Department of Medicine Clinical Instructor or Clinical Assistant Professor Appointment or Promotion Process

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

Process initiated by Site Administration

Please refer all providers to the Dean's Office Link above for retrieval of the required items.

Required Documents:

- 1. Updated CV (Required Format)
- 2. Chair's Statement
- 3. Transmittal
- 4. DOM Checklist (HR Profile)

Site Administration

Administrator submits required documents to DOM Faculty Affairs office (Tonya Adams and Alissa Nurnberger) via email for initial review for Division Chief and System Chair's signature.

2 Weeks

Sinai Central APT Tracker

Step 1: Alissa initiates request in the Dean's Office APT Tracker in Sinai Central and uploads Chair Statement and Transmittal.

Step 2: The APT system sends candidate a system-generated email advising to upload their MSHS CV. Then, Alissa finalizes request for submission.

1 Week

Dean's Office

The candidate is then placed on an upcoming agenda and presented to the APT committee, then the request is reviewed by APT Committee for final approval within the same month

Candidate and System Division

Administrator has full access to review request throughout the process for tracking purposes

2 months

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

Tonya sends electronic notification of approved candidates to site Leadership and Administrator. If the candidate is approved of promotion, site administration must notify HR for title/salary changes.

Overall Estimated Process Timeframe: 3 months