

Simplified Guide to the Appointments and Promotion Processes at the NYU Grossman Long Island School of Medicine



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NYU Grossman Long Island School of Medicine

This guide is intended to help understand the process of appointment and promotion of faculty, including the criteria, timelines, required materials, and roles of departments and faculty in navigating the process.

Overview of Departmental Responsibilities

I. Departmental Appointments and Promotions Committee (DAPC)

Role of the DAPC

This committee reviews the credentials and advises the Chairperson regarding faculty candidates for appointment, promotion, and/or the granting of tenure.

Composition of the DAPC

The DAPC consists of a minimum of three members of the departmental faculty. Appointments are staggered, three-year terms, with the ability for a member to serve for an additional term if necessary. A member serves as the DAPC Chair for the department.

The Department Chair should not be a member of the committee; it is advisable that the Chair does not attend DAPC meetings.

Responsibilities of the DAPC

1. Promotion:

- a. Review material, including annual mentoring letters, if available, of candidates considered for promotion.
 - i. If the DAPC concludes the candidate is not ready for promotion, they inform the Chair, and if the Chair agrees, subsequently, they inform the candidate.
 - ii. If the DAPC concludes, the candidate is ready for promotion; they inform the Chair, and if the Chair concurs, the candidate is notified. Faculty Records is informed, and the candidate starts the full application process.

2. Appointments and new hires:

- a. Review the CV and credentials of tenure track appointments at the Assistant Professor level and all appointments above the level of Associate Professor.

3. Documentation:

- a. DAPC meeting proceedings, including members in attendance and voting records, are required in the meeting minutes. DAPC meetings should be summarized using the standard DAPC template.

Role of the Department Chair

Department Chair Responsibilities

1. Reviews the DAPC report with the DAPC chair. The Chair may support or dissent with the DAPC decision.
2. Works with Mentoring Champions to assure eligible faculty are being appropriately and effectively mentored.
3. Is responsible for ensuring that mentoring letters are submitted by May 31 of each academic year to the Office of Faculty Records.
4. The Chair will send completed packets to the Faculty Records department for processing.



This section describes the varying processes and required materials for new appointments across the faculty tracks.

**New Appointments at the NYU Grossman
Long Island School of Medicine**

**Process and Required Materials for All NEW Appointments at the Rank of Full-Time:
Associate Professor or Professor Levels on the Scholar, Educator, or Curator Tracks**

Academic Department

- The faculty member is identified
- Faculty member prepares required material for DAPC Department administrator sends material in DAPC

Departmental Appointments and Promotions Committee (DAPC)

- DAPC meets to review candidate and makes a recommendation to Department Chair

Academic Department:

- Chair writes a letter of recommendation and sends to Faculty Records with all required material

Faculty Records

- Faculty Records reviews package and requests evaluation from referees
- When 7 evaluation are received, Faculty Records sends the package to LISOM Committee

LISOM Appointments, Promotion and Tenure Committee

- LISOM Committee meets to review candidate and makes a recommendation to LISOM Dean

