



**New York Medical College**  
**School of Medicine**

TITLE: New York Medical College School of Medicine Academic Appointment, Promotion & Tenure Policy & Procedure		
EFFECTIVE DATE: 5/15/2015	REVIEWED DATE: 4/16/18, 5/15/2015, 7/2007	REVISED DATE: 4/16/18

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## **I. POLICY**

It is the policy of New York Medical College (NYMC) School of Medicine (SOM) that written standards, criteria and procedures for the review and recommendation of individuals for faculty appointment, promotion, and tenure be established, maintained, and disseminated to the SOM academic community.

## **II. PURPOSE**

The NYMC SOM aims to encourage and reward faculty for their contributions and achievements that support the mission of NYMC, the SOM, and the academic community. The selection of individuals for a NYMC SOM faculty appointment and/or the award of tenure should occur in accordance with the highest standards.

## **III. SCOPE**

- NYMC SOM Academic Departments; NYMC Affiliate Institutions; SOM Tenure, Appointment, and Promotions (TAP) Committee; Office of the Dean, SOM
- NYMC Board of Trustees

## **IV. DEFINITIONS**

The definitions provided below do not supersede or impact faculty participation in NYMC benefits plans governed by NYMC Human Resource policies.

### **A. Faculty Status Definitions**

Faculty: All individuals with an academic appointment in one or more of the departments of the NYMC

Faculty Member: An individual who holds a faculty appointment in one or more departments of the NYMC

Full-Time: An individual is considered a full time faculty member of the NYMC SOM if they:

- have been granted a faculty appointment,  
**and**
- provide no less than 20 hours per week of associated academic activities performed for the NYMC SOM
- **and** if a professionally-salaried faculty member, at least 75% of their clinical activities occur within the confines of the academic medical center, university, major- or specialty-affiliate hospitals (including all facilities operated or owned by these entities of NYMC) or a specific departmental affiliation identified by the Dean of the SOM



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Part-Time: An individual is considered a part time faculty member of the SOM if they:

- have been granted a faculty appointment,
- and**
- do not meet the criteria of full time defined above

Academically-salaried faculty member is employed into a faculty position for their academic activities as a primary and independent responsibility by (i) New York Medical College, or (ii) a specific departmental affiliation as identified by the Dean of the SOM

Professionally-salaried faculty member whose primary salary is not based on academic activities to the SOM, but rather are employed into a faculty position to provide services to support a research, education, clinical and/or administrative service area

Voluntary: An individual is considered a voluntary faculty member of the SOM if they:

- have been granted a faculty appointment
- and**
- are neither an academically-salaried, nor a professionally-salaried faculty member

## **B. Faculty Appointment & Promotion Definitions**

Academic Activities: Those activities performed for the NYMC that fulfill one or more of the SOM's core missions in the areas of teaching, research, and service

Domain: Describes the three areas of focus (teaching, research, service) that distinguish a faculty member's academic activities for evaluation in the appointment and promotion process

Teaching Domain: The teaching domain includes the following categories of educational activities – publications & presentations, instruction, mentoring & advising, learner assessment, and curriculum development

Research Domain: The research domain includes the following categories of investigational activities – publications & presentations, grants & funding, scholarship in investigation, and scholarly approach to education and patient care

Service Domain: The service domain includes the following categories of service activities – administration & leadership, patient care, and patient education



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**Track:** Two faculty tracks exist; *tenure* and *non-tenure*. Appointment and promotion on the tenure track is available to full time faculty members only

**Pathway:** Four academic pathways exist for faculty appointment and promotion; *Investigator*, *Educator*, *Researcher*, and *Clinician-Educator*. Part time and voluntary faculty are appointed exclusively to the non-tenure pathways (*Clinician-Educator*, *Researcher*).

