

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: Select a Department

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)*

		Supporting Evidence <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, Chair Statement, or Educational Addendum.</i>
OVERVIEW Across all ranks	<input type="checkbox"/> Clinician or scientist who demonstrates a scholarly approach to teaching and education practice. <input type="checkbox"/> Contributes to the dissemination of knowledge in a clinical or scientific field, in health profession, or in practice of biomedical education. <input type="checkbox"/> Contributes to and participates in teaching, mentoring, diversity, equity and inclusion efforts, and service and citizenship.	
	<u>Teaching:</u>	

		Supporting Evidence
		<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, Chair Statement, or Educational Addendum.</i></p>
	<input type="checkbox"/> Demonstrates excellence in teaching by disseminating knowledge, skills and behavior through diverse 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).	
	<p><u>Mentoring:</u></p> <input type="checkbox"/> Demonstrates ability to mentor by developing professional relationships that foster personal and professional growth.	
	<p><u>Diversity, Equity and Inclusion:</u></p> <input type="checkbox"/> Engages in and/or has leadership roles in 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 organization level	
	<p><u>Service and Citizenship:</u></p> <input type="checkbox"/> Engages in activities that further the mission and goals of the school, department, hospital, health system, community, or national professional organization. <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Participation and/or leadership of school and/or health system committees. <input type="checkbox"/> Awards/recognition for service and citizenship. <input type="checkbox"/> Development of programs or initiatives that support the mission and goals of the institution, community, or national professional organization. 	
Comment		
OVERVIEW Professor	<input type="checkbox"/> Widely recognized at national and/or international level for accomplishments.	
Comment		
CLINICAL CARE (Only Complete For Clinician Educators)	<input type="checkbox"/> Widely perceived as an outstanding clinician.	
	<input type="checkbox"/> Actively sought after at an institutional, regional and national level for their clinical expertise.	
	<input type="checkbox"/> Increasing volume of cases, reflecting expanding referral patterns.	

	<p align="center">Supporting Evidence</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, Chair Statement, or Educational Addendum.</i></p>
<p>Comment</p>	
<p>SCIENTIFIC RESEARCH (Only Complete For Scientist Educators)</p>	<p>Demonstrates competence in research as a scientist at the national and international level through:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of prior or ongoing grant support (fellowship/ training/ research grant). <input type="checkbox"/> Evidence of engagement/scholarship at a regional level. <input type="checkbox"/> First or senior authorship on scientific publications and other forms of dissemination.
<p>Comment</p>	
<p>Preliminary Decision</p>	<p>Does this candidate meet overview criteria for this track? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, then stop and contact DOM APT Administrative Staff (DOMFacaffairs@mssm.edu)</p>
<p>Scholarly approach to teaching and educational practice</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Direct teaching of students/ trainees/ colleagues/ community/patients. Sustained, active participation in 2 or more of the following teaching activities: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Teaching in the classroom/other education spaces (e.g. simulation lab, standardized patient center). <input type="checkbox"/> Teaching in clinical settings. <input type="checkbox"/> Facilitating seminars, small groups, & journal clubs or laboratory sessions. <input type="checkbox"/> Teaching in continuing professional development programs. <input type="checkbox"/> Serving as the primary teacher for a course or program. <input type="checkbox"/> 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). <input type="checkbox"/> Sustained integration of topics pertaining to racism, diversity, equity, inclusion, health care disparities, and bias in teaching activities (part 2 of Educational Addendum). <input type="checkbox"/> Leadership of efforts that ensure learners are treated equitably and inclusively regardless of race, gender identity, sexual orientation, ability

	<p style="text-align: center;">Supporting Evidence</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, Chair Statement, or Educational Addendum.</i></p>	
	<p>status, cultural or socioeconomic background (part 3 of Educational Addendum).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of outstanding teaching quality (numeric and/or qualitative) by learners, peers and/or education program leaders. <input type="checkbox"/> Sustained adoption of assessment methods that are observable, measurable, relevant, replicable, aligned with goals and objectives, and outcome-focused (part 4 of Educational Addendum). <input type="checkbox"/> National and/or international awards for teaching excellence <input type="checkbox"/> Invitations to teach nationally or internationally at universities, health systems, etc. <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> Creation of novel or unique evaluation or assessment methods with evidence of national or international impact (part 7 of Educational Addendum).</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> Creation or enhancement of teaching and learning opportunities for those who have historically been excluded or underserved by clinical or academic medicine with evidence of national or international impact (part 9 of Educational Addendum)</p> <p><input type="checkbox"/> Engagement in educational, professional or scientific societies including, but not limited to committee,</p>	This area is intentionally left blank for supporting evidence

