DOM APT Reviewer Checklist

☐ Clinician Educator Track

OR

☐ Scientist Educator 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
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, Chair Statement, or Educational Addendum.*
OVERVIEW **Across all ranks**	☐ Clinician or scientist who demonstrates a scholarly approach to teaching and education practice.	
	☐ Contributes to the dissemination of knowledge in a clinical or scientific field, in health profession, or in practice of biomedical education.	
	☐ Contributes to and participates in teaching, mentoring, and service and citizenship.	
	Teaching: ☐ Demonstrates excellence in teaching by disseminating knowledge, skills and behavior through diverse	

		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, Chair Statement, or Educational Addendum.*
	methods (e.g. small/large group, lecture, simulation) in various venues (e.g. classroom, clinical, lab/bench, online, continuing professional development) to diverse learners (e.g. students, residents, fellows, trainees, peers, community members).	
	Mentoring: ☐ Demonstrates ability to mentor by developing professional relationships that foster personal and professional growth.	
	Inclusion and Health Equity ☐ Engages in and lead programs, strategies, committees or experiences that foster and advance a diverse, equitable and inclusive environment in science and medicine at the school, department, hospital, health system, community, and/or professional organizational level. ☐ Contribute efforts that are innovative, enhancing, integrative and coordinated in education, clinical practice, and/or research (considered a plus)	
	Service and Citizenship: ☐ Engages in activities that further the mission and goals of the school, department, hospital, health system, community, or national professional organization. *(Select all that apply)* ☐ Participation and/or leadership of school and/or health system committees. ☐ Awards/recognition for service and citizenship. ☐ Development of programs or initiatives that support the mission and goals of the institution, community, or national professional organization.	
Comment		
OVERVIEW Professor	☐ Widely recognized at **national and/or international level** for accomplishments.	
Comment		
CLINICAL CARE (Only Complete For Clinician Educators)	☐ Widely perceived as an outstanding clinician.	
	☐ Actively sought after at an institutional, **regional and national** level for their clinical expertise.	
	☐ Increasing volume of cases, reflecting expanding referral patterns.	

		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, Chair Statement, or Educational Addendum.*
Comment		
SCIENTIFIC RESEARCH (Only Complete For Scientist Educators)	Demonstrates competence in research as a scientist at the **national and international level** through: ☐ Record of prior or ongoing grant support (fellowship/ training/ research grant). ☐ Evidence of engagement/scholarship at a regional level. ☐ First or senior authorship on scientific publications and other forms of dissemination.	
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)	
Scholarly approach to teaching and educational practice	☐ Direct teaching of students/ trainees/ colleagues/ community/patients. **Sustained, active** participation in **2 or more** of the following teaching activities: *(Select all that apply)* ☐ Teaching in the classroom/other education spaces (e.g. simulation lab, standardized patient center). ☐ Teaching in clinical settings. ☐ Facilitating seminars, small groups, & journal clubs or laboratory sessions. ☐ Teaching in continuing professional development programs. ☐ Serving as the primary teacher for a course or program. ☐ Development or adoption of innovative teaching methods grounded in learning principles such as simulation, standardized patient experiences, virtual reality experiences, laboratory exercises, team-based learning exercises, etc. (part 1 of Educational Addendum). ☐ Sustained integration of that align with the Icahn School of Medicine at Mount Sinai's Mission, Vision, and Core Values in teaching activities (part 2 of Educational Addendum). ☐ Leadership of efforts that ensure learners are treated equitably and inclusively (part 3 of Educational Addendum).	

		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, Chair Statement, or Educational Addendum.*
	☐ Evidence of outstanding teaching quality (numeric and/or qualitative) by learners, peers and/or education program leaders. ☐ Sustained adoption of assessment methods that are observable, measurable, relevant, replicable, aligned with goals and objectives, and outcome-focused (part 4 of Educational Addendum). ☐ National and/or international awards for teaching excellence ☐ Invitations to teach nationally or internationally at universities, health systems, etc.	
	☐ Development of new curriculum, course, clerkship program, training grant, conference, seminar series, or massive online open course in an area of clinical or scientific expertise or in health profession and/or biomedical education with national or international impact (part 5 of Educational Addendum).	
	☐ Creation of novel or unique teaching methods or materials, including educational software, videos or web-based materials with national or international impact (part 6 of Educational Addendum).	
	☐ Creation of novel or unique evaluation or assessment methods with evidence of national or international impact (part 7 of Educational Addendum).	
	☐ Establishment of partnerships or programs to enhance faculty development in an area of clinical scientific expertise, or in health professions and/or biomedical education with evidence of national or international impact (part 8 of Educational Addendum).	
	☐ Development or enhancement of one or more educational opportunities with evidence of national or international impact (part 9 of Educational Addendum)	
	☐ Engagement in educational, professional or scientific societies including, but not limited to committee, subcommittee or interest groups (part 10 of Educational Addendum). *(Select all that apply)* ☐ Leadership at the national or international level.	