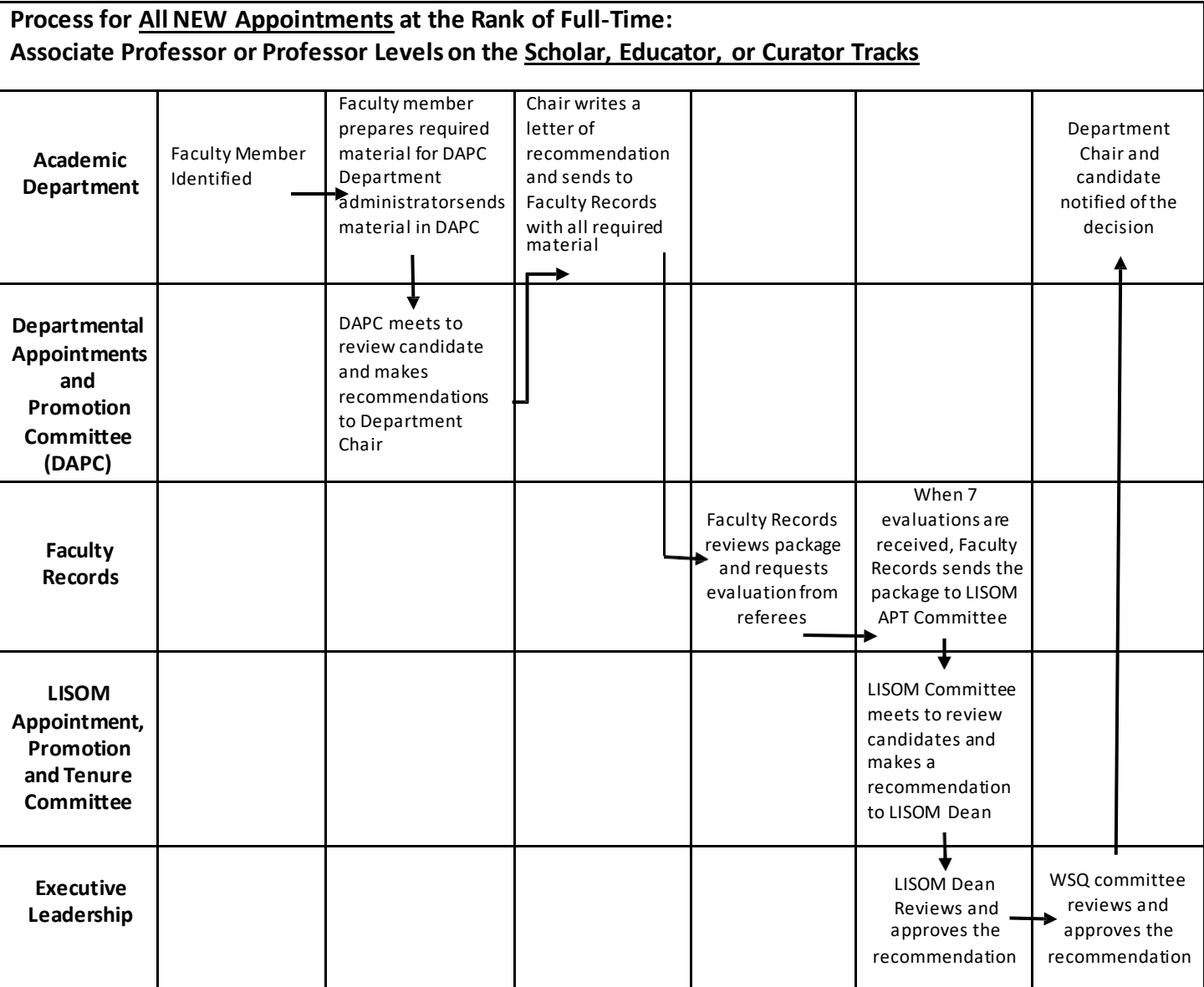
Executive Leadership

- LISOM Dean reviews and approves recommendation, Washington Square Committee reviews and approves the recommendation

Academic Department

- Department Chair and candidate notified of the decision

***For all other new appointments, please contact the Office of Faculty Records for required materials.**



**Materials Required for All NEW Appointments at the Rank of Full-Time:
Associate Professor or Professor Levels on the Scholar, Educator or Curator Tracks**

