# Department of Medicine Senior faculty (Associate Professor or Professor) Appointments and Promotions Process

Dean's Office APT Link for Appointment Requests: Required Documents for Appointment, Promotion or Tenure | Icahn School of Medicine (mssm.edu)

### Process initiated by Site Administration & DOM Faculty Affairs

Required documents from Dean's office APT Link:

- 1. CV (required format)
- 2. Chair Statement
- 3. Other supporting documents
- Clinical Matrix Addendum (for CPAL Track only)
- Clinician Educator/Scientist Educator Addendum (for CE/SE Track only)

Administrators submit required documents in MediTract: Medicine Administration

Administrator notified of targeted agenda date for DOM APT Committee review.

# DOM APT Committee Monthly Meetings to Review Candidates

- Committee receives candidate list and documents one week prior to meeting.
- 2. Post meeting, the Vice Chair of Faculty Affairs compiles Committee recommendations on each candidate and submits it to System Chair for review and final approval.

Within 1 week

#### Sinai Central

Upon completion by the candidate, the request routes back to the DOM APT Administrative Director (Tonya).

Requirements are submitted by the DOM APT administrative office to the Dean's Office.

Candidate and System Division Administrator have full access to review the request throughout the process for tracking purposes

### Receipt of System Chair's Approval

Once the System Chair approves recommendations:

- 1. Division Chiefs receive an email indicating DOM APT Committee's decision (approved or denied), with specific reasons provided if necessary (e.g. too premature or needs mentoring).
- 2. Approved candidates are notified directly and Administrative Director (Tonya Adams) initiates request in Sinai Central (APT Tracker) and uploads Chair Statement.

1-2 days after receipt

# Completed Packet Submitted to Dean's Office for Approval

# Dean's Office approval process:

- 1. Committee Member Selection -Pre Evaluation Committee (Associate Prof)
- -Pre-Ad Hoc Committee (Professor)
- 2. Letters sent to Reviewer Nominees
- 3. Ad Hoc Committee (Professor)
- 4. Appointments and Promotions Committee
- 5. Dean Charney

6 - 12 months

# **Required Documents for Submission**

Candidate receives system-generated email from Sinai Central (APT Tracker) with instructions to submit the following:

- 1. CV (upload)
- 2. Reviewer Nominees: (Fill in)
- Top Publications (Required for CE/SE, Investigator or Research Tracks)
  - Associate Professor: 3
  - Professor: 5
- 4. Clinical Matrix (If applicable)
- 5. CE/SE Addendum (If applicable)

Within 3 business days

#### Dean's Office sends list of approved A&P requests to the System Chair

APT Committee, Ad Hoc & Dean's Office reviews packet within the same month for approval.

- 1. System Chair sends a congratulatory letter to Candidate, Site Chair/Chief and Administrator.
- Tonya emails divisional leadership with effective date and initiates Sinai Cloud HR transaction: title/salary (if applicable).
- 3. Dean's Office creates provider's web profile.
- Overall Estimated Process Timeframe: up to 1 Year