

# DOM APT Reviewer Checklist

## Research 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)

		<b><u>Supporting Evidence</u></b> 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.
<b>OVERVIEW</b> 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.	
	<b><u>For Initial Appointment:</u></b> (Only complete for Appointments, otherwise go to <b><u>For Promotion</u></b> section): <b><u>Candidates from academia:</u></b> <input type="checkbox"/> Expected to have a record of role in publications. <input type="checkbox"/> Record of role in grant acquisition.	

		<b>Supporting Evidence</b> <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><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></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participation in high-impact research.</li> <li><input type="checkbox"/> Patents or commercialization of discoveries.</li> <li><input type="checkbox"/> Program development and leadership.</li> <li><input type="checkbox"/> Dissemination of their work.</li> </ul>	
	<p><b><u>For promotion:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of publication including first and last authorship positions as well as significant contributions as middle author.</li> <li><input type="checkbox"/> Funding support is mainly from extramural-funded grants. (Rare exceptions)</li> <li><input type="checkbox"/> Evidence of substantial research activities (vary with role):  <i>(Select all that apply)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> For Key Research team member or SRF directors  Must show evidence of increasing contributions to and scholarship in area of expertise.</li> <li><input type="checkbox"/> Evidence of a defined, key role in acquisition of grant funding.</li> <li><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).</li> </ul> </li> <li><input type="checkbox"/> Shows expanding external recognition of expertise and accomplishments.</li> <li><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"> <li><input type="checkbox"/> Substantial contributions to committees critical to the school's mission and affiliated hospitals (e.g. institutional biosafety committee). (Considered a plus)</li> </ul> </li> </ul>	

		<b>Supporting Evidence</b> <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"/> Outstanding service in administrative leadership role (e.g. Vice-Chair, program Director, or Dean). (Considered a plus)	
Comment		
<b>OVERVIEW Professor</b>	<input type="checkbox"/> Outstanding individual renowned for his/her expertise. <input type="checkbox"/> Plays an indispensable and distinct senior role, whether as a member of a research team pursuing cutting edge science, serving as Director of an institutional SRF that is critical to advancing the boundaries of science, playing a critical departmental research leadership role, or occupying an important institutional research leadership position. <input type="checkbox"/> Must play an essential role in obtaining extramural funding for multiple projects and/or groups. ( <u>Note:</u> An independent extramural funding is not required) <input type="checkbox"/> If part of an active research team, must demonstrate creative scholarship through extensive contributions to peer-reviewed publications with innovative and entrepreneurial approaches considered a plus. <input type="checkbox"/> Expected to be recognized <b>nationally</b> through any of the following: ( <i>Select all that apply</i> ) <input type="checkbox"/> Invited scientific presentations, publications, consulting. <input type="checkbox"/> Use of a shared research facility by extramural scientists. <input type="checkbox"/> Participation or leadership in Federal or other governmental advisory boards. <input type="checkbox"/> Participation in the development and adoption of policies and innovative approaches at other academic or research institutions, governmental entities or professional organizations. <input type="checkbox"/> Demonstrates educational contributions through activities such as training other scientists to run a shared research facility, training other scientists to work independently, or providing educational support on institutional or extramural levels.	
Comment		
<b>Preliminary Decision</b>	Does this candidate meet overview criteria for this track? <input type="checkbox"/> Yes <input type="checkbox"/> No	

		<p><b>Supporting Evidence</b></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><b>If no, then stop and contact DOM APT Administrative Staff ( <a href="mailto:DOMFacAffairs@mssm.edu">DOMFacAffairs@mssm.edu</a> )</b></p>	
<b>SERVICE, PROFESSIONALISM, MENTORING &amp; CITIZENSHIP</b>	<input type="checkbox"/> Possess a strong record of professionalism and good citizenship.	
	<input type="checkbox"/> Excellent role model and mentor.	
	<input type="checkbox"/> Active participant and/or leader in internal and external activities that advance the goals of the school and the profession.	
	<input type="checkbox"/> Holds significant administrative responsibility for a program. (Considered a plus)	
	<input type="checkbox"/> Participates in external professional organizations that further scientific discovery, champion integrity and disseminate information to other scientists or the lay public in his/her discipline or in broader fields of science. (Considered a plus)	
Comment		
<b>IMPORTANT CONSIDERATIONS</b>	<p>Appointment and Term</p> <ul style="list-style-type: none"> <li>• Appointment and promotion to the rank of Professor are upon recommendation by the Department Chair with subsequent approval by the Committee on Appointments, Promotions and Tenure.</li> <li>• The term of appointment can be 1,2,3,4 or 5 years.</li> </ul> <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> <li>• In the absence of an employment contract, the Chair will provide notice of reappointment or non-reappointment.</li> <li>• Terms can be 1, 2, 3, 4, or 5 years.</li> <li>• Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean.</li> <li>• No limit on reappointments.</li> <li>• If a decision to reappoint a faculty member 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 the original term of appointment.</li> <li>• 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 &gt;2 years.</li> </ul> <p>Tenure:</p> <ul style="list-style-type: none"> <li>• Under exceptional circumstances, Professors in the Research Track may be considered for tenure.</li> <li>• Given absence of “up-or-out” requirement in this track and the unlimited opportunity for reappointment, granting of tenure requires demonstration of an outstanding level of achievement.</li> </ul>	

		<p><b><u>Supporting Evidence</u></b></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"> <li>• Candidates for tenure must not only fulfill, but also far exceed the requirements for appointment or promotion to the rank of professor.</li> <li>• Career must reflect sustained accomplishment.</li> <li>• Must have a record of independent research (whether a member of a research team or leader of an SRF).</li> <li>• Show evidence by extramural funding support and original publications.</li> <li>• Must be nationally recognized for, and may also be internationally competitive in, their contributions to biomedical research.</li> <li>• The recommendation of exceptionally qualified faculty for tenure may be made at any time by the Chair and requires approval by the Committee on Appointments, Promotions and Tenure.</li> </ul>	
<b>TRACK SWITCH CRITERIA</b>	<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.

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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