Responsible Party	Documents	Document Description
DAPC	DAPC Report	Departmental Appointments and Promotion Committee (DAPC) report, which must include the vote. Use DAPC Template
Departmental Chair	Letter of Recommendation	<p>The letter of recommendation from the departmental Chair should:</p> <p>Indicate recommendation and specify title and track.</p> <ul style="list-style-type: none"> • The letter should describe the faculty member’s: <ul style="list-style-type: none"> ○ Teaching, Scholarship, Professional Service, and Reputation ○ Role in the department ○ Potential for growth ○ Extramural funding • For joint appointments: <ul style="list-style-type: none"> ○ All departments should be specified in the letter ○ The letter should be signed by each departmental Chair ○ A copy of each departmental committee report must be submitted with the letter
	Referees	<p>A list of 3 authorities in the field from whom the Dean can solicit an evaluation. Referees should be leaders in their field and familiar with the candidate’s research, scholarly work and reputation. Referees should not be current collaborators or co-investigators. Letters from co-workers and former students are discouraged. Referees who hold university positions should hold a title of the same or higher rank as the proposed title of the candidate. Details to include are in the Referee Template format.</p> <p>All referees submitted must be external to NYULMC.</p>
Candidate	Referees	<p>A list of 7 authorities in the field from whom the Dean can solicit an evaluation. Referees should be leaders in their field and familiar with the candidate’s research, scholarly work and reputation. Referees should not be current collaborators or co-investigators. Letters from co-workers and former students are discouraged. Referees who hold university positions should hold a title of the same or higher rank as the proposed title of the candidate. Details to include are in the Referee Template format.</p> <p>Of the required 7 referees submitted, a maximum of 3 can be internal to NYULMC but not in the primary department.</p> <p>A total of 7 letters will be required for the scholar track (from the Chair’s and the candidate lists). If recommended for promotion as an educator, of the required 7 referees submitted, a maximum of 6 can be internal to NYULMC but not in the primary department.</p>
	Personal Statement	1-2 page statement that describes major academic/scientific achievements and projected research and scholarly endeavors.
	Funding History	Updated history in the Funding History Template format.
	Curriculum Vitae	Updated CV in School of Medicine format
	Bibliography	PDF’s of at least 5 recent representative papers, preprints or articles in press (scholar track)
	Academic Portfolio	Recommended for promotion for the educator track

*Please note that all materials submitted by the candidate will be sent to referees.

**Process and Required Materials for All NEW Appointments at the Rank of Full-Time:
Associate Professor or Professor Levels on the Clinician Track or Research Tracks**

Academic Department

- The faculty member is identified for promotion
- Faculty member prepares required materials for DAPC; Department Administrator sends material to DAPC

Departmental Appointments and Promotions Committee (DAPC)

- DAPC meets to review candidate and makes a recommendation to Department Chair

Academic Department:

- Department Chair writes a letter of recommendation and sends it to Faculty Records with a copy of the candidate's CV and personal statement.

Departmental Appointments and Promotions Committee (DAPC)

