Department of Medicine

Associate Professor or Professor Appointments and Promotions Process

Revised: 1-27-21

Process is initiated by DOM Faculty Affairs

Monthly email sent to site Chairs, Division Chiefs and Administrators requesting CV (required format), Chairman's Statement and Clinical Matrix Addendum (for Practice and/or Administrative Leadership Track only) for all candidates.

Administrators emails abovementioned documents to Tonya Adams and Jasmine Young

Administrator notified of targeted agenda date.

Sinai Central

Tonya is then notified to upload executed chair statement. Then, packet is complete and submitted to Dean's Office within Sinai Central.

E)

Candidate and System Division Administrator has full access to review request throughout the process for tracking purposes Committee meets monthly to review candidate being considered

One week prior to meeting, Committee is sent a list of candidates and supporting documents for review.

After meeting, Vice Chair of Faculty Affairs generates email comprised of Committee's feedback on each candidate and submits to System Chair for approval.

Within 1 week

Completed Packet Submitted to the Dean's Office for approval

Dean's Office approval process:

-Committee Member Selection -Pre Evaluation Committee (Associate Prof) -Pre-Ad Hoc Committee (Professor) -Letters sent to Reviewer Nominees -Ad Hoc Committee (Professor) -Appointments and Promotions Committee -Dean Charney

12 months

Faculty Affairs Continues Process

Receipt of System Chair's Approval:

-Division Chiefs are emailed informing them of Committee's decision: approved or denied (ex: too premature or needs mentoring).

-Approved candidates are also notified and Tonya initiates request in Sinai Central (APT Tracker)

1-2 days after receipt

Require Documents for Submission to Sinai Central

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

-CV (upload)

-Reviewer Nominees: (Fill in)
-Top Publications (Required for C/E, Investigator or Research Tracks)
3 for Associate Professor
5 for Professor
-Clinical Matrix (If applicable)

Within 3 business days

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

APT Committee & Dean Charney's reviews packet within the same month for approval.

System Chair notifies Candidate, Site Chair/Chief and Administrator of approved candidates. Tonya emails Administrator indicating effective date for the purposes of Sinai Cloud HR transaction requests: title and salary.

Overall Estimated Process Timeframe: 1 Year