

**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  
 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>Supporting Evidence</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 or Chair Statement.</i></p>
<p><b>OVERVIEW</b>                  Across all ranks</p>	<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.	
	<p><b>For Appointment</b> <i>(Only complete for Appointments, otherwise go to <b>For Promotion</b> section)</i>                  Candidates from the academia:</p>	

	<p><b>Supporting Evidence</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 or Chair Statement.</i></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Expected to have publications in peer-reviewed journals as first, last or significant contributions as a middle author.</li> <li><input type="checkbox"/> Has peer-reviewed extramural support for their work.</li> <li><input type="checkbox"/> Presents research findings at professional conference/other academic centers.</li> <li><input type="checkbox"/> Should have a record of contributions as excellent teachers and mentors of medical and graduate students, residents and fellows.</li> <li><input type="checkbox"/> Excellent physician (if engaged in clinical care).</li> </ul> <p><u>Recruits from industry or non-academic institutions</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Performs pioneering work in their field of expertise as shown by: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Patents and commercialization of discoveries.</li> <li><input type="checkbox"/> Development and leadership of programs.</li> <li><input type="checkbox"/> Dissemination of information about their work.</li> <li><input type="checkbox"/> Recognition as thought leaders.</li> </ul> </li> <li><input type="checkbox"/> Demonstrates Impactful contributions through: <i>(Select all the apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Publications</li> <li><input type="checkbox"/> Funding support</li> <li><input type="checkbox"/> Patents and other forms of productivity</li> </ul> </li> </ul>	
<p><b><u>Complete this part if candidate is FOR PROMOTION:</u></b></p> <ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Reputation as an expert in his/her fields is expected to broaden over time.</li> <li><input type="checkbox"/> Expected to have a record of increasing service and leadership within and beyond the institution. <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><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).</li> </ul> </li> </ul>	

		<p><b>Supporting Evidence</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 or Chair Statement.</i></p>
	<p><input type="checkbox"/> Outstanding service in a significant administrative role (e.g. Vice-Chair, training program director). (Considered a plus)</p> <p><input type="checkbox"/> Excellent teacher and/or mentor of medical and graduate students, residents and fellows. (Considered a plus)</p> <p><input type="checkbox"/> Excellent physician (if engaged in clinical care).</p>	
<p>Comment</p>		
<p><b>OVERVIEW Associate Professor</b></p>	<p><input type="checkbox"/> <b>Nationally recognized</b> for accomplishments.</p> <p><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.</p> <p><b>For Initial Appointment</b> <i>(Only complete for Appointments, otherwise go to <b>For Promotion</b> section)</i></p> <p><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.</p> <p><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.</p> <p><b>For Promotion</b></p> <p><input type="checkbox"/> Meets standard academic criteria such as publications, extramural funding, etc.</p>	
<p>Comment</p>		
<p><b>Preliminary Decision</b></p>	<p>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 (<a href="mailto:DOMFacAffairs@mssm.edu">DOMFacAffairs@mssm.edu</a>)</p>	
<p><b>INNOVATION</b></p>	<p><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></p> <p><input type="checkbox"/> Novel approaches to problem solving</p> <p><input type="checkbox"/> Product discovery and/or development</p> <p><input type="checkbox"/> Patents and patent applications</p> <p><input type="checkbox"/> Commercialization of inventions</p>	

		<p><b>Supporting Evidence</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 or Chair Statement.</i></p>
	<p><input type="checkbox"/> New and collaborative programs  <input type="checkbox"/> Other</p>	
<p>Comment</p>		
<p><b>RESEARCH</b></p>	<p><b>For Appointment</b> <i>(Only complete for Appointments, otherwise go to <b>For Promotion</b> section)</i></p> <p><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.</p> <p><input type="checkbox"/> <u>Recruits/candidates from industry or non-academic organizations</u>: Alternative evidence of research recognition:  <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Contributes to drug development, discovery or development of new technologies, patents and other innovative research approaches.</p> <p><input type="checkbox"/> Evidence of long tenure and leadership roles within a company</p> <p><input type="checkbox"/> Has research support from private foundations and/or the candidate's home institution. (Considered a plus)</p> <p><input type="checkbox"/> Shows stature in the field such as participation in professional consultative bodies like NIH study sections. (Considered a plus)</p>	
	<p><b>For promotion:</b></p> <p><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</p>	
<p>Comment</p>		
<p><b>SCHOLARSHIP</b></p>	<p><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.</p> <p><u>Note:</u> 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></p>	

