Department of Medicine
Associate Professor or Professor Appointments and Promotions Process

Revised: 1-1-23

Process initiated by Site Administration & Faculty Affairs

Required Items for each candidate:

-CV (required format)
-Chair Statement
-Clinical Matrix Addendum (for Clinical Practice and/or Administrative Leadership Track only)
-Clinician Educator/Scientist Educator Addendum (CE/SE Track only)

Administrators emails above-mentioned documents to the Faculty Affairs Office (Tonya Adams and Alissa Nurnberger)

Administrator is then notified of targeted agenda date.

Committee meets monthly to review candidate being considered

One week prior to meeting, Committee receives list of candidates and supporting documents for review.

After the meeting, Vice Chair of Faculty Affairs generates email comprised of Committee's feedback on each candidate and submits to System Chair for review/final approval.

Within 1 week

Faculty Affairs Continues Process

Receipt of System Chair's Approval:

-Division Chiefs are emailed informing them of Committee's decision: approved or denied (ex: *too premature or needs mentoring).*

-Approved candidates are also notified and Tonya initiates request in Sinai Central (APT Tracker) and uploads Chair Statement.

1-2 days after receipt

Require Documents for Submission to Sinai Central

Candidate receives system-generated email from Sinai Central (APT Tracker) advising to submit the following:

-CV (upload)
-Reviewer Nominees: (Fill in)
-Top Publications (Required for CE/SE, Investigator or Research Tracks)
3 for Associate Professor
5 for Professor
-Clinical Matrix (If applicable)
-CE/SE Addendum (If applicable)

Within 3 business days

Sinai Central

Once the candidate completes their portion, the request routes back to Tonya for submission to Dean's Office.

Candidate and System Division Administrator has full access to review request throughout the process for tracking purposes.

Completed Packet Submitted to the Dean's Office for approval

Dean's Office approval process:

-Committee Member Selection
-Pre Evaluation Committee *(Associate Prof)*
-Pre-Ad Hoc Committee *(Professor)*
-Letters sent to Reviewer Nominees
-Ad Hoc Committee (Professor)
-Appointments and Promotions Committee
-Dean Charney

6 - 12 months

Dean's Office sends list of approved A&P requests to the System Chair

APT Committee, Ad Hoc & Dean Charney's reviews packet within the same month for approval.

A congratulatory letter is sent from the System Chair to Candidate, Site Chair/Chief and Administrator of approved candidates. Tonya emails divisional leadership advising of effective date and Sinai Cloud HR transaction requests: title and salary (if applicable).

Overall Estimated Process Timeframe: up to 1 Year