

DOM APT Reviewer Checklist

Clinical Practice and/or Administrative Leadership

ASSOCIATE PROFESSOR

Candidate Name:

Submission Type: Select Submission Type

- Appointment
- Promotion

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
		<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 Practice Addendum.</i>
OVERVIEW Across all ranks	<input type="checkbox"/> Full-time faculty physician with 90% or more commitment to and excellence and leadership in one or more of these areas: clinical practice, clinical teaching, clinical laboratory and clinical administration. <u>Note:</u> This track is mostly for physicians but can occasionally be for professionals with doctoral degrees like psychologists or directors of clinical labs. <input type="checkbox"/> Demonstrates increasing service and leadership in administrative and policy-making functions both within the institution and broader scientific and medical communities. <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Participates and contributes to major institutional committees that are critical to the mission of the School, the health System and affiliated hospitals (e.g., Medical Board). 	

		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 Practice Addendum.</i>
	<input type="checkbox"/> Outstanding service as an educator (e.g., residency program director). <input type="checkbox"/> Administrative roles (e.g., Vice-Chair or Director for Quality Assurance). <input type="checkbox"/> Other <input type="checkbox"/> May have conventional scholarly output. (Not required but a plus) <i>(Select all that apply)</i> <input type="checkbox"/> May develop innovative approaches to patient care and related activities. <input type="checkbox"/> Disseminates innovations beyond the institution through writing, lectures, or workshops. <input type="checkbox"/> Participates in clinical trials. (Not required but considered a PLUS)	
Comment		
OVERVIEW Associate Professor	<input type="checkbox"/> Must demonstrate excellence and leadership in one or more of the clinical areas (practice, teaching, laboratory leadership, administration). <input type="checkbox"/> Must be acknowledged as expert clinical practitioners and/or leaders in clinical administration within and beyond the institution. <input type="checkbox"/> Must be active participants in institutional and departmental committees, making contributions at both levels. <input type="checkbox"/> Demonstrates skills and accomplishments in some or all of the following areas: quality of care, patient satisfaction, administration, innovation, DEI, service professionalism, teaching and mentoring. <input type="checkbox"/> Recognized within MSHS (or prior institution) and/or regionally for accomplishments. <input type="checkbox"/> <u>For those with substantial effort as educators</u> , must be recognized for teaching excellence on departmental and school level with institutional recognition considered a plus. <input type="checkbox"/> Disseminates innovations or information about best practice through publications, lectures, seminars or workshops inside or beyond the institution. (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, Chair Statement, or Practice Addendum.</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)	
QUALITY OF CARE	<input type="checkbox"/> Acknowledged as an excellent clinician in their field and as a resource for truly excellent care. (Part I Practice Addendum). <input type="checkbox"/> Established reputation among MDs and other health professionals in MSHS (or prior institution) with recognition beyond Mount Sinai to be considered a plus (Part I of Practice Addendum): <i>(Select all that apply)</i> <input type="checkbox"/> Awards <input type="checkbox"/> Invitation to participate and/or speak at meetings and discussions of clinical care. <input type="checkbox"/> Success in care of one's own and other physicians' patients. <input type="checkbox"/> Evidence of having been consulted for analytic, diagnostic or treatment opinions on difficult or unique cases. <input type="checkbox"/> General reputation on clinical subjects. <input type="checkbox"/> Shows increasing volume of cases reflecting candidate's expanding referral base and wide catchment area (Part I of Practice Addendum). <input type="checkbox"/> Perceived by other experts within Mount Sinai (or prior institution), and ideally in the region, as a source of excellent care for patients, <i>e.g.</i> , through patient referrals, or, if focused on laboratory services, for excellent knowledge and analytical and diagnostic skills (Part I of Practice Addendum).	
Comment		
PATIENT SATISFACTION	<input type="checkbox"/> Must show evidence of both new patient acquisition and a consistent panel of returning patients, indicating ongoing trust and continued care (Part I of Practice Addendum). <input type="checkbox"/> Shows high grades on patient satisfaction surveys (Part I of Practice Addendum).	
Comment		
INNOVATION	<input type="checkbox"/> Integrates advances in the field into clinical practice, laboratory management, or education (Part I of Practice Addendum).	