		<p><b>Supporting Evidence</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 or Chair Statement.</i></p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Original contributions in excellent journals for educators (required for those whose scholarly work is in education).</li> <li><input type="checkbox"/> Invited presentations at national meetings (may be considered as further evidence of recognition in field of expertise).</li> <li><input type="checkbox"/> Contributions to textbook chapters, analytic studies, development of teaching materials, and faculty development efforts</li> </ul>	
<p>Comment</p>		
<p><b>EDUCATION &amp; MENTORING</b></p>	<ul style="list-style-type: none"> <li><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></li> <li><input type="checkbox"/> Conducts courses and guided entrepreneurial activities to impart knowledge of innovation and commercialization to trainees.</li> <li><input type="checkbox"/> Engages in mentorship activities primarily on an individual basis.</li> <li><input type="checkbox"/> Involved in program oversight or mentoring leadership.</li> <li><input type="checkbox"/> Participates in curriculum development and innovative educational methods.</li> </ul>	
<p>Comment</p>		
<p><b>DIVERSITY &amp; INCLUSION</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrates efforts to promote diversity and to develop and support an inclusive environment, both within and beyond the home department.</li> </ul>	
<p>Comment</p>		
<p><b>SERVICE, PROFESSIONALISM &amp; CITIZENSHIP</b></p>	<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Participates in institutional committees with emerging evidence of leadership abilities to be considered a plus.</li> <li><input type="checkbox"/> Actively involved in professional organizations as a committee member or officer.</li> </ul>	

	<p><b>Supporting Evidence</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 or Chair Statement.</i></p>
	<input type="checkbox"/> Service on study sections and editorial boards. (Considered a plus)
Comment	
<b>IMPORTANT CONSIDERATIONS</b>	<p>Appointment and Term:</p> <ul style="list-style-type: none"> <li>• Appointment and promotion are upon recommendation by the Department Chair, with subsequent approval by the Committee on Appointments, Promotions and Tenure.</li> <li>• For untenured Professors, the initial term can be 1,2,3,4 or 5 years.</li> </ul> <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> <li>• The Chair will provide notice of reappointment or non-reappointment.</li> <li>• Terms for reappointed untenured can be 1, 2, 3, or 4 years.</li> <li>• Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean.</li> <li>• Maximum aggregate time for untenured faculty is 9 years.</li> <li>• 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.</li> <li>• Notice of non-reappointment is minimum 6 months on 1 or 2-year terms; minimum one-year notice on terms more than 2 years.</li> </ul> <p>Tenure:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Eminently qualified faculty should be considered for tenure at the earliest possible time.</li> <li>• If an untenured Associate Professor is a candidate for reappointment, consideration for tenure will take place simultaneously with the reappointment process.</li> <li>• Fulfill all of the requirements for Associate Professor.</li> <li>• Demonstrate the ability for continued superior productivity and leadership in their field.</li> <li>• Demonstrate excellence in the dissemination of knowledge.</li> <li>• Tenure recommendations are initiated by the Chair and require approval by the Committee on Appointments, Promotions and Tenure.</li> </ul>
<b>TRACK SWITCH CRITERIA</b>	<ul style="list-style-type: none"> <li>• Track switching permitted after initial appointment or promotion.</li> <li>• Requires compelling reasons, Chair's recommendation, and Dean's approval.</li> <li>• Limited to highly productive faculty contributing to departmental and institutional missions.</li> </ul> <input type="checkbox"/> Robust scholarly productivity (CE/SE 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
- 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:  Yes  No  
 If yes, select Department: Select a Department

**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:  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