

DOM APT Reviewer Checklist

Investigator Track

ASSOCIATE PROFESSOR

Candidate Name:

Submission Type: Select Submission Type

- ☐ Appointment
☐ Promotion
☐ Tenure

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)

		<u>Supporting Evidence</u> 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 or Chair Statement.
OVERVIEW Across all ranks	<input type="checkbox"/> Faculty with primary responsibilities in innovation and discovery through original research (traditional academic scholars) or subject-area experts who conduct ground-breaking work outside the academia.	
	<input type="checkbox"/> Demonstrates commitment to expanding the body of biomedical knowledge and disseminate findings.	
	<input type="checkbox"/> Must have an independent research program.	
	<u>For Appointment</u> (Only complete for Appointments, otherwise go to <u>For Promotion</u> section) <u>Candidates from the academia:</u>	

		Supporting Evidence <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 or Chair Statement.</i>
	<input type="checkbox"/> Expected to have publications in peer-reviewed journals as first, last or significant contributions as a middle author.	
	<input type="checkbox"/> Has peer-reviewed extramural support for their work.	
	<input type="checkbox"/> Presents research findings at professional conference/other academic centers.	
	<input type="checkbox"/> Should have a record of contributions as excellent teachers and mentors of medical and graduate students, residents and fellows.	
	<input type="checkbox"/> Excellent physician (if engaged in clinical care).	
	<u>Recruits from industry or non-academic institutions</u>	
	<input type="checkbox"/> Performs pioneering work in their field of expertise as shown by: <i>(Select all that apply)</i>	
	<input type="checkbox"/> Patents and commercialization of discoveries.	
	<input type="checkbox"/> Development and leadership of programs.	
	<input type="checkbox"/> Dissemination of information about their work.	
<input type="checkbox"/> Recognition as thought leaders.		
<input type="checkbox"/> Demonstrates Impactful contributions through: <i>(Select all the apply)</i>		
<input type="checkbox"/> Publications		
<input type="checkbox"/> Funding support		
<input type="checkbox"/> Patents and other forms of productivity		
<u>Complete this part if candidate is FOR PROMOTION:</u>		
<input type="checkbox"/> Must have evidence of scholarly output that includes high quality publications, acquisition of extramural funding, independent research program and evidence of innovation.		
<input type="checkbox"/> Reputation as an expert in his/her fields is expected to broaden over time.		
<input type="checkbox"/> Expected to have a record of increasing service and leadership within and beyond the institution. <i>(Select all that apply)</i>		
<input type="checkbox"/> Demonstrates significant participation/ contributions to key institutional committees critical to the school and affiliated hospitals' mission (e.g. IRB, Admissions committee, Medical Board).		

		Supporting Evidence <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 or Chair Statement.</i>
	<input type="checkbox"/> Outstanding service in a significant administrative role (e.g. Vice-Chair, training program director). (Considered a plus)	
	<input type="checkbox"/> Excellent teacher and/or mentor of medical and graduate students, residents and fellows. (Considered a plus)	
	<input type="checkbox"/> Excellent physician (if engaged in clinical care).	
Comment		
OVERVIEW Associate Professor	<input type="checkbox"/> Nationally recognized for accomplishments.	
	<input type="checkbox"/> Recognized by the School and Department as having potential for continued growth and promise for eventual promotion to Professor in the Investigator Track.	
	For Initial Appointment <i>(Only complete for Appointments, otherwise go to For Promotion section)</i> <input type="checkbox"/> <u>For traditional academic scholars</u> : acknowledged for their research and/or teaching with a record of scholarly contributions that are original and widely known.	
	<input type="checkbox"/> <u>If non-academic candidates</u> : evidence or record of innovative thinking that may be reflected in concepts or products developed that are widely known, used and/or studied and are or may prove to be highly influential.	
	For Promotion <input type="checkbox"/> Meets standard academic criteria such as publications, extramural funding, etc.	
Comment		
Preliminary Decision	Does this candidate meet overview criteria for this track? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, then stop and contact DOM APT Administrative Staff (DOMFacAffairs@mssm.edu)	
INNOVATION	<input type="checkbox"/> Recognized in their fields as an expert innovator and creative thinker. Evidence of innovation will vary with discipline but may include: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Novel approaches to problem solving <input type="checkbox"/> Product discovery and/or development <input type="checkbox"/> Patents and patent applications <input type="checkbox"/> Commercialization of inventions <input type="checkbox"/> New and collaborative programs 	