		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, Chair Statement, or Educational Addendum.*
	☐ Service on committees/governing boards developing materials, policies or guidelines for training and education.	
	☐ Recognition for educational excellence. *(Select all that apply)* ☐ National or international awards recognition or awards related to education or scholarship. ☐ Visiting professorship and/or extramural invitations to lecture/participate in national or international academic meetings, symposia or seminars.	
	☐ Leadership role(s) in educational or academic program (e.g. course-, clerkship-, site-, residency-, fellowship-training area-, graduate- program director, division director, laboratory director, etc.) (part 11 of Educational Addendum) *(Select all that apply)* ☐ Leadership role at the director/health system level. ☐ Sustained demonstration of continuous quality improvement efforts and program evaluation outcomes related to leadership role. ☐ Leadership of education related committees at the site/health system level.	
Comment		
SCHOLARSHIP AND DISSEMINATION	☐ Peer-reviewed publications (including web-based): ☐ Ongoing and sustained record of peer-reviewed publications related to a clinical or scientific field or to health professions education (including educational methods, assessment, education policy, diversity, equity and inclusion, review articles, case series, systematic reviews, invited papers, white papers, etc.). OR ☐ Show evidence of sustained scholarly publications related to biomedical research or clinical medicine relevant to education, mentoring, advising and/or coaching.	
	☐ Textbook and book chapters: editorial role in textbooks.	

		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, Chair Statement, or Educational Addendum.*
	☐ Print or media resource materials for learners, patients or lay audience (e.g. free open access medical educational materials, podcasts, clinical/educational blogs): ☐ Ongoing, consistent development of methods or materials with impact data such as view count or downloads.	
	☐ Presentations, Awards & Grants: *(Select all that apply)* ☐ Invitations to teach nationally or internationally at universities, health system, etc. ☐ National/ international workshops or invited talks. ☐ Invited participation in national/international webinars. ☐ National/international recognition or awards for scholarship, mentorship, and/or diversity, equity and inclusion efforts. ☐ Principal investigator role(s) on scientific, education-related, and/or training grants (e.g. T32)	
	☐ Editorial and/or grant review service: *(Select all that apply)* ☐ Editorial board membership or editor roles on educational, clinical, and/or biomedical research journals, or for educational content sections of specialty journals. ☐ Chair of grant study review committees or study sections.	
Comment		
For TENURE (Only complete for candidates being considered for Tenure)	☐ Must **exceed** requirements for appointment or promotion to the rank of Professor in the Clinician Educator or Scientist Educator track. ☐ Demonstrates sustained, superior productivity and leadership. ☐ Demonstrates excellence in the dissemination of knowledge and professionalism. ☐ Shows a high likelihood of continued success ☐ Widely recognized at **national and/or international level** for accomplishments. <u>EDUCATION AND TRAINING:</u> ☐ Evidence of sustained, broadly impactful outcomes related to teaching and educational practice.	

		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, Chair Statement, or Educational Addendum.*
	☐ Evidence of national and/or international contributions to the dissemination of knowledge. ☐ Demonstrates excellence across the breadth of categories described in the Educational Addendum. <u>SERVICE & CONTRIBUTIONS TO THE INSTITUTIONAL MISSION:</u> ☐ Inception or leadership of 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. <u>PATIENT CARE & CLINICAL PRACTICE (for Clinician-Educator candidates):</u> ☐ An established reputation both institutionally and beyond as a source of excellent clinical care as demonstrated by: *(Select all that apply)* ☐ Awards ☐ Clinical leadership roles ☐ Quality metrics ☐ Reputation as an expert in a clinical field ☐ Recognition as an individual influencing standard for clinical practice <u>SCIENTIFIC RESEARCH & DISCOVERY (for Scientist-Educator candidates):</u> ☐ Leadership in research and discovery with broad impact, sustained engagement at the national and/or international levels, and dissemination of scientific investigation and scholarship as senior author in peer-reviewed publications or in other formats.	
Comment		
IMPORTANT CONSIDERATIONS	Appointment and term: • 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. • Term of appointment can be 1,2,3,4 or 5 years. Reappointment and Non-Reappointment: ● Terms can be 1, 2, 3, 4, or 5 years. ● Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean. ● No limit on reappointments. ● In the event of non-reappointment the Chair will provide written notice. ● Notice of non-reappointment is minimum 6 months before term end date for 1 or 2-year terms; minimum one-year notice on terms more than 2 years. Promotion: ● The Chair may, at any time, recommend exceptionally qualified faculty for promotion to Professor. Tenure:	

	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, Chair Statement, or Educational Addendum.*
	• Candidates may be considered for tenure at any time during appointment or promotion, as well as at any time during their term as professor. • The recommendation of exceptionally qualified faculty for tenure may be made by any time by the Chair. • Requires APT committee review and approval.
TRACK SWITCH CRITERIA	

**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