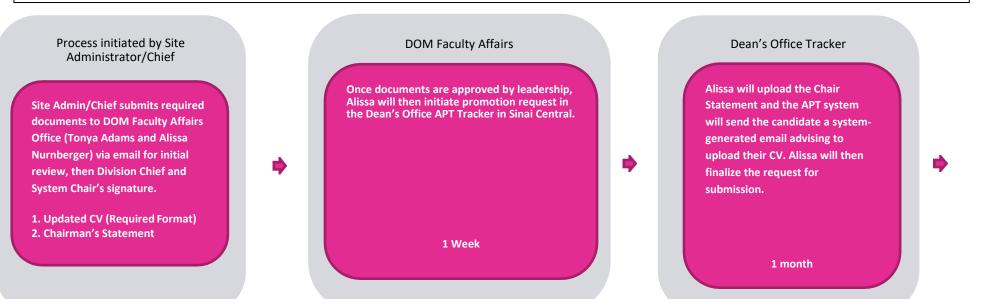
## Department of Medicine Instructor and Assistant Professor Appointment and Promotion Process

Revised: 12-1-2022



## Dean's Office Tracker

The candidate is then placed on an upcoming agenda and presented to the APT committee, then the request is reviewed by Dean Charney 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. The Administrator will then submit title/salary changes in Sinai Cloud.

**Overall Estimated Process Timeframe: 2 months**