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*)

		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 or Chair Statement.*
OVERVIEW **Across all ranks**	☐ 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.	
	☐ Demonstrates commitment to expanding the body of biomedical knowledge and disseminate findings.	
	☐ Must have an independent research program.	
	For Appointment *(Only complete for Appointments, otherwise go to **For Promotion** section)* Candidates from the academia:	

		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 or Chair Statement.*
	☐ Expected to have publications in peer-reviewed journals as first, last or significant contributions as a middle author.	
	☐ Has peer-reviewed extramural support for their work.	
	☐ Presents research findings at professional conference/other academic centers.	
	☐ Should have a record of contributions as excellent teachers and mentors of medical and graduate students, residents and fellows.	
	☐ Excellent physician (if engaged in clinical care).	
	<u>Recruits from industry or non-academic institutions</u> ☐ Performs pioneering work in their field of expertise as shown by: *(Select all that apply)* ☐ Patents and commercialization of discoveries. ☐ Development and leadership of programs. ☐ Dissemination of information about their work. ☐ Recognition as thought leaders.	
	☐ Demonstrates Impactful contributions through: *(Select all the apply)* ☐ Publications ☐ Funding support ☐ Patents and other forms of productivity	
	<u>Complete this part if candidate is FOR PROMOTION</u>: ☐ Must have evidence of scholarly output that includes high quality publications, acquisition of extramural funding, independent research program and evidence of innovation.	
	☐ Reputation as an expert in his/her fields is expected to broaden over time.	
	☐ Expected to have a record of increasing service and leadership within and beyond the institution. *(Select all that apply)* ☐ 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 *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.*
	☐ Outstanding service in a significant administrative role (e.g. Vice-Chair, training program director). (Considered a plus)	
	☐ Excellent teacher and/or mentor of medical and graduate students, residents and fellows. (Considered a plus)	
	☐ Excellent physician (if engaged in clinical care).	
Comment		
OVERVIEW **Associate Professor**	☐ **Nationally recognized** for accomplishments.	
	☐ 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 *(Only complete for Appointments, otherwise go to **For Promotion** section)* ☐ For traditional academic scholars: acknowledged for their research and/or teaching with a record of scholarly contributions that are original and widely known. ☐ If non-academic candidates: 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 ☐ Meets standard academic criteria such as publications, extramural funding, etc.	
Comment		
Preliminary Decision	Does this candidate meet overview criteria for this track? ☐Yes ☐ No If no, then stop and contact DOM APT Administrative Staff (DOMFacAffairs@mssm.edu)	
INNOVATION	☐ Recognized in their fields as an expert innovator and creative thinker. Evidence of innovation will vary with discipline but may include: *(Select all that apply)* ☐ Novel approaches to problem solving ☐ Product discovery and/or development ☐ Patents and patent applications ☐ Commercialization of inventions ☐ New and collaborative programs	

		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 or Chair Statement.*
	☐ Other	
Comment		
RESEARCH	**For Appointment** *(Only complete for Appointments, otherwise go to **For Promotion** section)* ☐ Recruits/candidates in basic, clinical, or translational research: Possess a record of sustained success in obtaining extramural grants from NIH and other agencies.	
	☐ Recruits/candidates from industry or non-academic organizations: Alternative evidence of research recognition: *(Select all that apply)* ☐ Contributes to drug development, discovery or development of new technologies, patents and other innovative research approaches.	
	☐ Evidence of long tenure and leadership roles within a company	
	☐ Has research support from private foundations and/or the candidate's home institution. (Considered a plus)	
	☐ Shows stature in the field such as participation in professional consultative bodies like NIH study sections. (Considered a plus)	
	For promotion: ☐ 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	☐ 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 *(Select all that apply)*	