		Supporting Evidence <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 or Chair Statement.</i>
	<input type="checkbox"/> Other	
Comment		
RESEARCH	For Appointment <i>(Only complete for Appointments, otherwise go to For Promotion section)</i> <input type="checkbox"/> <u>Recruits/candidates in basic, clinical, or translational research</u> : Possess a record of sustained success in obtaining extramural grants from NIH and other agencies.	
	<input type="checkbox"/> <u>Recruits/candidates from industry or non-academic organizations</u> : Alternative evidence of research recognition: <i>(Select all that apply)</i> <input type="checkbox"/> Contributes to drug development, discovery or development of new technologies, patents and other innovative research approaches.	
	<input type="checkbox"/> Evidence of long tenure and leadership roles within a company	
	<input type="checkbox"/> Has research support from private foundations and/or the candidate's home institution. (Considered a plus)	
	<input type="checkbox"/> Shows stature in the field such as participation in professional consultative bodies like NIH study sections. (Considered a plus)	
	For promotion: <input type="checkbox"/> Candidates for promotion are expected to be successful in obtaining extramural funding from agencies such as the NIH and/or other federal agencies	
Comment		
SCHOLARSHIP	<input type="checkbox"/> Shows evidence or record of significant contributions relating to the innovative conceptualization of or novel solutions to in biomedical research, relevant disciplines, or education. Note: Consideration will be given both to quality of work and the candidate's role in publications and other forms of dissemination; for middle authorship on publication, it is essential for candidates to annotate their contributions <i>(Select all that apply)</i>	

		Supporting Evidence <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 or Chair Statement.</i>
	<input type="checkbox"/> Original contributions in excellent journals for educators (required for those whose scholarly work is in education). <input type="checkbox"/> Invited presentations at national meetings (may be considered as further evidence of recognition in field of expertise). <input type="checkbox"/> Contributions to textbook chapters, analytic studies, development of teaching materials, and faculty development efforts	
Comment		
EDUCATION & MENTORING	<input type="checkbox"/> Excellent teacher and role model at various levels of learners (students, house staff, postdoc fellows, junior faculty and/or other junior colleagues). <i>(Select all that apply)</i> <input type="checkbox"/> Conducts courses and guided entrepreneurial activities to impart knowledge of innovation and commercialization to trainees. <input type="checkbox"/> Engages in mentorship activities primarily on an individual basis. <input type="checkbox"/> Involved in program oversight or mentoring leadership. <input type="checkbox"/> Participates in curriculum development and innovative educational methods.	
Comment		
SERVICE, PROFESSIONALISM & CITIZENSHIP	<input type="checkbox"/> Shows a solid record of professionalism and good citizenship within the institution with evidence of important contributions as a faculty member in furthering the missions of the department/institute, School and Hospital. <input type="checkbox"/> Participates in institutional committees with emerging evidence of leadership abilities to be considered a plus. <input type="checkbox"/> Actively involved in professional organizations as a committee member or officer. <input type="checkbox"/> Service on study sections and editorial boards. (Considered a plus)	
Comment		
IMPORTANT CONSIDERATIONS	Appointment and Term: <ul style="list-style-type: none"> Appointment and promotion are upon recommendation by the Department Chair, with subsequent approval by the Committee on Appointments, Promotions and Tenure. 	

	<p>Supporting Evidence <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 or Chair Statement.</i></p>
	<ul style="list-style-type: none"> For untenured Professors, the initial term can be 1,2,3,4 or 5 years. <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> The Chair will provide notice of reappointment or non-reappointment. Terms for reappointed untenured can be 1, 2, 3, or 4 years. Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean. Maximum aggregate time for untenured faculty is 9 years. If a decision to reappoint is made during a term extension, the reappointment notice must be in writing from the Chair. The reappointment will commence retroactive to the first day following completion of original term. Notice of non-reappointment is minimum 6 months on 1 or 2-year terms; minimum one-year notice on terms more than 2 years. <p>Tenure:</p> <ul style="list-style-type: none"> Associate Professors in the Investigator Track are eligible to be considered for tenure at any time, including at the time of appointment/promotion to this rank. Eminently qualified faculty should be considered for tenure at the earliest possible time. If an untenured Associate Professor is a candidate for reappointment, consideration for tenure will take place simultaneously with the reappointment process. Fulfill all of the requirements for Associate Professor. Demonstrate the ability for continued superior productivity and leadership in their field. Demonstrate excellence in the dissemination of knowledge. Tenure recommendations are initiated by the Chair and require approval by the Committee on Appointments, Promotions and Tenure.
<p>TRACK SWITCH CRITERIA</p>	<ul style="list-style-type: none"> Track switching permitted after initial appointment or promotion. Requires compelling reasons, Chair's recommendation, and Dean's approval. Limited to highly productive faculty contributing to departmental and institutional missions. <p><input type="checkbox"/> Robust scholarly productivity (CE/SE track?)</p> <p><input type="checkbox"/> Multiple teaching roles like Program Director, associate program director, director of education programs</p>

**If incomplete, template will be returned*

Reviewer Decision

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

Other reviewer recommendations:

Track Switch: ☐ Yes ☐ No

If Yes, select Track: Select a Track

Secondary appointments in other departments:
If yes, select Department: Select a Department

☐ Yes ☐ No

Committee Decision

- ☐ Support Request for Appointment/Promotion
- ☐ Deny Request for Appointment/Promotion
- ☐ Support Request for Tenure
- ☐ Deny Request for Tenure

Other committee comments:

Track Switch: ☐ Yes ☐ No

If Yes, select Track: Select a Track

Secondary appointments in other departments:
If yes, select Department: Select a Department

☐ Yes ☐ No

- ☐ 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

