# **Department of Medicine**

# **Clinical Instructor or Clinical Assistant Professor Appointments and Promotions Process**

Dean's Office APT Link for Appointment Requests: https://icahn.mssm.edu/about/faculty-resources/appointments/affiliate-instructions

### Process initiated by Site Administrator

Refer all providers to the Dean's Office link above for the retrieval of the required items:

- Updated CV (required MSHS format)
- 2. Chair Statement
- 3. Transmittal
- DOM Checklist (for HR Profile)

#### **Site Administrator**

- 1. Administrator submits necessary documents to the DOM Faculty Affairs office at DOMFacAffairs@mssm.edu.
- 2. The documents undergo initial review before being forwarded to the Division Chief and System Chair for their signatures.

DOM MSHS Faculty Affairs Team: Tonya Adams Alissa Nurnberger

#### **HR Process**

An HR representative will reach out to each candidate as part of the Employees Health Services' clearance process. Candidates will need to undergo a health examination or submit proof of recent physical from their site EHS Office, Personal PCP, or the MSHS Midtown EHS office.

Upon receiving EHS Clearance notification, the subsequent steps will unfold:

- 1. Life Number request
- 2. HR Profile creation
- 3. Initiation of the Academic Appointment Request in the Dean's Office APT Tracker within Sinai Central

#### Sinai Central APT Tracker

**Step 1:** Program Coordinator (Alissa Nurnberger) starts the process by submitting a request in the Dean's Office APT Tracker on Sinai Central, uploading the Chair Statement and Transmittal.

**Step 2**: The APT system automatically triggers an email to the candidate, prompting them to upload their MSHS CV.

**Step 3**: Alissa finalizes the request, ensuring all necessary documents are in place for submission.

### **Dean's Office**

The candidate is then placed on an upcoming agenda and presented to the APT Committee for final approval.

Site Administrator may reach out to the DOM Faculty Affairs office for a status update at:

DOMFacAffairs@mssm.edu

## Dean's Office sends list of approved A&P requests to Department Chairs

Administrative Director (Tonya Adams) sends electronic notification of approved candidates to site Leadership and Administrator to advise the candidate of approval.

Site Administrator is responsible for notifying HR of any necessary title or salary changes.

### Dean's Approval Letter

Upon APT Committee approval, the Dean's Office promptly sends an approval letter directly to the candidate via email.

Subsequently, the Dean's Office initiates the creation or updates the provider's web profile.