DOM APT Reviewer Checklist
Investigator Track
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: ☐ Expected to have publications in peer-reviewed journals as first, last or significant contributions as a middle author.	

		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.*
	☐ 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 discoveries. ☐ Development and leadership of programs. ☐ Dissemination of information about their work. ☐ Recognition as thought leaders.	
	☐ Demonstrates impactful contributions through: *(Select all that 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). ☐ 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)	

		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.*
	☐ Excellent physician (if engaged in clinical care).	
Comment		
OVERVIEW **Professor**	☐ Has **broad national recognition** for excellence and competitive in the international arena. ☐ Must have continuous high level of productivity. ☐ Demonstrates skills and qualifications in the following areas such as: exceptional research contribution, leadership and mentorship roles, dissemination of knowledge, impact on the field and community, recognized expertise and influence, service contributions, other achievements that enhance reputation.	
Comment		
Preliminary Decision	Does this candidate meet overview criteria for this track? ☐Yes ☐ No If no, then stop and contact DOM APT Administrative Staff (**DOMFacAffair@mssm.edu**)	
INNOVATION	☐ Demonstrates excellence in investigation and discovery over a **sustained** period of time. ☐ Delivers highly significant, innovative contributions to the field of study with the actual or anticipated impact clearly explained. Evidence of innovation will vary with discipline but may include: *(Select all that apply)* ☐ Novel approaches to problem solving ☐ Product discovery and/or development ☐ Patent applications and patents ☐ Commercialization of inventions ☐ New and/or collaborative programs ☐ Other	
Comment		
RESEARCH	**For Appointment** *(Only complete for Appointments, otherwise go to **For Promotion** section)*: ☐ Recruits/candidates in basic, clinical, or translational research from other academic institutions: Shows sustained record as PI of a scholarly research program with external agency-funded research (e.g. NIH). ☐ Recruits/candidates from industry or non-academic organizations: Demonstrates comparable sustained accomplishment in their discipline and attendant	

		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.*
	recognition: *(Select all that apply)* ☐ Sizeable financial and resource support for their program from their own institution or from external sources. ☐ Contributions to drug development and/or discovery. ☐ Development of new technologies. ☐ Patents and other innovations. ☐ Introduction of new analytical approaches to and tools for manipulation. ☐ Analysis and presentation of data.	
	For promotion: ☐ Candidates for promotion are expected to have extramural funding from agencies such as the NIH.	
Comment		
SCHOLARSHIP	☐ High level production of impactful publications, patents and other forms of communication with emphasis on development and dissemination of new concepts, techniques and methodologies.	
	☐ Consistent scholarly output over time, reflecting continuous productivity.	
	☐ Authorship/Invention: First or last author or an explanation of contributions as middle author on publications or co-inventor on patents.	
	☐ For candidates whose work is in education: original contributions that receive national/international recognition and result in publications in the highest quality journals and in textbooks for educators and invitation to present at premiere professional meetings.	
Comment		
EDUCATION & MENTORING	☐ If for promotion, must demonstrate the ability to attract degree candidates and/or postdoctoral fellows and provide comprehensive mentoring to guide trainees' research and scholarly endeavors If for appointment, highlight similar abilities relevant to the field and settings.	
	☐ Excellent teacher and/or mentor as demonstrated 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.*
	☐ Management of large programs with many junior scientists, physician scientists or other relevant learners and playing a significant role in mentoring junior members toward achievement of individual or collective goals. ☐ Evidence of being a significant role model and mentor such as success of former student becoming independent investigators (for academic candidates) or success in mentoring junior colleagues (for non-academic recruits). ☐ Other	
Comment		
SERVICE, PROFESSIONALISM & CITIZENSHIP	☐ Must have highest level of professionalism. ☐ Demonstrates distinguished service and leadership in administrative, committee or policy-making roles both internally and externally. *(Select all that apply)* ☐ Institutional leadership roles ☐ Institutional awards for service and excellence ☐ Election to an office in scientific societies ☐ Receipt of awards from leading national or international scientific societies. ☐ Appointment to government committees or policy-making bodies. (considered a plus) ☐ Other	
Comment		
FOR TENURE (complete only if candidate is being considered for Tenure)	☐ Fulfills all the requirements for Professor in the Investigator track. ☐ 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. ☐ Has **broad national recognition** for excellence and competitiveness in the international arena. <u>EDUCATION AND TRAINING:</u> ☐ 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.	

		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.*
	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)* ☐ 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.	

		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.*
	● 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.	
ADJUSTMENT of ACADEMIC CLOCK	Adjustment of the academic clock addresses the unique "up-or-out" provisions of the Investigator Track by giving faculty in this track an opportunity, under certain circumstances, to request additional time to meet the criteria for advancement to the next rank or to tenure. **Eligibility for Academic Clock Adjustment (Must meet 2 sets of criteria):** 1. Faculty must be: • Employed full-time in current position for at least six consecutive months; and • In good standing; and • Assigned to Investigator Track; and • Untenured 2. And either: • One of the following two situations must have occurred within the last year: ○ A major change in family-care responsibilities, e.g., child birth or adoption; assumption of primary care giving role for an immediate family member; or ○ Other compelling personal circumstances that have a significant impact on productivity. -OR- • The COVID-19 crisis has resulted in the temporary closure of an investigator's laboratory. **Productivity Expectations** Faculty who are approved for clock adjustments will continue to be subject to productivity expectations set by the School and their Department(s)/Institute(s). **Clock Adjustment** • Each approved request for an academic clock adjustment for a change in family-care responsibilities or other compelling personal circumstances will add one year to the maximum allowable time at the individual's current academic rank. A maximum of two requests may be approved. • Each approved request for an academic clock adjustment relating to the COVID-19 crisis will add one year to the maximum allowable time at the individual's current academic rank. Granting of a clock extension refers specifically to the maximum number of years allowed at a	

		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.*
	particular rank, and is separate and distinct from an individual's term of appointment. In order for a term extension to be applied in full, the individual must remain an active full-time faculty member throughout the period covered by the extension. If an individual receives notice of non-reappointment, the clock adjustment is no longer relevant.	
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 ☐ 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