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
Proposed Rank: Select Rank
Current Track: Select Track
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)

OVERVIEW
Across all ranks

☐ 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.
Note: This track is mostly for physicians but can occasionally be for professionals with doctoral degrees like psychologists or directors of clinical labs.

☐ Demonstrates increasing service and leadership in administrative and policy-making functions both within the institution and broader scientific and medical communities.
(Select all that apply)
☐ Participates and contributes to major institutional committees that are critical to the mission of the

Supporting Evidence
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.
<table>
<thead>
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| School, the health System and affiliated hospitals (e.g., Medical Board). |  |
| ☐ Outstanding service as an educator (e.g., residency program director). (Considered a plus) |  |
| ☐ Administrative roles (e.g., Vice-Chair or Director for Quality Assurance). (Considered a plus) |  |
| ☐ Other |  |
| ☐ May have conventional scholarly output. (Not required but a plus) *(Select all that apply)* |  |
| ☐ May develop innovative approaches to patient care and related activities. |  |
| ☐ Disseminates innovations beyond the institution through writing, lectures, or workshops. |  |
| ☐ Participates in Clinical trials. (Not required but considered a PLUS) |  |

| Comment |  |

| OVERVIEW Professor |  |
| ☐ Must demonstrate a record of outstanding performance as a rare Master Clinician and/or master clinical laboratory leader. |  |
| ☐ Expected to have substantial leadership role in the provision of clinical services. |  |
| ☐ Exhibits excellence as exemplary teachers and/or education program leaders, often for innovative approaches taken. |  |
| ☐ 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. |  |
| ☐ Widely recognized as a master clinician or leader of an outstanding clinical laboratory or program and promulgation of this expertise to other medical professionals. *Note:* This supersedes the requirement for continuous generation of traditional scholarly publication of innovative science. |  |

| Comment |  |

| Preliminary | Does this candidate meet overview criteria for this track? ☐ Yes ☐ No |  |
## Supporting Evidence

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.

<table>
<thead>
<tr>
<th>Decision</th>
<th>If no, then stop and contact DOM APT Administrative Staff (<a href="mailto:DOMFacAffairs@mssm.edu">DOMFacAffairs@mssm.edu</a>)</th>
</tr>
</thead>
</table>
| QUALITY OF CARE | ☐ Superior performance on quality metrics (Part I of Practice Addendum).  
☐ Widely perceived as an outstanding Master Clinician (Part I of Practice Addendum).  
(Select all that apply)  
☐ Must be recognized at the institutional level as leaders within specific clinical areas.  
☐ Actively sought after on an institutional and regional level for expertise.  
☐ Has a panel of patients that include other physicians and broad-based referrals and consultations.  
☐ Demonstrates of novel methods for successfully addressing patient needs whether on individual or programmatic level.  
☐ Recognized as a resource within and beyond region for defining quality and standards of practice in area of expertise.  
☐ Recognized at the national level. (Considered a PLUS) |
| Comment |  |
| PATIENT SATISFACTION | ☐ Shows outstanding level of patient satisfaction. Consistently receives highest ratings on patient satisfaction surveys (Part I of Practice Addendum).  
☐ Shows high patient retention rates that ensure long-term satisfaction and loyalty (Part I of Practice Addendum).  |
| Comment |  |
| INNOVATION | ☐ Demonstrates ongoing incorporation of latest practice standards into provision of excellent care (Part I of Practice Addendum).  
☐ Creates/builds/oversees clinical programs widely known for innovation and excellence (Part I of Practice Addendum). (Considered a plus)  
☐ Introduces or patents new techniques or devices, or their adoption by others. (Considered a plus) |
| Comment |  |
| **DIVERSITY & INCLUSION** | □ Leads and innovates the creation and promotion of a diverse, equitable and inclusive environment in the department, health system and professional societies. *(Select all that apply)*  
□ Shows efforts such as recruitment and retention of underrepresented faculty and trainees.  
□ Participates and/or leads internal and external work groups or committees addressing diversity, inclusion and equity in clinical care and other areas.  
□ Other |
|---|---|
| **SERVICE, PROFESSIONALISM and CITIZENSHIP** | □ Leaders in departments and play prominent committee roles in the department and health system.  
□ Participates and/or has leadership role(s) in professional societies.  
□ Excellent administrator of a clinical or teaching program or overseeing, expanding or improving such program(s) *(Part III of Practice Addendum)*. *(Considered a plus)*  
□ Provides pro bono clinical care through local, national, and international organizations *(Part I of Practice Addendum)*. *(Considered a plus)* |
| **TEACHING & MENTORING** | □ 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)*. *(Select all that apply)*  
□ Record of teaching  
□ Teaching awards  
□ Invitations for lectures and panels at other institutions or organizations particularly at the national level can demonstrate broad recognition as a clinician and teacher.  
□ Expected to provide public/patient education through lectures at community centers or in other settings.  
□ For educators on this track, evidence of success that may include: |
Supporting Evidence
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.

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<td>☐ Appointment to key institutional leadership role within the school or MSHS (e.g. Associate Dean or Dean for Graduate Medical Education).</td>
<td></td>
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<tr>
<td>☐ Disseminates educational methods and teaching tools beyond MSHS (Part II of Practice Addendum).</td>
<td></td>
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</tbody>
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Comment

**IMPORTANT CONSIDERATIONS**

Appointment and Term:
- The term of appointment is 1, 2, 3, 4 or 5 years, at the discretion of the Chair.

Reappointment and Non-Reappointment:
- Terms can be 1, 2, 3, 4, or 5 years.
- Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean.
- No limit on reappointments.
- Notice of Non-reappointment is minimum of 6 months on 1 or 2-year terms; Minimum one-year notice on terms > 2 years.

Tenure:
Tenure is not offered on this track.

**TRACK SWITCH CRITERIA**

☐ Independent Investigator (Investigator track?)
☐ Robust scholarly productivity (CE track?)
☐ 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.

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