

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

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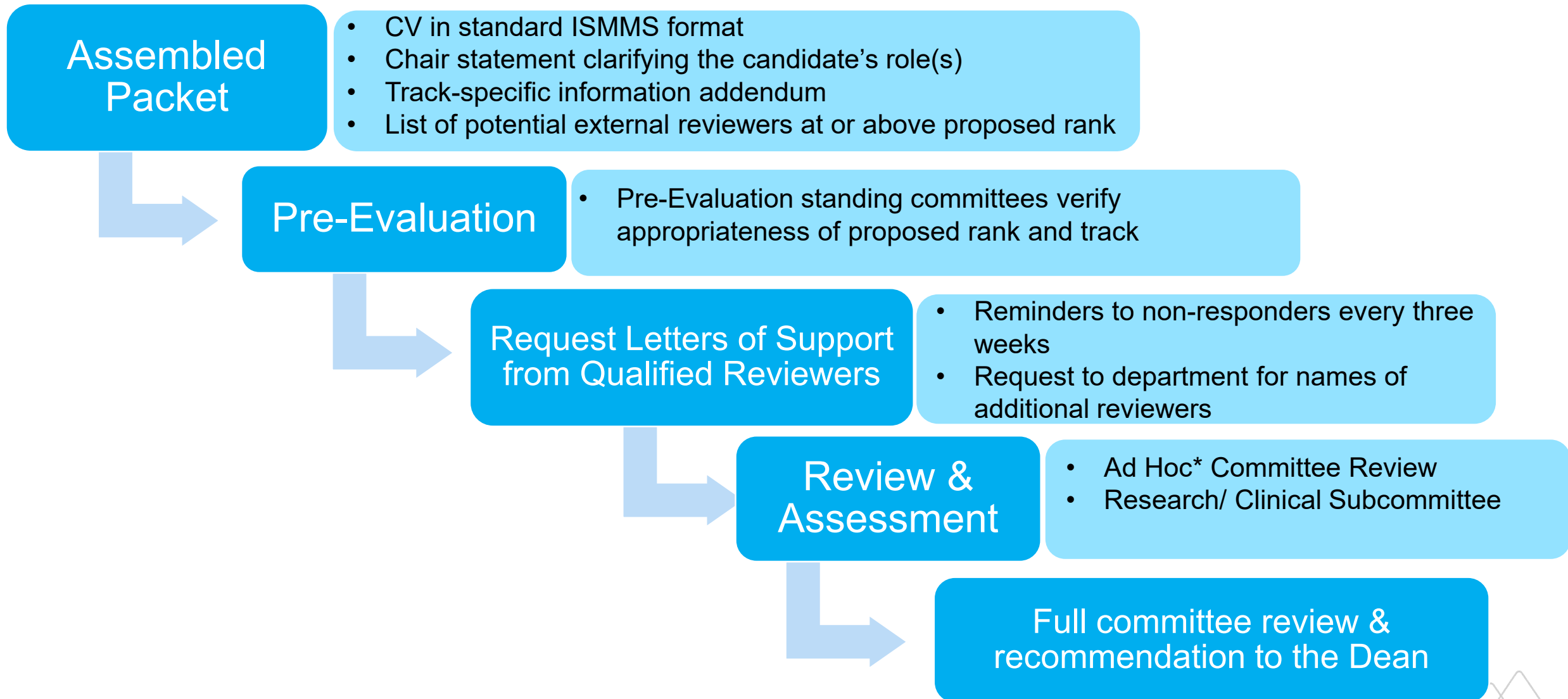
**Criteria for all
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APT Committee: Processing of Candidates



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



Appointments, Promotions and Tenure

Dear F . . .

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'

The screenshot shows the Mount Sinai Sinai Central login interface. At the top left is the Mount Sinai logo. In the top right corner, there is a blue triangle with the text "Online Help". The main content area is titled "Login to Sinai Central". It contains a "Username" field with the value "caller02" and a "Password" field with masked characters ".....". Both fields are highlighted with an orange border. Below the password field is a "Login" button. At the bottom of the login section, there is a link: "Can't access your account? New User?". Below the login section, there is a navigation bar with links: "Approval Queue | Directory | Help | Logout". Below this is a header bar showing the date and time: "Mon Oct 24, 2022 | RASHIDA JAMILA CALLENDER-NELSON". The main content area is divided into two sections. The left section is a large empty box with a small red exclamation mark icon in the top left corner. The right section is titled "Attention Required" and contains a message: "151 items need your attention.", which is highlighted with an orange border.