**Rank:** Four academic ranks exist for the appointment and promotion of faculty in the SOM; Instructor, Assistant Professor, Associate Professor and Professor

**Title:** Academic titles are assigned based on the track, pathway and rank of appointment according to the following parameters:

- Tenure track faculty appointment (*Investigator* and *Educator* pathways) will have the title:
  - Assistant Professor (of Department)
  - Associate Professor (of Department)
  - Professor (of Department)
- Non-tenure track faculty appointment (*Researcher* pathway) will have the title:
  - Research Assistant Professor (of Department)
  - Research Associate Professor (of Department)
  - Research Professor (of Department)
- Non-tenure track faculty appointment (*Clinician-Education* pathway) will have the title:
  - Clinical Assistant Professor (of Department)
  - Clinical Associate Professor (of Department)
  - Clinical Professor (of Department)
- Faculty who participate in any of the four pathways at an entry level will have the title of Instructor (of Department)

**Modified Title:** Three modified titles are recognized and include Emeritus-, Adjunct-, and Visiting-expressed according to the faculty member's primary institution rank and the SOM department (e.g. Emeritus Professor of Medicine; Adjunct Professor of Medicine; Visiting Professor of Medicine etc.)

**Highest Degree:** otherwise known as the "terminal degree" is a degree that is the highest level of attainment in an academic or professional field of study



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**V. POLICY AUTHORS**

- Faculty Affairs Work Group
- Tenure, Appointment, and Promotions Committee

**VI. RELATED POLICIES**

- NYMC Faculty Constitution and Bylaws
- NYMC Faculty Handbook
- NYMC SOM Tenure, Appointment, and Promotion Committee Terms of Reference

**VII. PROCEDURES**

**A. Evaluation of Candidates for Appointment and Promotion**

**Tenure vs. Non-Track**

The consideration of a candidate for tenure versus non-tenure track is a major distinction in the evaluation of individuals for appointment and promotion, and is only available to full time faculty who are academically- or professionally-salaried to perform academic activities for the SOM. Selection of a tenure-eligible pathway for promotion also has implications as to a time line for promotion. Chairs are encouraged to evaluate faculty for promotion readiness optimally to occur within a 7-year period from initial appointment or last promotion. Chairs may recommend, with agreement from the faculty member, that they move “up and over” from a tenure to a non-tenure pathway, and vice versa, in order to achieve their desired promotion goals within an optimal period of time.

Although there are no absolute criteria, tenure is generally awarded to individuals based on accomplishments beyond achieving academic recognition, and should reflect exceptional, continuous and substantial contributions to NYMC SOM. Candidates must demonstrate rigorous peer-review, stature in their field, and evidence of their vital need to the SOM academic mission and strategic plan, as identified by both internal and external referees. (see Faculty Constitution & Bylaws)

**Selecting a Pathway for Appointment & Promotion**

The department chair and faculty member work collaboratively to select the pathway that optimally supports the career goals and priorities of the faculty candidate based on their position description and intended and actual contributions to the department and the SOM.

A priority of the department chair is to consider the candidate’s level and scope of scholarship as a product of their academic activities that can be assessed by three essential components -



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dissemination, impact, and advancement of knowledge in an area of expertise. Scholarship must:

- Exist in a form that is disseminated and evaluated, allowing critical review, most notably through peer-reviewed publications
- Have a measurable impact at a local, regional, national or international level, most notably through peer-reviewed presentations
- Advance some aspect of research, education or practice through discovery, innovation, creativity, integration, application, or transmission of knowledge

The focus and scholarly achievement in each of the domain areas informs the optimal pathway to which a candidate is recommended for appointment and promotion as summarized in the *Description of Pathways for Appointment & Promotion* and in the *Criteria for Appointment & Promotion Table*. (see Appendix) The scope and level of scholarship further distinguish the tenure from non-tenure pathways, however all candidates must demonstrate a minimum of “Excellence” in one domain area and “Strength” in the remaining two domains. The tenure track pathways (*Investigator* and *Educator*) place an equivalent weight on the level and scope of scholarly contributions in the domain of “Excellence.” The non-tenure track pathways (*Researcher* and *Clinician-Educator*) place an equivalent weight on demonstrating metrics and quality indicators in the domain of “Excellence” as characterized below and as depicted in the *Domain & Pathway Grid* graphic. (see Appendix)

