

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

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> <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>
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> <input type="checkbox"/> Expected to have publications in peer-reviewed journals as first, last or significant contributions as a middle author.	

		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"/> 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> <ul style="list-style-type: none"> <input type="checkbox"/> Patents and commercialization 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 that apply)</i> <ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <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). <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)	

		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"/> Excellent physician (if engaged in clinical care).	
Comment		
OVERVIEW Professor	<input type="checkbox"/> Has broad national recognition for excellence and competitive in the international arena.	
	<input type="checkbox"/> Must have continuous high level of productivity.	
	<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, then stop and contact DOM APT Administrative Staff (DOMFacAffair@mssm.edu)	
INNOVATION	<input type="checkbox"/> Demonstrates excellence in investigation and discovery over a sustained period of time.	
	<input type="checkbox"/> 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)	
	<input type="checkbox"/> Novel approaches to problem solving <input type="checkbox"/> Product discovery and/or development <input type="checkbox"/> Patent applications and patents <input type="checkbox"/> Commercialization of inventions <input type="checkbox"/> New and/or collaborative programs <input type="checkbox"/> Other	
Comment		
RESEARCH	For Appointment (Only complete for Appointments, otherwise go to For Promotion section): <input type="checkbox"/> <u>Recruits/candidates in basic, clinical, or translational research from other academic institutions:</u> Shows sustained record as PI of a scholarly research program with external agency-funded research (e.g. NIH).	
	<input type="checkbox"/> <u>Recruits/candidates from industry or non-academic organizations:</u> Demonstrates comparable sustained accomplishment in their discipline and attendant	

		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>
	recognition: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Sizeable financial and resource support for their program from their own institution or from external sources. <input type="checkbox"/> Contributions to drug development and/or discovery. <input type="checkbox"/> Development of new technologies. <input type="checkbox"/> Patents and other innovations. <input type="checkbox"/> Introduction of new analytical approaches to and tools for manipulation. <input type="checkbox"/> Analysis and presentation of data. 	
	For promotion: <ul style="list-style-type: none"> <input type="checkbox"/> Candidates for promotion are expected to have extramural funding from agencies such as the NIH. 	
Comment		
SCHOLARSHIP	<input type="checkbox"/> High level production of impactful publications, patents and other forms of communication with emphasis on development and dissemination of new concepts, techniques and methodologies.	
	<input type="checkbox"/> Consistent scholarly output over time, reflecting continuous productivity.	
	<input type="checkbox"/> Authorship/Invention: First or last author or an explanation of contributions as middle author on publications or co-inventor on patents.	
	<input type="checkbox"/> <u>For candidates whose work is in education:</u> 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	<input type="checkbox"/> If for <u>promotion</u> , must demonstrate the ability to attract degree candidates and/or postdoctoral fellows and provide comprehensive mentoring to guide trainees' research and scholarly endeavors <u>If for appointment</u> , highlight similar abilities relevant to the field and settings.	
	<input type="checkbox"/> Excellent teacher and/or mentor as demonstrated by any of the following: <i>(Select all that apply)</i>	

		<p>Supporting Evidence</p> <p><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"/> 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. <input type="checkbox"/> 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). <input type="checkbox"/> Other	
Comment		
SERVICE, PROFESSIONALISM & CITIZENSHIP	<input type="checkbox"/> Must have highest level of professionalism. <input type="checkbox"/> Demonstrates distinguished service and leadership in administrative, committee or policy-making roles both internally and externally. <i>(Select all that apply)</i> <input type="checkbox"/> Institutional leadership roles <input type="checkbox"/> Institutional awards for service and excellence <input type="checkbox"/> Election to an office in scientific societies <input type="checkbox"/> Receipt of awards from leading national or international scientific societies. <input type="checkbox"/> Appointment to government committees or policy-making bodies. (considered a plus) <input type="checkbox"/> Other	
Comment		
IMPORTANT CONSIDERATIONS	<p>Appointment and Term:</p> <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. • 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>Supporting Evidence</p> <p><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>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>ADJUSTMENT of ACADEMIC CLOCK</p>	<p>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.</p> <p>Eligibility for Academic Clock Adjustment (Must meet 2 sets of criteria):</p> <ol style="list-style-type: none"> 1. Faculty must be: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • One of the following two situations must have occurred within the last year: <ul style="list-style-type: none"> ○ 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. <p>Productivity Expectations</p> <p>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).</p> <p>Clock Adjustment</p> <ul style="list-style-type: none"> • 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. <p>Granting of a clock extension refers specifically to the maximum number of years allowed at a 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</p>

		<p>Supporting Evidence</p> <p><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>throughout the period covered by the extension. If an individual receives notice of non-reappointment, the clock adjustment is no longer relevant.</p>	
TRACK SWITCH CRITERIA	<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</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: ☐ 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