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
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**	☐ 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.	
	☐ Contributes to innovative and entrepreneurial ways to his/her research programs and to the School. Note: A direct independent research program is not required.	
	For Initial Appointment: *(Only complete for Appointments, otherwise go to **For Promotion** section)* Candidates from academia: ☐ Expected to have a record of role in publications.	

		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.*
	☐ Record of role in grant acquisition. Candidates from non-academic backgrounds: Based on metrics relevant to their field and professional background May provide evidence of: *(Select all that apply)* ☐ Participation in high-impact research ☐ Patents or commercialization of discoveries ☐ Program development and leadership ☐ Dissemination of their work	
	For promotion: ☐ Evidence of publication including first and last authorship positions as well as significant contributions as middle author.	
	☐ Funding support is mainly from extramural-funded grants. (Rare exceptions)	
	☐ Evidence of substantial research activities (vary with role) *(Select all that apply)* ☐ For Key Research team member or SRF directors: must show evidence of increasing contributions to and scholarship in area of expertise. ☐ Evidence of a defined, key role in acquisition of grant funding. ☐ 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).	
	☐ Shows expanding external recognition of expertise and accomplishments.	
	☐ Expected to demonstrate increasing service and leadership in administrative and policy-making functions of the institution and the broader scientific and medical communities. *(Select all that apply)* ☐ Substantial contributions to committees critical to the school's mission and affiliated hospitals (e.g. institutional biosafety committee). (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.*
	☐ Outstanding service in administrative leadership role (e.g. Vice-Chair, program Director, or Dean). (Considered a plus)	
Comment		
OVERVIEW **Associate Professor**	☐ Key member of a research team serving a critically important function in a SRF, a departmental core facility/research program, or have an influential institutional role that advances the School's research mission.	
	☐ Expected to play an important role to obtaining funding for research projects of multiple investigators.	
	☐ Expected to have publications that demonstrate contributions to the body of scientific knowledge by their research team or their core facility.	
	☐ May be involved in developing or implementing innovative approaches in their areas of expertise.	
	☐ 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? ☐ Yes ☐ No If no, then stop and contact DOM APT Administrative Staff (DOMFacAffairs@mssm.edu)	
SERVICE, PROFESSSIONALISM, MENTORING & CITIZENSHIP	☐ Possess a strong record of professionalism and good citizenship.	
	☐ Demonstrates commitment to service within the department, school, health systems or external organizations by active participation in committees and fulfillment of administrative responsibilities.	
	☐ Excellent role model and mentor to faculty, postdoctoral fellows and staff.	
Comment		
FOR TENURE (complete only if candidate is being considered for Tenure)	☐ Exceeds all requirements for Associate Professor on the Research Track ☐ Demonstrates continuous and sustained accomplishment as a member of a research team or a leader of a specialized research facility. ☐ Have a record of excellence in the dissemination of knowledge and professionalism.	

		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.*
	☐ Must be **nationally recognized** for and highly competitive in their contributions to biomedical research. EDUCATION AND TRAINING: ☐ Educational development of students, postdoctoral trainees, junior faculty and/or mentees documented in learner reviews, extramural audiences or expert reviewers holding professorial rank or equivalent senior status at other institutions, professional organizations, or government agencies. SERVICE & CONTRIBUTIONS TO THE INSTITUTIONAL MISSION: ☐ Inception or leadership of impactful 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: ☐ Evidence of a continuous stream of scientific investigation and scholarship, typically reflected in any of the following: (*Select all that apply*) ☐ Peer-reviewed original research 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 EXTRAMURAL FUNDING & SUPPORT: ☐ **Current** faculty of the Icahn School of Medicine at Mount Sinai must provide evidence 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. OR ☐ **Newly appointed** faculty require a record of independent research evidenced by extramural support as Principal Investigator and primary award recipient unless tenured at their prior institution. 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.*
	☐ Invitations to serve on National Institutes of Health study sections and other grant review panels ☐ Invitations to serve on journal editorial boards ☐ Leadership positions in national or international professional or scientific societies ☐ Invitations to organize or chair meetings and symposia at national or international venues
Comment	
IMPORTANT CONSIDERATIONS	Appointment and Term • 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: • 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. Tenure: • Under exceptional circumstances, Associate Professors in the Research Track may be considered for tenure. • 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. Promotion: • The Chair may, at any time, recommend exceptionally qualified faculty for promotion to the rank of Research Professor.
TRACK SWITCH CRITERIA	☐ No Federal Funding ☐ 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