- Tenure Track Domain Assessment  
**Excellence** is judged by the degree and scope of achievement as measured by outstanding scholarly activity in a given domain  
**Strength** is judged by the degree and scope of significant contributions in a given domain, which can include scholarly activity
- Non-Tenure Track Domain Assessment  
**Excellence** is judged by substantial, high quality achievement in a given domain  
**Strength** is judged by significant contributions in a given domain

Based on this assessment by the department chair, a candidate is judged to have attained a level of achievement that corresponds to either instructor-, entry-level or senior-level appointments in one of the four pathways. At all rank levels, candidates are expected to contribute to academic activities performed for the SOM and at no less than 10% effort.



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**Selecting an Academic Rank**

To be considered a candidate for appointment and promotion to an academic rank, individuals must meet the eligibility criteria for that rank.

**1. Instructor**

**Eligibility:** Candidates will include individuals with the following:

- Professional practitioners with the highest degree in a clinical discipline who are board-certified or board-eligible, or have equivalent qualifications;
- Individuals participating in ACGME-approved (Accreditation Council for Graduate Medical Education) residency and are in their final year of training (e.g. chief year);
- Individuals participating in ACGME-approved fellowship programs;
- Individual participating in NYMC SOM non-ACGME accredited fellowship programs;
- Individuals with the highest degree in a scientific discipline who have completed a minimum of two (2) years post-doctoral training, or equivalent postdoctoral experience, and who are non-independent investigators transitioning to an academic pathway;
- Individuals who are academically-salaried or professionally-salaried and have the highest degree in a para-professional, or related health care field (e.g. Pharm.D., DNP) or have the highest degree in a non-health care field (e.g. MBA);
- Individuals who are academically-salaried or professionally-salaried without a degree.

**Criteria:** Candidates must demonstrate:

- Contributions to teaching, research and/or service domains

**2. Assistant Professor – Entry Level Rank**

**Eligibility:** Candidates will usually include those who are appointed or promoted to their first independent faculty position, and will include individuals with the following:

- Professional practitioners with the highest degree in a clinical discipline who are board-certified, or board-eligible, or have equivalent qualifications;
- Individuals with the highest degree in a scientific discipline who have completed a minimum of two (2) years post-doctoral training, or equivalent experience;
- Individuals who are academically-salaried or professionally-salaried with the highest degree in para-professional, or related health care field (e.g. Pharm.D., DNP) or with the highest degree in a non-health care field (e.g. MBA) with at least three (3) years of health industry experience;
- Individuals who are academically-salaried or professionally-salaried without a degree who have professional experience and achievements that meet the criteria for appointment or promotion to Assistant Professor.





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**Criteria:** Candidates must demonstrate:

- Achievement in one domain area at a local level (e.g. hospital, graduate program, university)
- Strength in the remaining two domain areas - local recognition of expertise in a clinical specialty, education, or investigation; a record of academic service; a record of scholarship.

### **3. Associate Professor – Senior Level Rank**

**Eligibility:** Candidates for Associate Professor rank are expected to contribute substantially to academic activities performed for the SOM, and have a substantial record of achievement and academic accomplishments beyond that required for Assistant Professor. A minimum of three (3) years in rank at the Assistant Professor level at NYMC SOM, or at another academic institution, or an equivalent experience is required to be considered for promotion. Candidates include the following:

- Professional practitioners and individuals with the highest degree in a clinical or scientific discipline who are board-certified, or board-eligible, or have equivalent qualifications as applicable to their professional and academic responsibilities;
- Individuals without a degree who have professional experience and achievements that meet the criteria for appointment or promotion to Associate Professor, and are academically-salaried or professionally-salaried.