Mount Sinai

Online Help

Login to Sinai Central

Username: caller02

Password:

Login

Can't access your account? New User?

Approval Queue | Directory | Help | Logout

Mon Oct 24, 2022 | RASHIDA JAMILA CALLENDER-NELSON

Attention Required

151 items need 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

The screenshot displays the Mount Sinai Sinai Central web application interface. The top navigation bar includes the Mount Sinai logo and the text "Sinai Central". Below the logo, there is a "Home" link and an "Approval Queue" section. The "Approval Queue" section contains a table with the following items:

Item	Count
Employee Reim.	2
Faculty Approver Queue	131
Faculty Transactions	208
Travel Req.	1

The "Faculty Transactions" row is circled in red. To the right of the table, there is a "Search" button and a "Refresh" button. Below the table, there is a "Requests" section with a "Search:" label and a search input field. To the right of the search input field, there are two radio buttons: "208 ALL FOLDERS" (selected) and "208 APT REVIEWER". Below the search input field, there is a user profile card for "AP161506L • NEW FACULTY" with the title "ENVIRONMENTAL MEDICINE AN".

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](https://icahn.mssm.edu/about/faculty-resources/appointments/document-submission/required)
 - 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

Appointments, Promotions and Tenure - Faculty Transactions

Requests • **APPOINTMENT**

New Faculty
Candidate Data
Appointments
Documents
Reviewers
Documents
Clinical Practice Addendum
Tracker
Tasks
Notices
History
APT Support

Documents + Add Document **Save** Add Task PDF

Document Type	Attachment	Instructions
Chair Statement	+ Drag file or click to attach.	Please upload Chair Statement and be sure to include System Chair(s) signatures. Sample Chair Statements can be downloaded directly from the checklist found here: https://icahn.mssm.edu/about/faculty-resources/appointments/document-submission/required
Curriculum Vitae (CV)	Callender-Nelson CV.pdf	Please upload a copy of CV with the required format . The required format can be downloaded directly from the checklist found here: https://icahn.mssm.edu/about/faculty-resources/appointments/document-submission/required

Actions **Tasks**

Back to Department
Submit



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)

Mount Sinai Sinai Central

Home > APT > Transactions

Ready.

Faculty Transactions

Top • Search Transactions • AP841632M

Promotion

- ☒ Candidate Data
- ☒ Appointments
- ☐ Reviewers
- ☐ Documents
- ☐ Clinical Practice Addendum
- ☒ Tracker
- ☒ Tasks
- ☒ Notices
- ☒ History
- ☒ APT Support

Candidate Data

Requester [blurred]

Department SURGERY

Sinai Employee ☒ Yes

Faculty [blurred]

Tenure ☒ No

Track Clinical Practice and/or Administrative Leadership

Cell Phone [blurred]

Affiliations

- ☒ BETH ISRAEL
- ☒ MORNINGSIDE

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](#).**

Mount Sinai Sinai Central

Home > APT > Transactions

Ready.

Faculty Transactions

Top • Search Transactions • AP841632M

Reviewers Add Task PDF

Promotion

- Candidate Data
- Appointments
- Reviewers**
- Documents
- Clinical Practice Addendum
- Tracker
- Tasks
- Notices
- History
- APT Support

1

First Name	Matthew	Last Name	
Title	Fellowship Program Director	Institution	University of Texas
Phone	(713) 794-	E-Mail	

