Department of Medicine
Instructor and Assistant Professor
Appointment and Promotion Process

DOM Faculty Affairs Link for Appointment Requests:
Always refer candidate to the DOM Faculty Affairs link below for the most current MSHS template and instructions
https://icahn.mssm.edu/about/departments/medicine/faculty-affairs

STEP 1: **Process initiated by the Site Administrator**	Site Administrator emails required documents to: Tonya.adams@mssm.edu, Alissa.nurnberger@mssm.edu, and Viondra.herring@mssm.edu 1. Updated ISMMS CV *(Word version only)* 2. Junior Transaction APT Form ➢ CP/AL, CE/SE and Research Tracks only ➢ Investigator Track requires a chair statement 3. DOM Checklist *(Initial appointment only)*
STEP 2: **DOM Faculty Affairs** **[1 Week]**	Once documents are reviewed and approved by DOM Faculty Affairs: 1. Packet is routed to the ISMMS System Division Chief and System Chair for approval/signature. 2. DOM Faculty Affairs initiates the request in the Dean's Office APT Tracker in Sinai Central and notifies the candidate via email. 3. Request Life Number
STEP 3: **Dean's Office Sinai Central APT Tracker**	The APT Tracker system sends candidate a system-generated email advising to upload their updated ISMMS CV and electronically sign the required documents. After the candidate completes and submits their part, the request is then routed to the DOM FAT for uploading of the executed APT request form, and the request is then finalized and submitted to the Dean's Office.
STEP 4: **Dean's Office Tracker** **[2 months]**	The candidate is placed on an upcoming agenda and presented at an upcoming APT committee meeting. Once approved, the request is reviewed by Dean Nestler for final approval within the same month. Candidate and System Division Administrator have full access to review request throughout the process for tracking purposes.
STEP 5: **Dean's Office sends list of approved A&P requests to Department Chairs** **[Overall Estimated Process Timeframe: 2 Months]**	Tonya sends the following to Site Leadership and Administrator: 1. An electronic notification of all approved Candidates 2. A system-generated copy of the letter that is emailed directly to the candidate from the Dean's Office APT Tracker. Once the academic appointment has been approved, HR will finalize processing the provider in Sinai Cloud.