DOM APT Reviewer Checklist

☐ Clinician Educator Track

OR

☐ Scientist Educator Track

ASSOCIATE 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.	
	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 Associate Professor	☐ Widely recognized at **MSHS, or at the regional level** for accomplishments.	
Comment		
CLINICAL CARE (Only Complete For Clinician Educators)	☐ The candidate must be an Excellent clinician.	
	☐ Recognized **institutionally and regionally**, as provider of excellent care. (*Select all that apply*) ☐ Recognition/awards for clinical care. ☐ Record of success caring for other physicians' patients ☐ General reputation on clinical subjects	
	☐ Increasing volume of cases, reflecting expanding referral patterns.	
Comment		
SCIENTIFIC RESEARCH	Demonstrates competence in research as a scientist with **regional** impact through:	

		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.*
(Only Complete For Scientist Educators)	☐ 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. 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). ☐ Integration of topics pertaining to racism, diversity, equity, inclusion, health care disparities, and bias in teaching activities (part 2 of Educational Addendum). ☐ Contributions to efforts that ensure learners are treated equitably and inclusively regardless of race, gender identity, sexual orientation, ability status, cultural or socioeconomic background (part 3 of Educational Addendum). ☐ Evidence of outstanding teaching quality (numeric and/or qualitative) by learners, peers and/or education program leaders.	

		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.*
	☐ Adoption of assessment methods that are observable, measurable, relevant, replicable, aligned with goals and objectives, and outcome-focused (part 4 of Educational Addendum). ☐ Local and/or regional awards for teaching excellence ☐ Invitations to reach locally or regionally 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 local or regional impact (part 5 of Educational Addendum).	
	☐ Creation of novel or unique teaching methods or materials, including educational software, videos or web-based materials with local or regional impact (part 6 of Educational Addendum).	
	☐ Creation of novel or unique evaluation or assessment methods with evidence of local or regional 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 local or regional impact (part 8 of Educational Addendum).	
	☐ 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 local or regional impact (part 9 of Educational Addendum).	
	☐ Engagement in educational, professional or scientific societies (part 10 of Educational Addendum). *(Select all that apply)* ☐ Leadership at the regional level. ☐ Service on local/regional committees developing policies and guidelines for training and education.	
	☐ Recognition for educational excellence. *(Select all that apply)*	

		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.*
	☐ Local or regional awards related to education or scholarship ☐ Visiting professorship and/or extramural invitations to lecture/participate in local/regional academic meetings, symposia or seminars.	
	☐ Leadership role(s) in an 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 associate/assistant/site director level. ☐ Demonstration of continuous quality improvement efforts and program evaluation outcomes related to leadership role. ☐ Service on 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: authorship of chapters.	
	☐ Print or media resource materials for learners, patients or lay audience (e.g. free open access medical educational materials, podcasts, clinical/educational blogs): Development of methods or materials with impact data such as view count or downloads.	

		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.*
	☐ Presentations, Awards & Grants: *(Select all that apply)* ☐ Invitations to reach locally or regionally at universities, health system, etc. ☐ Regional workshops or invited talks. ☐ Invited participation in local or regional webinars. ☐ Local or regional recognition or awards for scholarship, mentorship, and/or diversity, equity and inclusion efforts. ☐ Inclusion as an investigator on scientific, education-related, and/or training grants (e.g. T32).	
	☐ Editorial and/or grant review service: *(Select all that apply)* ☐ Ad hoc roles as manuscript reviewer for educational, clinical, and/or biomedical research journals, or for educational content sections of specialty journals. ☐ Membership on grant review study committees or sections.	
Comment		
IMPORTANT CONSIDERATIONS	Appointment and term: • Appointment is at discretion of Department Chair. • 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. • If a decision to reappoint a faculty member is made during a term extension as described in the section on notices of non-reappointment, 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. • 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: • Under exceptional circumstances, an Associate Professor may be given 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.*
	• Must exceed expectations for appointment and promotion to Associate Professor. • Must demonstrate sustained accomplishments, superior productivity and leadership. • Excellence in the dissemination of knowledge. • Demonstrate a high likelihood of continued success. • The recommendation of exceptionally qualified faculty for tenure may be made by any time by the Chair. • Requires approval by the committee on APT.
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.

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