Department of Medicine
Associate Professor and Professor
Appointments, Promotion and Tenure Process

Dean's Office Required Documents Link for APT Requests:
https://icahn.mssm.edu/about/faculty-resources/appointments/document-submission

STEP 1: **Process initiated by the Site Administrator**	Site Administrator emails required documents to DOM Faculty Affairs: Tonya.adams@mssm.edu and Alissa.nurnberger@mssm.edu 1. Updated ISMMS CV *(Word Version Only)* 2. Chair Statement 3. Addendum: • *CP/AL: Clinical Practice and/or Administrative Leadership* • *CE/SE: Clinician Educator or Scientist Educator* *Packet must be reviewed prior to submission in order to avoid delay in processing*
STEP 2: **Committee meets monthly to review candidate being considered:**	Once documents are reviewed and approved by DOM Faculty Affairs: 1. Candidate and Divisional Leadership are advised of edits (if applicable) 2. Once packet is finalized, it is then placed on an upcoming agenda for the DOM APT Committee's review. 3. Two weeks prior to the meeting, the DOM APT Committee receives list of candidates and supporting documents for review. 4. After the meeting, Vice Chair of Faculty Affairs generates email comprised of Committee's feedback on each candidate and submits it to System Chair for review one week after the meeting.
STEP 3: **Email Notification of Committee's Decision**	1. Division Chiefs and Administrators are informed of Committee's decision via email: Approved or Denied (ex: too premature or needs mentoring. 2. Approved candidates are also notified, and Tonya initiates request in Sinai Central APT Tracker and uploads the Chair Statement.
STEP 4: **Required Documents Notification for Submission to Sinai Central**	Candidate receives system-generated email from Sinai Central APT Tracker advising to submit the following: 1. ISMMS CV 2. Reviewer Nominees (Fill in) a) CE/SE, Research or Investigator only) 3. Most Impacted Publications: a) 3 for Associate Professor b) 5 for Professor 4. Addendum: a) CPAL or CE/SE Track Only Once the candidate completes their portion of the request and clicks "submit", it routes back to Tonya for submission to the Dean's Office.

STEP 5: **Dean's Office Step-by-Step Approval Profess:**	**Associate Professor:** 1. Committee Member Selection 2. Pre-Evaluation Committee 3. Letters sent to Reviewer Nominees 4. APT Committee Review 5. Dean Nestler Final Approval **Professor:** 1. Committee Member Selection 2. Pre-Eval Ad Hoc Committee 3. Letters sent to Reviewer Nominees 4. Ad Hoc Committee 5. APT Committee Review 6. Dean Nestler Final Approval
STEP 6: **Dean's Office Approval Notification:**	If approved, a congratulatory letter is sent from the System Chair to Candidate, Site Chair, Division Chief and Administrator. Tonya then emails divisional leadership advising of effective date. For promotion, Sinai Cloud HR transaction requests: title and salary (if applicable) submitted by Divisional Administrator Dean's Office then creates provider's web profile.
Overall Estimated Process Timeframe:	Once packet is submitted to Dean's Office, Process timeframe can take at least 4 months