

DOM APT Reviewer Checklist

Research 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
		<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 or Chair Statement.</i></p>
OVERVIEW Across all ranks	<input type="checkbox"/> Scientist who is a key member of a research team, support the activities or multiple investigators or a Shared Resource Facility (SRF), or play a substantial institutional leadership role that broadly supports the institution's scientific enterprise.	
	<input type="checkbox"/> Contributes to innovative and entrepreneurial ways to his/her research programs and to the School. <u>Note:</u> A direct independent research program is not required.	
	<p>For Initial Appointment: (Only complete for Appointments, otherwise go to For Promotion section); <u>Candidates from academia:</u></p> <input type="checkbox"/> Expected to have a record of role in publications. <input type="checkbox"/> Record of role in grant acquisition.	

	<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 or Chair Statement.</i></p>	
	<p>Candidates from non-academic background: Based on metrics relevant to their field and professional background: May provide evidence of <i>(Select all that apply)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Participation in high-impact research. <input type="checkbox"/> Patents or commercialization of discoveries. <input type="checkbox"/> Program development and leadership. <input type="checkbox"/> Dissemination of their work. 	
	<p>For promotion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of publication including first and last authorship positions as well as significant contributions as middle author. <input type="checkbox"/> Funding support is mainly from extramural-funded grants. (Rare exceptions) <input type="checkbox"/> Evidence of substantial research activities (vary with role): <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> For Key Research team member or SRF directors Must show evidence of increasing contributions to and scholarship in area of expertise. <input type="checkbox"/> Evidence of a defined, key role in acquisition of grant funding. <input type="checkbox"/> Demonstrable impact on the research environment in the School (e.g. leading policy development and implementation; or identifying and overseeing provision of new equipment, technology and services broadly accessible to school users). <input type="checkbox"/> Shows expanding external recognition of expertise and accomplishments. <input type="checkbox"/> Expected to demonstrate increasing service and leadership in administrative and policy-making functions of the institution and the broader scientific and medical communities. <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Substantial contributions to committees critical to the school's mission and affiliated hospitals (e.g. institutional biosafety committee). (Considered a plus) 	

		<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 or Chair Statement.</i></p>
	<input type="checkbox"/> Outstanding service in administrative leadership role (e.g. Vice-Chair, program Director, or Dean). (Considered a plus)	
Comment		
OVERVIEW Professor	<input type="checkbox"/> Outstanding individual renowned for his/her expertise. <input type="checkbox"/> Plays an indispensable and distinct senior role, whether as a member of a research team pursuing cutting edge science, serving as Director of an institutional SRF that is critical to advancing the boundaries of science, playing a critical departmental research leadership role, or occupying an important institutional research leadership position. <input type="checkbox"/> Must play an essential role in obtaining extramural funding for multiple projects and/or groups. (Note: An independent extramural funding is not required) <input type="checkbox"/> If part of an active research team, must demonstrate creative scholarship through extensive contributions to peer-reviewed publications. <input type="checkbox"/> Expected to be recognized nationally through any of the following: (<i>Select all that apply</i>) <ul style="list-style-type: none"> <input type="checkbox"/> Invited scientific presentations, publications, consulting. <input type="checkbox"/> Use of a shared research facility by extramural scientists. <input type="checkbox"/> Participation or leadership in Federal or other governmental advisory boards. <input type="checkbox"/> Participation in the development and adoption of policies and innovative approaches at other academic or research institutions, governmental entities or professional organizations. <input type="checkbox"/> Evidence of educational contributions through activities such as training other scientists to run a shared research facility, training other scientists to work independently, or providing educational support on institutional or extramural levels. <input type="checkbox"/> Innovative and entrepreneurial approaches. (Considered a plus)	
Comment		

		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 or Chair Statement.</i>
Preliminary Decision	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)	
DIVERSITY & INCLUSION	<input type="checkbox"/> Active leadership role in activities that contribute to a diverse, inclusive work and learning environment at the department, school or health system level or in external organizations.	
Comment		
SERVICE, PROFESSIONALISM, MENTORING & CITIZENSHIP	<input type="checkbox"/> Strong record of professionalism and good citizenship. <input type="checkbox"/> Excellent role model and mentor. <input type="checkbox"/> Active participant and/or leader in internal and external activities that advance the goals of the school and the profession. <input type="checkbox"/> Holds significant administrative responsibility for a program. (Considered a plus) <input type="checkbox"/> Participates in external professional organizations that further scientific discovery, champion integrity and disseminate information to other scientists or the lay public in his/her discipline or in broader fields of science. (Considered a plus)	
Comment		
IMPORTANT CONSIDERATIONS	<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. • The term of appointment can be 1,2,3,4 or 5 years. <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> • In the absence of an employment contract, the Chair will provide notice of reappointment or 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. • If a decision to reappoint a faculty member is made during a term extension, 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. • In the event of non-reappointment, the Chair will provide written notice. Minimum of 6 months on 1 or 2 year terms; Minimum one-year notice on terms >2 years. 	

	<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 or Chair Statement.</i></p>
	<p>Tenure:</p> <ul style="list-style-type: none"> • Under exceptional circumstances, Professors in the Research Track may be considered for tenure. • Given absence of “up-or-out” requirement in this track and the unlimited opportunity for reappointment, granting of tenure requires demonstration of an outstanding level of achievement. • Candidates for tenure must not only fulfill, but also far exceed the requirements for appointment or promotion to the rank of professor. • Career must reflect sustained accomplishment. • Must have a record of independent research (whether a member of a research team or leader of an SRF). • Show evidence by extramural funding support and original publications. • Must be nationally recognized for, and may also be internationally competitive in, their contributions to biomedical research. • The recommendation of exceptionally qualified faculty for tenure may be made at any time by the Chair and requires approval by the Committee on Appointments, Promotions and Tenure.
<p>TRACK SWITCH CRITERIA</p>	<p><input type="checkbox"/> No Federal Funding</p> <p><input type="checkbox"/> Expired Grant Funding</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