### Department of Medicine Clinical Associate Professor or Clinical Professor Appointments and Promotions Process

Dean's Office APT Link: https://icahn.mssm.edu/about/faculty-resources/appointments/affiliate-instructions

# Process initiated by Site Administration & DOM Faculty Affairs

Refer all providers to the Dean's
Office link above for retrieval of the required documents:

- 1. CV (required format)
- 2. Chair Statement
- 3. Transmittal
- 4. DOM Checklist

Administrators sends required documents to DOMFacAffairs@mssm.edu

Administrator notified of targeted agenda date.

## DOM APT Committee Monthly Meetings to Review Candidates

- Committee receives candidate list and documents one week prior to meeting.
- Post meeting, the Vice Chair of Faculty Affairs compiles Committee recommendations on each candidate and submits it to System Chair for review and final approval.

Within 1 week

#### Receipt of System Chair's Approval

- 1. Site Leadership receive an email indicating DOM APT Committee's decision (approved or denied), with specific reasons provided if necessary (e.g. too premature or needs mentoring).
- 2. Approved candidates are notified directly and DOM Faculty Affairs administrative staff (Tonya or Alissa) initiates request in Sinai Central (APT Tracker) and uploads Chair Statement.

1-2 days after receipt

#### Required Documents for Submission

Candidate receives systemgenerated email from Sinai Central (APT Tracker) with instructions to submit the following:

- 1. CV (upload)
- 2. Reviewer Nominees: (Fill in)
- Top Publications (Required for CE/SE, Investigator or Research Tracks)
  - Clinical Associate Professor: 3
  - Clinical Professor: 10 (minimum)

Within 3 business days

#### Sinai Central

- Upon completion by the candidate, the request routes back to the DOM APT Administrative Staff (Tonya or Alissa).
- Requirements are submitted by the DOM APT administrative office to the Dean's Office.
- Candidate and Site Leadership will be informed of the application status as the packet progresses for approval.

### Completed Packet Submitted to Dean's Office for Approval

#### **Dean's Office approval process:**

- Committee Member Selection

   Pre Evaluation Committee
   (Associate Prof)
- -Pre-Ad Hoc Committee (Professor)
- 2. Letters sent to Reviewer Nominees
- 3. Ad Hoc Committee (Professor)
- 4. Appointments and Promotions Committee
- 5. Dean Charney

6 - 12 months

## Dean's Office sends list of approved A&P requests to the System Chair

APT Committee, Ad Hoc & Dean's Office reviews packet within the same month for approval.

- System Chair sends a congratulatory letter to Candidate, Site Leadership and Administrator.
- 2. Tonya emails divisional leadership with effective date
- 3. Administrator notifies HR to change title and salary (if applicable).

Overall Estimated Process Timeframe: up to 1 Year