		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 or Chair Statement.*
	☐ Original contributions in excellent journals for educators (required for those whose scholarly work is in education). ☐ Invited presentations at national meetings (may be considered as further evidence of recognition in field of expertise). ☐ Contributions to textbook chapters, analytic studies, development of teaching materials, and faculty development efforts	
Comment		
EDUCATION & MENTORING	☐ Excellent teacher and role model at various levels of learners (students, house staff, postdoc fellows, junior faculty and/or other junior colleagues). *(Select all that apply)* ☐ Conducts courses and guided entrepreneurial activities to impart knowledge of innovation and commercialization to trainees. ☐ Engages in mentorship activities primarily on an individual basis. ☐ Involved in program oversight or mentoring leadership. ☐ Participates in curriculum development and innovative educational methods.	
Comment		
SERVICE, PROFESSIONALISM & CITIZENSHIP	☐ 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.	
	☐ Participates in institutional committees with emerging evidence of leadership abilities to be considered a plus.	
	☐ Actively involved in professional organizations as a committee member or officer.	
	☐ Service on study sections and editorial boards. (Considered a plus)	
Comment		
FOR TENURE (complete only if candidate is being	☐ Fulfills all the requirements for Associate Professor in the Investigator track.	

	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 or Chair Statement.*
considered for Tenure)	☐ Faculty with primary responsibilities in innovation and discovery through original research or subject-area experts who conduct ground-breaking work outside the academia. ☐ Must have an independent research program. ☐ Demonstrates continued superior productivity and leadership in their field. ☐ Excellence in dissemination of knowledge and professionalism. ☐ **Nationally recognized** for accomplishments. ☐ The CV exhibits evidence of independence from senior mentors and program leaders. EDUCATION AND TRAINING: ☐ Sustained, impactful outcomes related to teaching and educational development of students, postdocs, junior faculty and/or other learners that may be documented in learner reviews, extramural audiences or expert reviewers holding Professional rank or equivalent senior status at other institutions, professional organizations, or government agencies. SERVICE & CONTRIBUTIONS TO THE INSTITUTIONAL MISSION: ☐ Inception or leadership of programs or initiatives that advance the institutional mission and have substantial impact in key areas of research, scientific discovery, innovation, clinical care, health system design or enhancement, service, citizenship, mentorship and teaching. RESEARCH, DISCOVERY & SCHOLARSHIP: ☐ Shows evidence or record continuous stream of scientific investigation and scholarship reflected in any of the following: *(Select all that apply)* ☐ Peer-reviewed publications in impactful journals ☐ Reports of progress or discovery at meetings or symposia organized by professional societies, foundations, government, and industry ☐ Other vehicles that incorporate discussion and critical expert review and either historical or forward-looking metrics and/or indices that reliably predict future citations ☐ Evidence of scholarly achievement as an independent senior investigator or program leader. EXTRAMURAL FUNDING & SUPPORT: ☐ A record of sustained or renewed funding as Principal Investigator and primary award recipient or as a funded co-investigator through merit-based research grants or awards from government, research foundations, professional organizations, industry or other sources that affirm the value of the candidate's work and promise for future support. PEER RECOGNITION: ☐ Recognized by peers, academic organizations, government and funding agencies as reflected by any of the following: *(Select all that apply)*

		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 or Chair Statement.*
	☐ Invitation to serve on NIH study sections and other grant review panels ☐ Invitation to serve on journal editorial boards ☐ Leadership positions in national or international professional societies ☐ Invitations to organize or chair meetings and symposia at national or international venues	
Comment		
IMPORTANT CONSIDERATIONS	Appointment and Term: • Appointment and promotion are upon recommendation by the Department Chair, with subsequent approval by the Committee on Appointments, Promotions and Tenure. • For untenured Professors, the initial term can be 1,2,3,4 or 5 years. Reappointment and Non-Reappointment: • 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. Tenure: • 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. • Tenure recommendations are initiated by the Chair and require approval by the Committee on Appointments, Promotions and Tenure.	
TRACK SWITCH CRITERIA	• 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. ☐ Robust scholarly productivity (CE/SE 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**

☐ **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