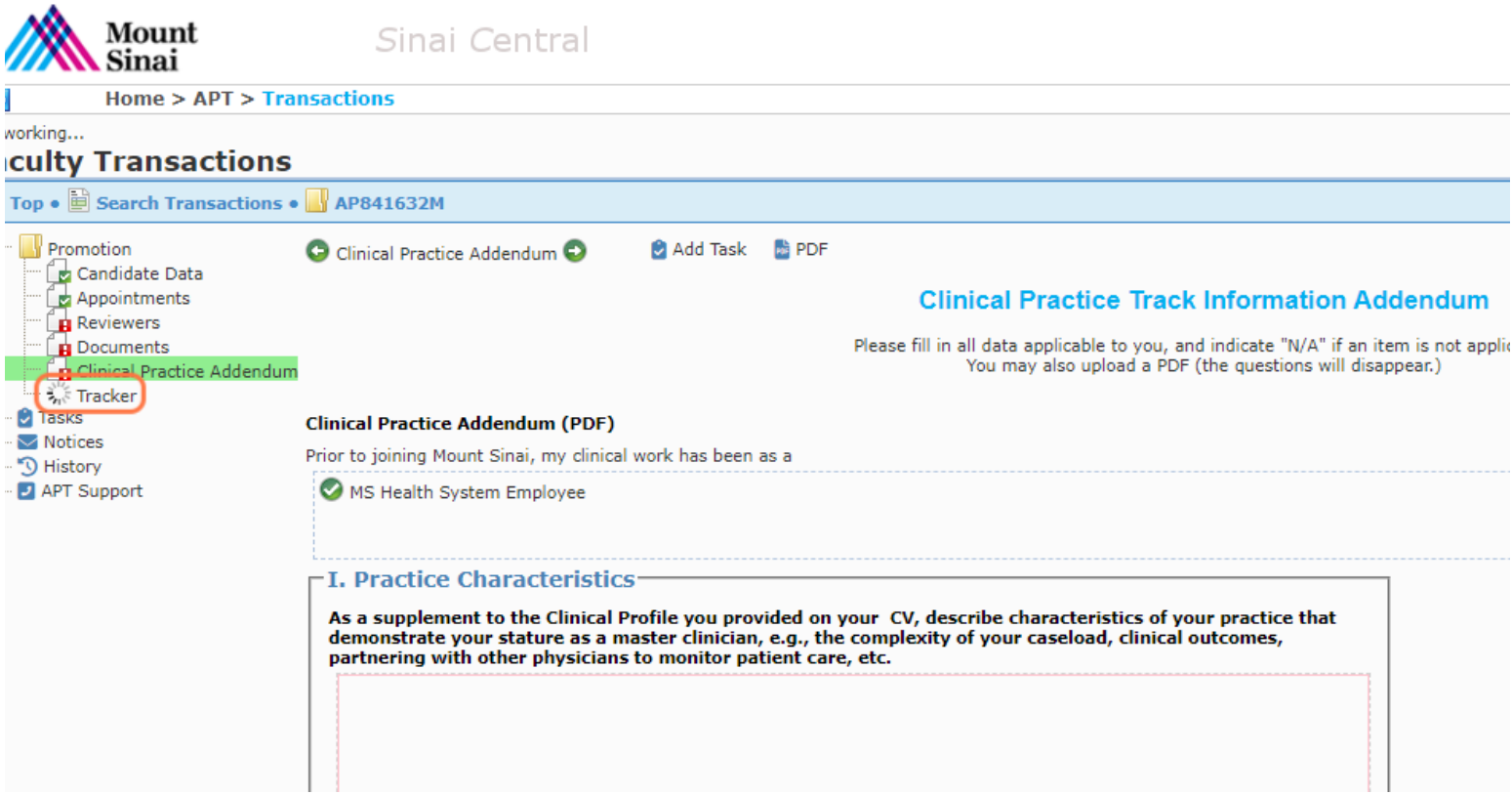
(if applicable)

Depending on the focus of your job responsibilities, you may be asked to complete one of the two addenda listed below, which you'll access and submit through the Tracker:

- Patient Care and/or Administration Addendum (if you are clinical providers and/or you have an administrative leadership role)