2

First Name		Last Name	
Title		Institution	
Phone		E-Mail	

3

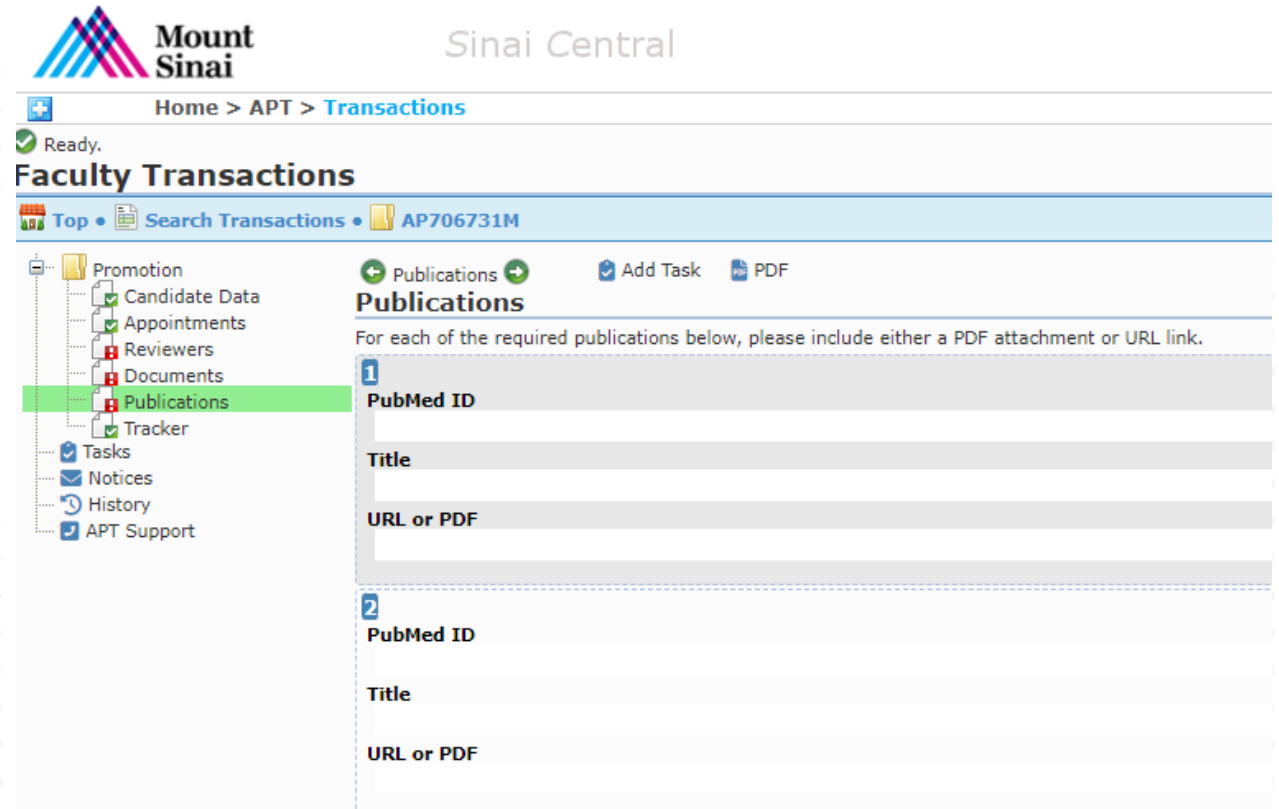
First Name		Last Name	
Title		Institution	
Phone		E-Mail	

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.



The screenshot shows the Mount Sinai Sinai Central web application. The top navigation bar includes the Mount Sinai logo, the text "Sinai Central", and a breadcrumb trail: "Home > APT > Transactions". Below the navigation bar, a status bar indicates "Ready." and the page title "Faculty Transactions". A secondary navigation bar contains links for "Top", "Search Transactions", and a document icon labeled "AP706731M". On the left side, a sidebar menu lists various sections: "Promotion" (with sub-items: Candidate Data, Appointments, Reviewers, Documents, Publications, Tracker), "Tasks", "Notices", "History", and "APT Support". The "Publications" item under the "Promotion" section is highlighted in green. The main content area is titled "Publications" and includes a sub-header "For each of the required publications below, please include either a PDF attachment or URL link." Below this, there are two numbered entry forms. Each form has fields for "PubMed ID", "Title", and "URL or PDF". The first form is labeled "1" and the second is labeled "2".



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)

The screenshot displays the Mount Sinai Sinai Central Faculty Transactions interface. The left sidebar shows a navigation menu with options like Promotion, Candidate Data, Appointments, Reviewers, Documents, Clinical Practice Addendum (highlighted in green), Tracker (circled in red), Tasks, Notices, History, and APT Support. The main content area is titled 'Faculty Transactions' and shows a 'Clinical Practice Addendum' form. The form includes a section for 'Clinical Practice Addendum (PDF)' with a dropdown menu showing 'MS Health System Employee'. Below this is a section titled 'I. Practice Characteristics' with a text area for describing practice characteristics. The form also includes instructions: 'Please fill in all data applicable to you, and indicate "N/A" if an item is not applicable. You may also upload a PDF (the questions will disappear.)'

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.*

Actions

- ▶ Back to Department
- ▶ Submit

Tasks



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](#)



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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



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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