

# DOM APT Reviewer Checklist

## Clinical Practice and/or Administrative Leadership

### PROFESSOR

Candidate Name:

Submission Type: Select Submission Type

- Appointment
- Promotion

Review Date: Click or tap to enter a date.

Site: Select a Site

Division: Select a Division  
 Secondary Department: N/A

Current Rank: Select Rank  
 Current Track: Select Track

Proposed Rank: Select Rank  
 Proposed Track: Select Track

Reviewer Name: Select Reviewer

**SUMMARY** *(In 5 sentences or less, outline the faculty member's background and expertise to provide context to the evaluation)*

	<p><b><u>Supporting Evidence</u></b>  <i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Practice Addendum.</i></p>
<p><b>OVERVIEW</b>  <b>Across all ranks</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Full-time faculty physician with 90% or more commitment to and excellence and leadership in one or more of these areas: clinical practice, clinical teaching, clinical laboratory and clinical administration.  <u>Note:</u> This track is mostly for physicians but can occasionally be for professionals with doctoral degrees like psychologists or directors of clinical labs.</li> <li><input type="checkbox"/> Demonstrates increasing service and leadership in administrative and policy-making functions both within the institution and broader scientific and medical communities.  <i>(Select all that apply)</i></li> </ul>

		<b>Supporting Evidence</b>
		<p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Practice Addendum.</i></p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participates and contributes to major institutional committees that are critical to the mission of the School, the health System and affiliated hospitals (e.g., Medical Board).</li> <li><input type="checkbox"/> Outstanding service as an educator (e.g., residency program director). (Considered a plus)</li> <li><input type="checkbox"/> Administrative roles (e.g., Vice-Chair or Director for Quality Assurance). (Considered a plus)</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> May have conventional scholarly output. (Not required but a plus)               <ul style="list-style-type: none"> <li><input type="checkbox"/> May develop innovative approached to patient care and related activities</li> <li><input type="checkbox"/> Disseminates innovations beyond the institution through writing, lectures, or workshops.</li> </ul> </li> <li><input type="checkbox"/> Participates in clinical trials. (Not required but considered a PLUS)</li> </ul>	
<b>Comment</b>		
<b>OVERVIEW Professor</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must demonstrate a record of outstanding performance as a rare Master Clinician and/or master clinical laboratory leader.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Expected to have substantial leadership role in the provision of clinical services.</li> <li><input type="checkbox"/> Exhibits excellence as exemplary teachers and/or education program leaders, often for innovative approaches taken.</li> </ul> </li> <li><input type="checkbox"/> Recognized locally, regionally and nationally for contributions to the organization and delivery of clinical care as evidenced by publications, invitations to lecture, participation in expert panels at meetings of professional societies or at institutions or organizations at the national level.</li> <li><input type="checkbox"/> Widely recognized as a master clinician or leader of an outstanding clinical laboratory or program and promulgation of this expertise to other medical professionals.               <p><u>Note:</u> This supersedes the requirement for continuous generation of traditional scholarly publication of innovative science.</p> </li> </ul>	

	<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Practice Addendum.</i></p>	
Comment		
<b>Preliminary Decision</b>	<p>Does this candidate meet overview criteria for this track?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>If no, then stop and contact DOM APT Administrative Staff ( <a href="mailto:DOMFacAffairs@mssm.edu">DOMFacAffairs@mssm.edu</a> )</b></p>	
<b>QUALITY OF CARE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Superior performance on quality metrics (Part I of Practice Addendum).</li> <li><input type="checkbox"/> Widely perceived as an outstanding Master Clinician (Part I of Practice Addendum). <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be recognized at the institutional level as leaders within specific clinical areas.</li> <li><input type="checkbox"/> Actively sought after on an institutional and regional level for expertise.</li> <li><input type="checkbox"/> Has a panel of patients that include other physicians and broad-based referrals and consultations.</li> <li><input type="checkbox"/> Demonstrates novel methods for successfully addressing patient needs whether on individual or programmatic level.</li> <li><input type="checkbox"/> Recognized as a resource within and beyond region for defining quality and standards of practice in area of expertise.</li> <li><input type="checkbox"/> Recognized at the national level. (Considered a PLUS)</li> </ul> </li> </ul>	
Comment		
<b>PATIENT SATISFACTION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shows outstanding level of patient satisfaction. Consistently receives highest ratings on patient satisfaction surveys (Part I of Practice Addendum).</li> <li><input type="checkbox"/> Shows high patient retention rates that ensure long-term satisfaction and loyalty (Part I of Practice Addendum).</li> </ul>	
Comment		
<b>INNOVATION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrates ongoing incorporation of latest practice standards into provision of excellent care (Part I of Practice Addendum).</li> <li><input type="checkbox"/> Creates/builds/oversees clinical programs widely known for innovation/excellence (Part I of Practice Addendum). (Considered a plus)</li> <li><input type="checkbox"/> Introduces or patents new techniques/devices, or their adoption by others. (Considered a plus)</li> </ul>	
Comment		