		Supporting Evidence
		<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, Chair Statement, or Educational Addendum.</i></p>
	<p>subcommittee or interest groups (part 10 of Educational Addendum). (Select all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leadership at the national or international level. <input type="checkbox"/> Service on committees/governing boards developing materials, policies or guidelines for training and education. <p><input type="checkbox"/> Recognition for educational excellence. (Select all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> National or international awards recognition or awards related to education or scholarship. <input type="checkbox"/> Visiting professorship and/or extramural invitations to lecture/participate in national or international academic meetings, symposia or seminars. <p><input type="checkbox"/> 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)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leadership role at the director/health system level. <input type="checkbox"/> Sustained demonstration of continuous quality improvement efforts and program evaluation outcomes related to leadership role. <input type="checkbox"/> Leadership of education related committees at the site/health system level. 	
Comment		
SCHOLARSHIP AND DISSEMINATION	<p><input type="checkbox"/> Peer-reviewed publications (including web-based):</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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.). <p style="text-align: center;"><u>OR</u></p>	

		<p style="text-align: center;">Supporting Evidence</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, Chair Statement, or Educational Addendum.</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Show evidence of sustained scholarly publications related to biomedical research or clinical medicine relevant to education, mentoring, advising and/or coaching. <input type="checkbox"/> Textbook and book chapters: editorial role in textbooks. <input type="checkbox"/> Print or media resource materials for learners, patients or lay audience (e.g. free open access medical educational materials, podcasts, clinical/educational blogs): <ul style="list-style-type: none"> <input type="checkbox"/> Ongoing, consistent development of methods or materials with impact data such as view count or downloads. <input type="checkbox"/> Presentations, Awards & Grants: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Invitations to teach nationally or internationally at universities, health system, etc. <input type="checkbox"/> National/ international workshops or invited talks. <input type="checkbox"/> Invited participation in national/international webinars. <input type="checkbox"/> National/international recognition or awards for scholarship, mentorship, and/or diversity, equity and inclusion efforts. <input type="checkbox"/> Principal investigator role(s) on scientific, education-related, and/or training grants (e.g. T32) <input type="checkbox"/> Editorial and/or grant review service: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Editorial board membership or editor roles on educational, clinical, and/or biomedical research journals, or for educational content sections of specialty journals. <input type="checkbox"/> Chair of grant study review committees or study sections. 	
<p>Comment</p>		
<p>IMPORTANT CONSIDERATIONS</p>	<p>Appointment and term:</p> <ul style="list-style-type: none"> • 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. 	

	<p style="text-align: center;">Supporting Evidence</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, Chair Statement, or Educational Addendum.</i></p>
	<ul style="list-style-type: none"> • Term of appointment can be 1,2,3,4 or 5 years. <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> • 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. <p>Promotion:</p> <ul style="list-style-type: none"> • The Chair may, at any time, recommend exceptionally qualified faculty for promotion to Professor. <p>Tenure:</p> <ul style="list-style-type: none"> • Candidates may be considered for tenure at any time during appointment or promotion, as well as at any time during their term as professor. • Must far exceed expectations for appointment and promotion to Professor. • Demonstrate outstanding level of achievement. • Must demonstrate sustained accomplishments, superior productivity and leadership. Excellence in the dissemination of knowledge. • Given absence of “up-or-out” requirement in this track and the unlimited opportunity for reappointment, candidates must not only fulfill, but also far exceed the requirements for rank. • The recommendation of exceptionally qualified faculty for tenure may be made by any time by the Chair. • Requires APT committee review and approval.
<p>TRACK SWITCH CRITERIA</p>	

**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