		<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 Practice Addendum.</i></p>
	<p><input type="checkbox"/> May show evidence of new approaches that he/she/they developed and have proven successful or have potential to improve patient care (Part I of Practice Addendum). <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Patents and commercialization relating to such approaches. (Considered a plus)</p> <p><input type="checkbox"/> Development of multidisciplinary practices that improve patient care and management.</p> <p><input type="checkbox"/> Involved in clinical trials. (Not required but considered a plus)</p> <p><input type="checkbox"/> <u>For administrative leaders</u>: widely recognized for development of clinical or educational program innovations that have been adopted by other practices or institutions (Part I or III of Practice Addendum).</p> <p><input type="checkbox"/> Other</p>	
<p>Comment</p>		
<p>ADMINISTRATION (Optional section based on administrative contribution)</p>	<p><input type="checkbox"/> Successfully organizes or oversees changes that have a positive impact on any of the following areas: quality of care, scope of services, accessibility, patient satisfaction, financial and program viability and other relevant areas (Part III of Practice Addendum).</p>	
<p>Comment</p>		
<p>TEACHING & MENTORING</p>	<p><input type="checkbox"/> Must show substantial involvement in teaching, mentoring and general professional development of house staff, fellows, faculty, and other health professionals (Part II of Practice Addendum). <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Favorable evaluations from students/trainees.</p> <p><input type="checkbox"/> Teaching awards</p> <p><input type="checkbox"/> Strong positive feedback from faculty peer educators.</p> <p><input type="checkbox"/> Individual level mentoring</p> <p><input type="checkbox"/> Leadership role in educational program.</p> <p><input type="checkbox"/> <u>For educators on this track</u>, evidence of direct, sustained involvement in teaching, with significant impact and innovation in pedagogic activities:</p> <p><input type="checkbox"/> Reputation for excellence in education beyond the candidate’s own program demonstrated through broadening involvement from a single program to</p>	

		<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 Practice Addendum.</i></p>
	<p>the departmental and institutional level (Part II of Practice Addendum).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of lectures and panel participation at other schools/organizations. (Not required but considered a PLUS) <input type="checkbox"/> Education of the public and patients through lectures and discussion sessions at community centers or in other settings. (Not required but considered a PLUS) <input type="checkbox"/> Evidence of increasing involvement in education program administration or leadership roles, <i>e.g.</i>, course directors, residency program directors or co-directors. (Considered a PLUS) <input type="checkbox"/> Documentation of educational contributions and impact may include but is not limited to: curricular improvements, innovative teaching, organizational changes, advising course programs, accreditation reviews, and leadership or key role extramural educational grant awards (Part II of Practice Addendum). 	
Comment		
DIVERSITY & INCLUSION	<input type="checkbox"/> Creates and supports an environment of diversity and inclusion.	
Comment		
SERVICE, PROFESSIONALISM and CITIZENSHIP	<ul style="list-style-type: none"> <input type="checkbox"/> Exhibits exemplary professionalism and contributes to the positive culture of their programs or departments. <input type="checkbox"/> Expected to take on increasing responsibility in the department and institution. <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Participation in committees <input type="checkbox"/> Leadership roles (Considered a plus) <input type="checkbox"/> Other <input type="checkbox"/> Participates and/or has leadership role(s) in external professional organizations. (Not required but considered a plus) <input type="checkbox"/> Provides pro bono clinical care through local, national, and international organizations (Part I of Practice Addendum). (Considered a plus) 	
Comment		
IMPORTANT CONSIDERATIONS	<p>Appointment and Term:</p> <ul style="list-style-type: none"> • Term of appointment can be 1, 2 or 3 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, Chair Statement, or Practice Addendum.</i></p>
	<p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> ● Terms can be 1, 2, or 3 years. ● Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean. ● No limit on reappointments. ● Notice of non-reappointment is minimum 6 months on 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 qualified faculty for promotion to Professor. <p>Tenure: Tenure is not offered on this track.</p>
<p>TRACK SWITCH CRITERIA</p>	<p><input type="checkbox"/> Independent Investigator (Investigator track?)</p> <p><input type="checkbox"/> Robust scholarly productivity (CE track?)</p> <p><input type="checkbox"/> Multiple teaching roles like program director, associate program director, director of education programs.</p>

***If incomplete, template will be returned**

Reviewer Decision

- UNDECIDED (Requires Discussion)
- Support Request for Appointment/Promotion
- Deny Request for Appointment/Promotion

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

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.
- 3.
- 4.
- 5.

RESUBMISSION COMMENTS

Initial Date Submitted: Click or tap to enter a date.

For APT Committee Leadership Use only