		<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Practice Addendum.</i></p>
<p><b>DIVERSITY &amp; INCLUSION</b></p>	<p><input type="checkbox"/> Leads and innovates in creating and promoting diversity, equity and inclusion in the department, health system and professional societies. <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Shows efforts such as recruitment and retention of underrepresented faculty and trainees.</p> <p><input type="checkbox"/> Participates and/or leads internal and external work groups or committees addressing diversity, inclusion and equity in clinical care and other areas.</p> <p><input type="checkbox"/> Other</p>	
<p>Comment</p>		
<p><b>SERVICE, PROFESSIONALISM and CITIZENSHIP</b></p>	<p><input type="checkbox"/> Leaders in departments and play prominent committee roles in the department and health system.</p> <p><input type="checkbox"/> Participates and/or has leadership role(s) in professional societies.</p> <p><input type="checkbox"/> Excellent administrator of a clinical or teaching program or overseeing, expanding or improving such program(s) (Part III of Practice Addendum). (Considered a plus)</p> <p><input type="checkbox"/> Provides pro bono clinical care through local, national, and international organizations (Part I of Practice Addendum). (Considered a plus)</p>	
<p>Comment</p>		
<p><b>TEACHING &amp; MENTORING</b></p>	<p><input type="checkbox"/> Demonstrates success as role models, mentors, and teachers to young faculty, students, house staff, fellows or other health professionals within and beyond primary department and one or more MSHS campuses. (Part II of Practice Addendum). <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Record of teaching</p> <p><input type="checkbox"/> Teaching awards</p> <p><input type="checkbox"/> Invitations for lectures and panels at other institutions or organizations particularly at the national level can demonstrate broad recognition as a clinician and teacher.</p> <p><input type="checkbox"/> Expected to provide public/patient education through lectures at community centers or in other settings.</p> <p><input type="checkbox"/> <u>For educators on this track</u>, evidence of success that may include:</p>	

		<p align="center"><b>Supporting Evidence</b></p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Practice Addendum.</i></p>
	<input type="checkbox"/> Appointment to key institutional leadership role within the school or MSHS (e.g. Associate Dean or Dean for Graduate Medical Education). <p align="center"><u>OR</u></p> <input type="checkbox"/> Disseminates educational methods and teaching tools beyond MSHS (Part II of Practice Addendum).	
Comment		
<b>IMPORTANT CONSIDERATIONS</b>	<p>Appointment and Term:</p> <ul style="list-style-type: none"> <li>• The term of appointment is 1,2,3,4 or 5 years, at the discretion of the Chair.</li> </ul> <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> <li>• Terms can be 1, 2, 3, 4, or 5 years.</li> <li>• Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean.</li> <li>• No limit on reappointments.</li> <li>• Notice of Non-reappointment is minimum of 6 months on 1 or 2-year terms; Minimum one-year notice on terms &gt; 2 years.</li> </ul> <p>Tenure: Tenure is not offered on this track.</p>	
<b>TRACK SWITCH CRITERIA</b>	<input type="checkbox"/> Independent Investigator (Investigator track?) <input type="checkbox"/> Robust scholarly productivity (CE track?) <input type="checkbox"/> Multiple teaching roles like program director, associate program director, director of education programs.	

**\*If incomplete, template will be returned**

#### Reviewer Decision

- UNDECIDED (Requires Discussion)**  
 **Support Request for Appointment/Promotion**  
 **Deny Request for Appointment/Promotion**

#### Other reviewer recommendations:

Track Switch:  Yes  No

If Yes, select Track: Select a Track

Secondary appointments in other departments:  Yes  No

If yes, select Department: Select a Department

#### Committee Decision

- Support Request for Appointment/Promotion**  
 **Deny Request for Appointment/Promotion**

**Other committee comments:**

Track Switch:  Yes  No

If Yes, select Track: Select a Track

Secondary appointments in other departments:  Yes  No

If yes, select Department: Select a Department

Call division chief

Check with APT committee chair Dr. Jonathan Halperin

**FINAL DECISION:** Choose an item.

**DENY REQUEST** - Reason for Denial:

- 1.
- 2.
- 3.

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Recommended CV edits (Note: this will be forwarded directly to the candidate so please provide full sentences):

- 1.
- 2.
- 3.
- 4.
- 5.

Additional Comments for APT Chair/Administrative Staff:

- 1.
- 2.

**RESUBMISSION COMMENTS**

**Initial Date Submitted:** Click or tap to enter a date.

**For APT Committee Leadership Use only**