**Criteria for Faculty in the Non-Tenure Track:** Candidates must demonstrate excellence in one domain area, and strength in the other two domains. The domain of demonstrated excellence will depend upon the interests and focus of the individual who will be recognized nationally in their area of expertise in a clinical specialty, education, or investigation; a record of academic service; a record of scholarship is required.

**Criteria for Faculty in the Tenure Track:** Candidates must demonstrate excellence in at least one domain area, and strength with scholarly activity in the other domains. The domain of demonstrated excellence will depend upon the interests and focus of the individual who will be recognized nationally in their area of expertise in a clinical specialty, education, or investigation; a record of academic service; a record of significant scholarship is required.

### **4. Professor – Senior Level Rank**

**Eligibility:** Candidates for Professor rank are expected to contribute substantially to academic activities performed for the SOM, the University, and their profession, and to demonstrate an exceptional record of achievement and academic accomplishments in one or more areas of teaching, research and service. Professors are leaders in their field of expertise, as demonstrated by a substantial and sustained record of accomplishments and scholarship well beyond that





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required for the rank of Associate Professor. A minimum of three (3) years in rank at the Associate Professor level at NYMC SOM, or at another academic institution, or an equivalent experience is required to be considered for appointment or promotion, provided candidates demonstrate the following:

- Professional practitioners and individuals with the highest degree in a clinical or scientific discipline who are board-certified, or board-eligible, or have equivalent qualifications as applicable to their professional and academic responsibilities;
- Individuals without a degree who have professional experience and achievements that meet the criteria for appointment or promotion to Professor, and are academically-salaried or professionally-salaried.

**Criteria for Faculty in the Non-Tenure Track:** Candidates must demonstrate excellence in one domain area and strength in the other two domains. The domain of demonstrated excellence will depend upon the interests and focus of the individual who will be recognized internationally in their area of expertise in a clinical specialty, education, or investigation; a record of academic service; a record of scholarship is required.

**Criteria for Faculty in the Tenure Track:** Candidates must demonstrate excellence in at least one domain area, and strength in the other domains. The domain of demonstrated excellence will depend upon the interests and focus of the individual who will be recognized internationally in their area of expertise in a clinical specialty, education, or investigation; a record of significant academic service; a record of significant and sustained scholarship is required.

## **B. Types of Appointment**

Faculty members are appointed to departments in the SOM. Faculty in the Graduate School of Basic Medical Sciences (GSBMS) must have a primary appointment in a department in the NYMC SOM.

### **Primary Appointment**

Faculty members are evaluated, promoted, and/or awarded tenure (e.g. academic actions) in the academic unit where they hold their primary appointment. The SOM department chair or the GSBMS dean is responsible for recommendations for academic actions and for performance evaluations of the faculty members with primary appointments in their department or school, except as described below for faculty members who have appointments in more than one department or school.

### **Secondary Appointment (e.g. Non-Primary Appointment)**

A faculty member may have a secondary appointment in one or more departments or schools for the



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purpose of contributions and collaborative relationships in any of the mission areas. Secondary appointments are recommended by the chairs of both primary and secondary departments and, as applicable, the GSBMS dean. The chair or the GSBMS dean must participate in academic actions, define performance expectations and contribute to the performance evaluations of faculty members with secondary appointments in their department or school. Secondary appointments are at the same academic rank as the primary appointment.

**Joint Appointment**

A faculty member may have a joint appointment in two or more departments or schools within the college or the university that have joint fiscal responsibility for the faculty member. The chairs of the departments and the GSBMS dean share responsibility for academic actions, define faculty performance expectations and faculty evaluations. One department chair or the GSBMS dean is designated as primary for these purposes. Joint appointments are at the same academic rank in each department or school.

**Lateral Appointment**

A faculty member's appointment is considered a lateral appointment when they have professional experience and achievements that meet the criteria for appointment within the NYMC SOM at the same rank that they currently hold at an outside academic institution.

