

DOM APT Reviewer Checklist

Research 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

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)

		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>
OVERVIEW Across all ranks	<input type="checkbox"/> Scientist who is a key member of a research team, support the activities or multiple investigators or a Shared Resource Facility (SRF), or play a substantial institutional leadership role that broadly supports the institution's scientific enterprise.	
	<input type="checkbox"/> Contributes to innovative and entrepreneurial ways to his/her research programs and to the School. <u>Note:</u> A direct independent research program is not required.	
	For Initial Appointment: (Only complete for Appointments, otherwise go to For Promotion section) <u>Candidates from academia:</u> <input type="checkbox"/> Expected to have a record of role in publications.	

		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"/> Record of role in grant acquisition. <u>Candidates from non-academic backgrounds:</u> Based on metrics relevant to their field and professional background May provide evidence of: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Participation in high-impact research <input type="checkbox"/> Patents or commercialization of discoveries <input type="checkbox"/> Program development and leadership <input type="checkbox"/> Dissemination of their work 	
	<u>For promotion:</u> <input type="checkbox"/> Evidence of publication including first and last authorship positions as well as significant contributions as middle author. <input type="checkbox"/> Funding support is mainly from extramural-funded grants. (Rare exceptions) <input type="checkbox"/> Evidence of substantial research activities (vary with role) <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> For Key Research team member or SRF directors: must show evidence of increasing contributions to and scholarship in area of expertise. <input type="checkbox"/> Evidence of a defined, key role in acquisition of grant funding. <input type="checkbox"/> Demonstrable impact on the research environment in the School (e.g. leading policy development and implementation; or identifying and overseeing provision of new equipment, technology and services broadly accessible to school users). <input type="checkbox"/> Shows expanding external recognition of expertise and accomplishments. <input type="checkbox"/> Expected to demonstrate increasing service and leadership in administrative and policy-making functions of the institution and the broader scientific and medical communities. <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Substantial contributions to committees critical to the school's mission and affiliated hospitals (e.g. institutional biosafety committee). (Considered a plus) 	

		<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"/> Outstanding service in administrative leadership role (e.g. Vice-Chair, program Director, or Dean). (Considered a plus)	
Comment		
OVERVIEW Associate Professor	<input type="checkbox"/> Key member of a research team serving a critically important function in a SRF, a departmental core facility/research program, <u>or</u> have an influential institutional role that advances the School's research mission. <input type="checkbox"/> Expected to play an important role to obtaining funding for research projects of multiple investigators. <input type="checkbox"/> Expected to have publications that demonstrate contributions to the body of scientific knowledge by their research team or their core facility. <input type="checkbox"/> May be involved in developing or implementing innovative approaches in their areas of expertise. <input type="checkbox"/> Recognized beyond the institution for contributions to the success of a large research program or leadership of a core facility.	
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 (DOMFacAffairs@mssm.edu)	
SERVICE, PROFESSIONALISM, MENTORING & CITIZENSHIP	<input type="checkbox"/> Possess a strong record of professionalism and good citizenship. <input type="checkbox"/> Demonstrates commitment to service within the department, school, health systems or external organizations by active participation in committees and fulfillment of administrative responsibilities. <input type="checkbox"/> Excellent role model and mentor to faculty, postdoctoral fellows and staff.	
Comment		
IMPORTANT CONSIDERATIONS	Appointment and Term <ul style="list-style-type: none"> Appointment and promotion to the rank of Associate Professor is upon recommendation by the Department Chair with subsequent approval by the Committee on Appointments, Promotions and Tenure. The term of appointment can be 1, 2 or 3 years. Reappointment and Non-Reappointment:	

	<p align="center">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>
	<ul style="list-style-type: none"> • In the absence of an employment contract, the Chair will provide notice of reappointment or non-reappointment. • Terms can be 1, 2, or 3 years. • Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean. • No limit on reappointments. • If a decision to reappoint a faculty member is made during a term extension as described, the reappointment notice must be in writing from the Chair. The reappointment will commence retroactive to the first day following completion of the original term of appointment. • In the event of non-reappointment, the Chair will provide written notice. Minimum of 6 months on 1 or 2-year terms; Minimum one-year notice on terms more than 2 years. <p>Tenure:</p> <ul style="list-style-type: none"> • Under exceptional circumstances, Associate Professors in the Research Track may be considered for tenure. • Must exceed the requirements for appointment or promotion for this rank and track. • Career must reflect continuous and sustained accomplishment. • Must have a record of independent research (whether a member of a research team or leader of an SRF). • Must show evidence by extramural funding support and original publications. • Must be nationally recognized for their contributions to biomedical research. • The recommendation of exceptionally qualified faculty for tenure may be made at any time by the Chair. • Requires approval by the Committee on Appointments, Promotions and Tenure. <p>Promotion:</p> <ul style="list-style-type: none"> • The Chair may, at any time, recommend exceptionally qualified faculty for promotion to the rank of Research Professor.
TRACK SWITCH CRITERIA	<input type="checkbox"/> No Federal Funding <input type="checkbox"/> Expired Grant Funding

****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