- AP&T Committee reviews completed candidate packet

Faculty Records

- Faculty Records forwards to School of Medicine Dean for approval

Executive Leadership

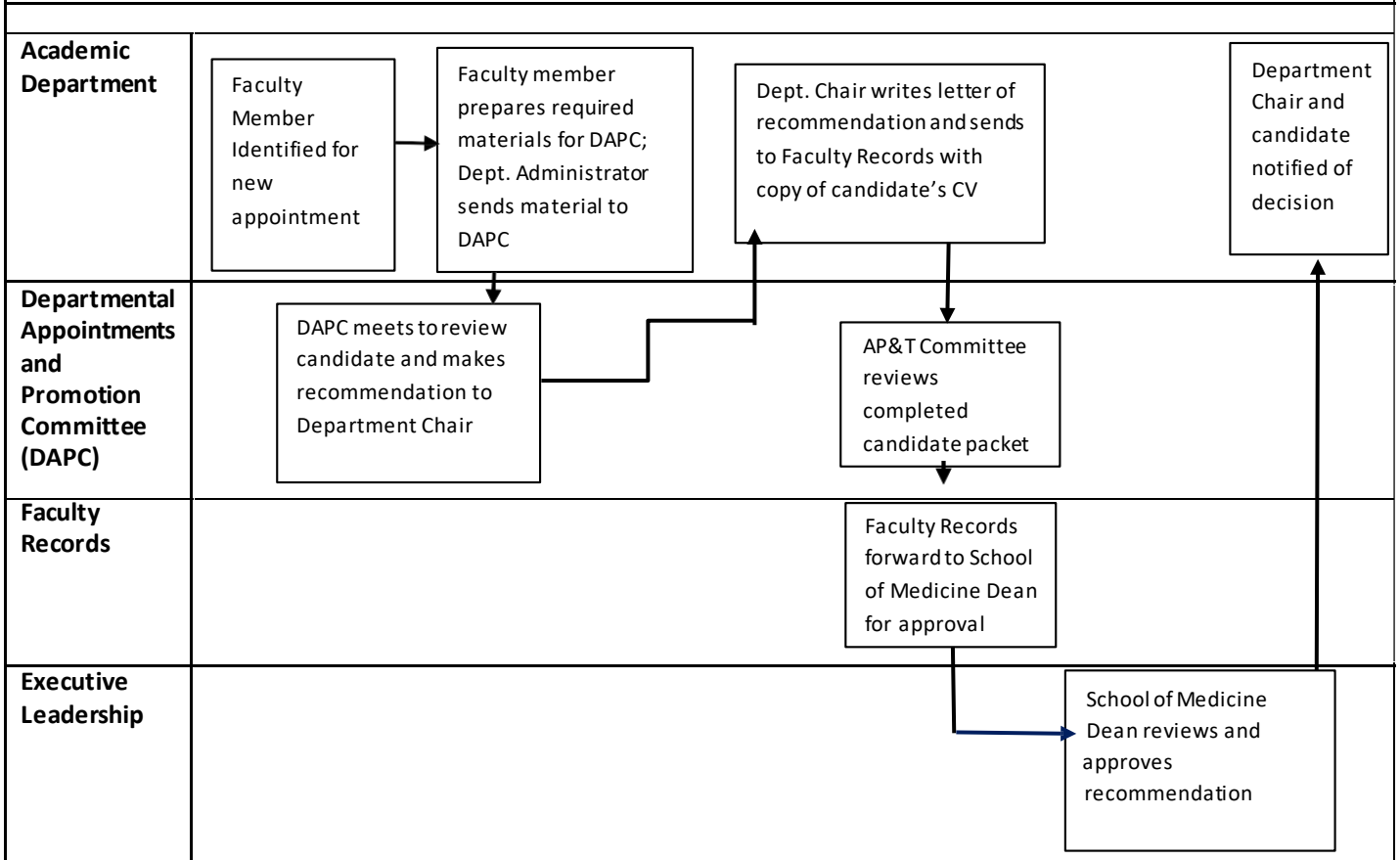
- School of Medicine reviews and approves the recommendation

Academic Department

- Department Chair and candidate notified of the decision

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Process and Required Materials for All NEW Appointments at the Rank of Full-Time: Associate Professor or Professor Levels on the Clinician Track or Research Tracks



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Candidate	Curriculum Vitae	<ul style="list-style-type: none"> • Updated CV in School of Medicine format • <u>Personal Statement</u> • <u>Letters of recommendation are encouraged but not required</u>



This section describes the varying processes and required materials for new appointments across the 8 faculty tracks.

Promotion at the NYU Grossman Long Island School of Medicine

Process and Required Materials for Promotions at the Rank of Full-Time: Associate Professor or Professor Levels on the Scholar, Educator or Curator Tracks

Academic Department

- The faculty member is identified
- Faculty member prepares required material for DAPC Department administrator sends material in DAPC

Departmental Appointments and Promotions Committee (DAPC)

- DAPC meets to review candidate and makes a recommendation to Department Chair

Academic Department:

- Chair writes a letter of recommendation and sends to Faculty Records with all required materials

Faculty Records

- Faculty Records reviews package and requests evaluation from referees
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LISOM Appointments, Promotion and Tenure Committee