**Adjunct Appointment**

A faculty member is eligible for an adjunct appointment in a department or school if they hold a primary academic appointment at an outside academic institution. Academic actions for adjunct status are initiated by the department chair or GSBMS dean in a written request to the dean, and do not require TAP review. Adjunct appointments are at the same academic rank as the outside institution's primary rank.

**Visiting Faculty Appointment**

A faculty member is eligible for a visiting faculty appointment in a department or school if they hold a primary academic appointment at an outside academic institution. Academic actions for visiting faculty status are initiated by the department chair or GSBMS dean, and do not require TAP review. Visiting faculty appointments are at the same academic rank as the outside institution's primary rank. Along with the request for visiting faculty status the department chair or GBBMS dean submits a written recommendation that includes a description of the proposed duties of the visiting faculty, the duration of the appointment, and their qualifications for the position. The candidate must provide their curriculum vitae and letter of recommendation from the chair or equivalent official at the institution where the individual holds their academic appointment. The



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letter should confirm the candidate's rank and title, state that the candidate is in good academic standing, and recommend the candidate for a visiting appointment at NYMC SOM. No other external letters of evaluation are required.

The SOM Dean reviews these materials and makes a decision to approve or not approve the appointment, and informs the department chair or GSBMS dean, and the candidate. Visiting faculty appointments for longer than one year are not permissible; individuals requiring a longer appointment must be appointed as Adjunct faculty.

**Emeritus Appointment**

In accordance with the NYMC Faculty Handbook, faculty who have served the University for at least ten (10) consecutive years and have attained the rank of professor or clinical professor by distinguishing themselves in achievements in teaching, research and service are eligible for emeritus status.

The dean of the SOM and the GSBMS shall prepare a list of faculty who will retire by the close of the academic year. Each dean shall request the chair of the retiring professor's department to provide a letter of recommendation. The appropriate dean shall also request letters from two senior faculty that the retiree be recommended for Emeritus appointment by the NYMC Board of Trustees. Each year, the dean(s) will submit a recommendation with the nominees' curriculum vitae, the chair's and senior faculty's recommendation to the President for review and final submission to the NYMC Board of Trustees. Upon approval by the Board of Trustees, a citation designating the retiree as Emeritus will be written and awarded to the retiree.

Emeriti status provides the privileges of (i) a university appointment of Emeritus Professor awarded by the Board of Trustees, (ii) being acknowledged as "Professor Emeritus" in all faculty or departmental listings, announcements, bulletins and publications for the remainder of the "Professor Emeritus" life; (iii) Full access to use the Medical Sciences Library, including inter-library loans and searches at no cost (iv) Lifetime continuation on all University invitation lists and invitation to participate in Commencements, Convocations, etc.

**C. Procedures for Appointment and Promotion**

Faculty appointment and promotion are considered at any time throughout the academic year for new faculty candidates as well as current SOM faculty. Department chairs should review full time faculty for readiness for promotion and/or tenure at the time of the annual faculty performance evaluation. Chairs also have the opportunity every three years during the triennial faculty reappointment for all voluntary and part time faculty to reaffirm their status and rank. (see Triennial Reappointment Procedures)



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1. The academic department chair, dean of the GSBMS, or the dean of the SOM initiates the request for a faculty appointment by providing the following (see

<https://www.nymc.edu/school-of-medicine-som/faculty-affairs/request-a-faculty-appointment-or-promotion/>)

All Ranks

- Completion of the “Chair Recommendation Form for Faculty Appointment/ Promotion” by the primary department chair