OR

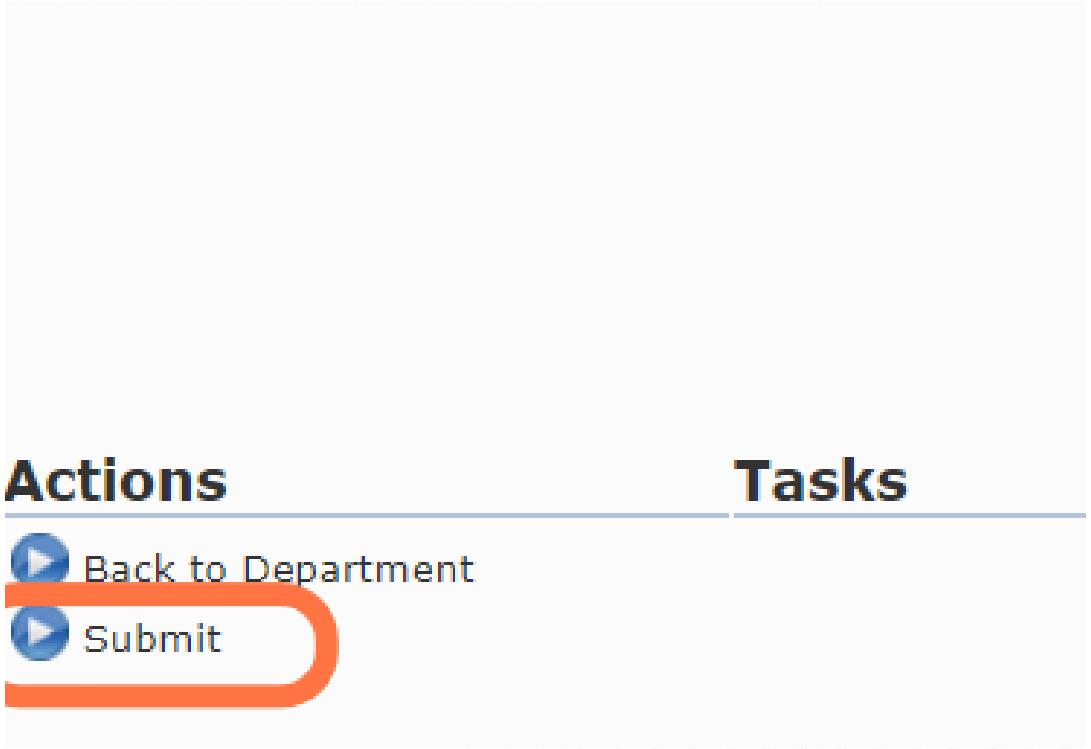
- Clinical Laboratory Services Addendum (if you have a senior role in clinical diagnostic or other clinical laboratory services)



Promotion Process- Faculty View

Select **SUBMIT** once all steps assigned to you are completed

- *This will send the folder to the Department Administrator to add the chair statement prior to submission to APT for review.*



Faculty Resources

- For more information on the different Faculty Tracks: https://icahn.mssm.edu/about/faculty-resources/handbook/appointments/full-time

- More information about required documents for the promotion process: https://icahn.mssm.edu/about/faculty-resources/appointments/document-submission

- APT Required Materials- Promotions

- Sinai Central

Today's Agenda

Introduction

Promotion process

(Shema Patel)

Criteria for all tracks

(Jonathan Halperin)

Breakout rooms by track

Close

APT Committee- Guiding Principles

- Facilitate professional advancement
- Maintain academic integrity
- Promote diversity, equity and inclusiveness
- Employ transparent processes
- Assign all faculty to the appropriate rank and track

Academic Tracks

- Investigator Track
- Research Track
- Clinician Educator or Scientist Educator (CE/SE) Track
- Clinical Practice and/or Administrative Leadership (CP/AL) Track

Investigator Track

- Focus on innovation and discovery
- Independent research program
- Sustained NIH or other Federal or competitive funding
- Scholarship, education, service
- National → International reputation
- Academic clock (“up or out”) – Times to either non-reappointment or track change
  - Assistant Professor: 7 years to Associate Professor
  - Associate Professor: 9 years to Tenure or Professor
  - Professor: 10 years to Tenure
- Tenure available to Associate Professors and eventually expected for Professors

Research Track

- Key role on a research team or leader of shared research (core) facility
- Contribute to obtaining research funding
- Scholarship
  - Co-authorship of peer-reviewed research reports
  - Presentations at national or international meetings
- National recognition (applicable to Professors)
- Tenure possible

Clinician-Educator or Scientist-Educator (CE/SE) Track

- Includes both scientists and clinicians recognized as experts in their field, who also serve as educators
- Excellence in clinical practice (master clinician) or research and discovery (established investigator)
- Demonstrate scholarship as an educator in an area of clinical or scientific expertise, biomedical research, or health professions
- Specific evidentiary options and outcomes with explicit metrics beyond peer-reviewed publications
- Institutional and extramural service
- Scope of reputation
  - Regional or national (Associate Professors)
  - National or international (Professors)
- Tenure-eligible

Clinical Practice and/or Administrative Leadership (CP/AL) Track

- Devote 90% time-effort to patient care, clinical administration, training, and/or laboratory management
- Master clinician, if providing patient care
- Leadership roles are expected
- Teaching is valued
- A high level of conventional scholarly productivity is not required
- Scope of reputation
  - Regional (Associate Professors)
  - National (Professors)
- Not a tenure-eligible track

Today's Agenda

Introduction

Promotion process

(Shema Patel)

Criteria for all tracks

(Jonathan Halperin)

Breakout rooms by track

Close

Breakout Rooms (~20 minutes)

- You will be automatically placed into ONE of THREE breakout rooms based on your registration form and previous emails
    1. Clinician Educator or Scientist Educator
    2. Clinical Practice and/or Administrative Leadership
    3. Investigator and Research

- You can return to the main session at any time

- Please submit questions through the chat unless the moderator asks you to unmute

- Aim to keep questions generalizable to the audience