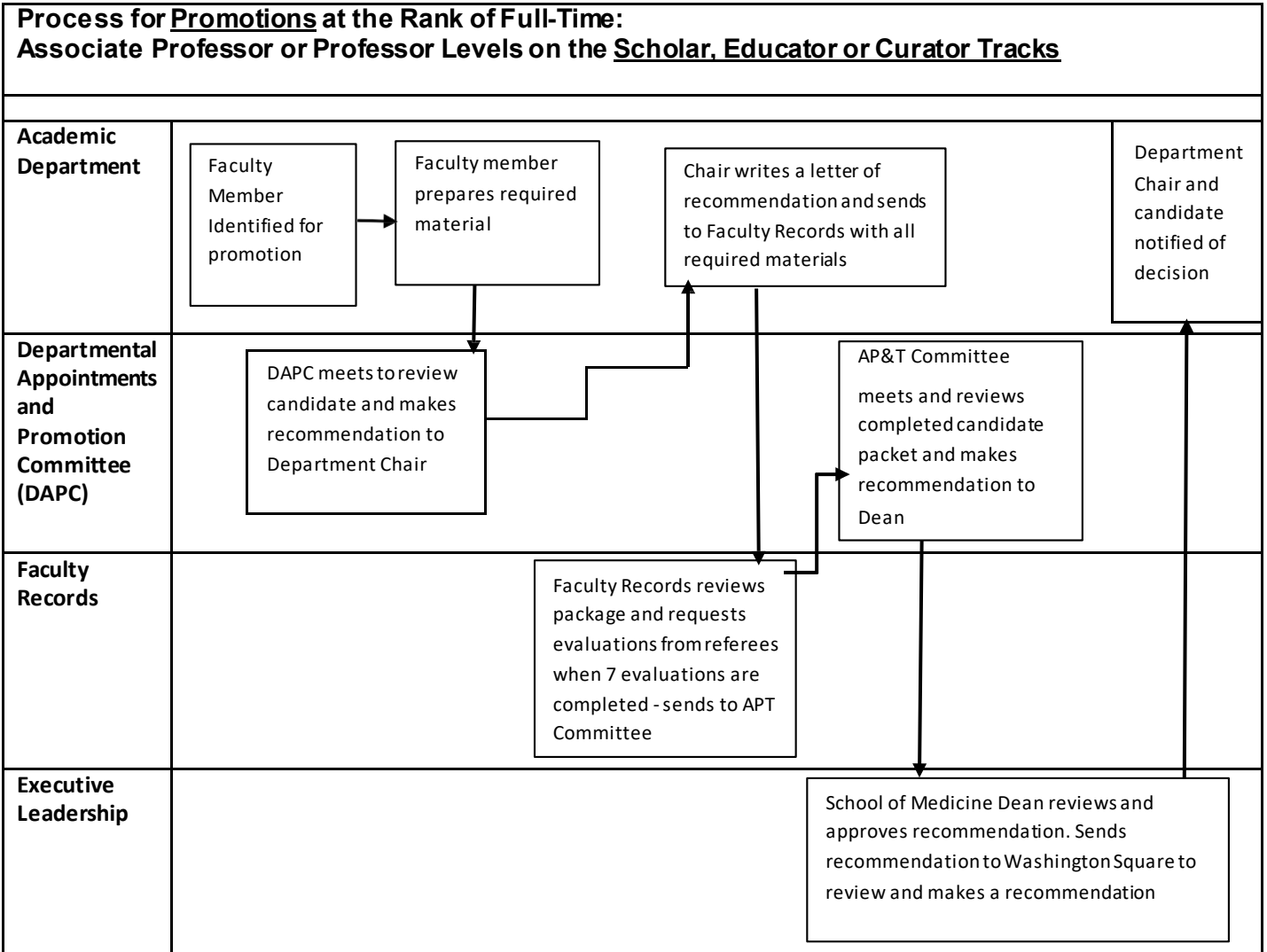
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Executive Leadership

- LISOM Dean reviews and approves recommendation, Washington Square Committee reviews and approves the recommendation

Academic Department

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Academic Department:

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Departmental Appointments and Promotions Committee (DAPC)

