# 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](https://icahn.mssm.edu/about/faculty-resources/appointments/affiliate-instructions)

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## 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 send required documents to DOMFacAffairs@mssm.edu

Administrator notified of targeted agenda date.

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## DOM APT Committee Monthly Meetings to Review Candidates
1. Committee receives candidate list and documents one week prior to meeting.
2. 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**

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## 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**

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## Required Documents for Submission
- Candidate receives system-generated email from Sinai Central (APT Tracker) with instructions to submit the following:
  1. CV (upload)
  2. Reviewer Nominees: (Fill in)
  3. Top Publications (Required for CE/SE, Investigator or Research Tracks)
    - Clinical Associate Professor: 3
    - Clinical Professor: 10 (minimum)

**Within 3 business days**

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## 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.

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## Completed Packet Submitted to Dean’s Office for Approval
**Dean’s Office approval process:**
1. 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**

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## 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.
1. 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