- AP&T Committee reviews completed candidate packet

Faculty Records

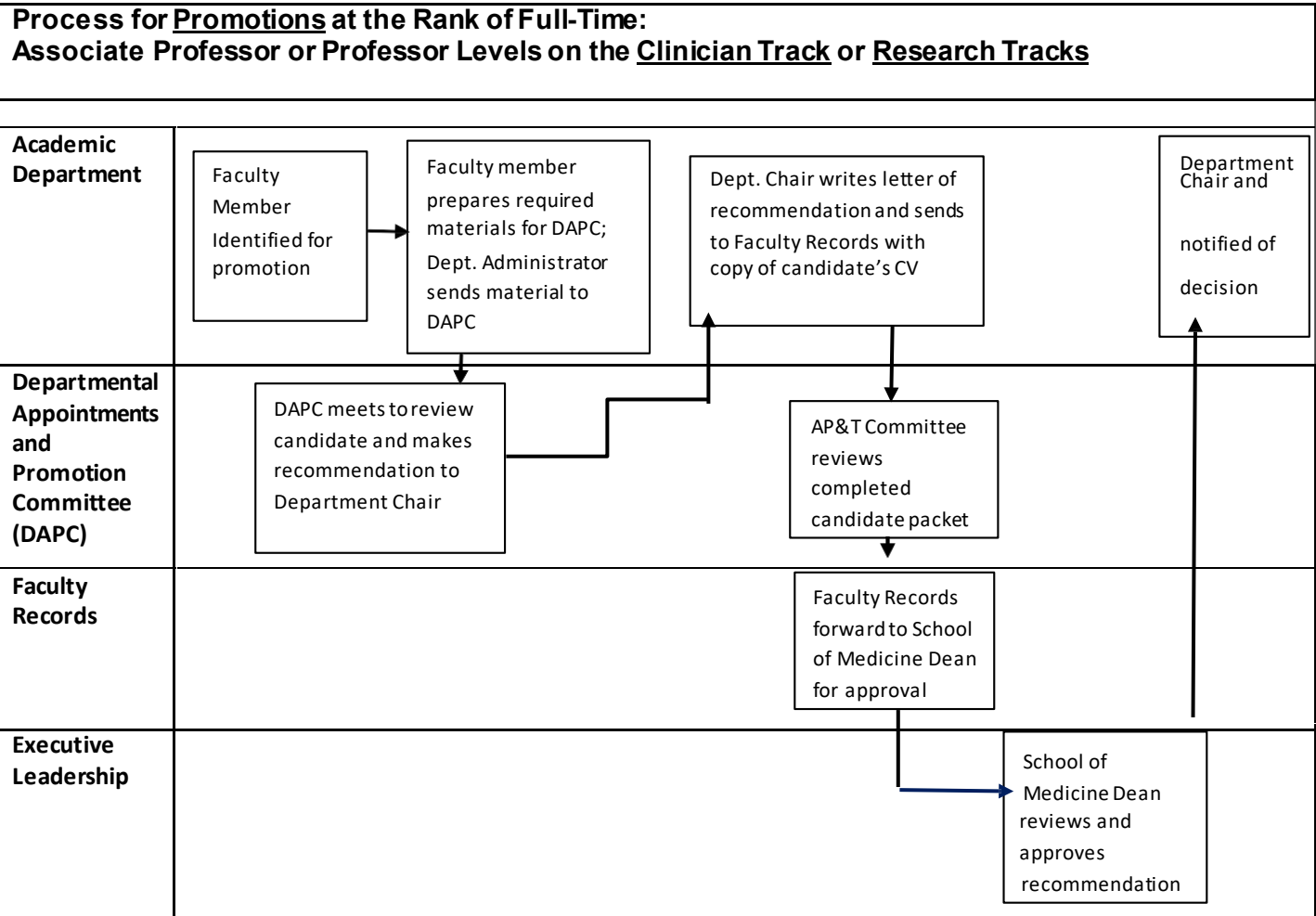
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Executive Leadership

- School of Medicine reviews and approves the recommendation

Academic Department

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Criteria per policy:

Criteria for Appointment and Promotion: Clinical / Research Associate Professor

As members of the academic community, faculty are expected to contribute to scholarly activities and may participate in medical, graduate, or post-graduate teaching activities if asked. These appointments must be approved initially by the Departmental Appointments and Promotions Committee, proposed by the Chair of the department to the Dean, recommended by the School Committee on Appointments and Promotions and endorsed by the Dean. Appointments will be of one year's duration and there will be no limit on the number of reappointments.

Criteria for Appointment and Promotion: Clinical / Research Professor

The rank of Clinical Professor is granted to a **small group of individuals** and who fulfill leadership service roles in the School and its affiliated teaching hospitals. In addition, faculty members with this rank are expected to demonstrate clinical or research excellence in their specialty and to have **earned a strong regional reputation**. As members of the academic community, **they are expected to publish, present or discuss the results of their clinical observations and participate in undergraduate, graduate or post-graduate teaching activities.**