Senior Ranks Only

- A formal letter of recommendation that explicitly documents achievements in teaching, research, and service and scholarly contributions; a letter from the chair for secondary appointment(s) is also required.
2. Requirements for all faculty at all ranks include the following:
    - Completion of the “Personal Information Form”
    - Completion of the “Professional Reference Form”
    - Submission of a CV in NYMC SOM format (see Appendix)
  3. Materials must be submitted to the Office of Faculty Affairs for processing to the Dean of the SOM. The Dean, or their designee(s), reviews the above materials and recommends action according to the following:
    - For **instructor** or **assistant professor** appointments, the Dean may contact professional references provided by the faculty member as part of the approval process and as deemed necessary. The Dean will either (i) approve, (ii) reject, or (iii) other action as deemed appropriate. Candidates whose applications are approved and the respective department chair will receive a letter from the dean confirming the appointment. For applications that are rejected or require other actions, the chair and/or candidate will have the opportunity to address as necessary.
    - For senior-level ranks such as **associate professor** or **professor**, respectively the Dean will either (i) approve, (ii) reject, or (iii) other action as deemed appropriate. Applications approved by the dean are dispositioned to the TAP Committee for review and action. (see TAP Committee Procedures)

#### **D. Procedures for Tenure**

In accordance with NYMC SOM Faculty By-Law 7 and the Faculty Constitution and Handbook, NYMC recognizes that it is living in a highly competitive world and it seeks to build up and maintain a faculty that is second to none in excellence. It believes that justice and academic freedom as well as its own best interests are assured by providing permanent tenure to its foremost scholars.



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Full time faculty at the associate professor or professor ranks are eligible for tenure in the “Investigator” and “Educator” pathways. The Dean of the SOM considers recommendations for tenure from the faculty member’s department chair and if deemed appropriate, requests the TAP Committee to review the application. (see TAP Committee Procedures)

**E. TAP Committee Procedures**

The Dean of the SOM provides the TAP Committee with applications for faculty candidates desiring senior level faculty appointment, promotion and/or tenure. The Chair of the TAP Committee receives applications for processing that includes contacting professional references for letters of recommendation, which is initiated by the TAP committee secretary. Three (3) professional faculty references from outside the institution and two (2) references from within the institution all at the same rank or higher are required. Upon receipt of all required professional references, the faculty’s application is considered complete and ready for committee review.

1. Candidates for appointment and/or promotion

- The TAP Committee chair appoints a 3-person subcommittee from the parent TAP Committee to review the chair’s recommendation for faculty appointment and promotion
- Each reviewer completes a thorough critique according to a prescribed format “Reviewer Critique Form” (Appendix) within one month of assignment
- Reviewers may request additional references and/or information regarding the candidate’s qualifications. In these instances, the TAP Committee chair will be informed, and the TAP secretary will confidentially request the additional information
- Completed reviews are formally placed on the agenda for a full TAP Committee review. The TAP Committee chair, and the reviewers put forth recommended faculty actions for vote
- TAP Committee members shall recuse themselves in the deliberations of candidate faculty proposed to their department, or if they perceive a conflict of interest

2. Candidates for granting of tenure

- The TAP Committee chair appoints a 3-person subcommittee of tenured faculty members to review the chair’s recommendation for granting of tenure. The subcommittee will function independent of any concurrent recommendation for appointment or promotion
- Procedures follow the same guidelines as related to review for appointments and promotions

3. TAP Committee communication of actions

- Minutes and summary abstracts are documented for each TAP Committee meeting and are provided to the Office of Faculty Affairs and the Dean of the SOM.



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- The TAP Committee chair communicates the committee’s decision directly to the department chair who recommended the faculty for appointment, promotion, and/or tenure. For recommendations that are denied, the reason(s) for such decisions are provided to the chair, who has the opportunity to appeal the decision. The chair may be invited to present the appeal in person before a full TAP Committee. If the appeal by the chair does not result in reversal of the TAP committee’s recommendation on the proposed academic action, the candidate faculty shall be ineligible for further consideration for appointment, promotion and/or tenure for at least one year.
4. Processing of TAP Committee Recommendations
- The Dean of the SOM reviews TAP Committee recommendations, and approves, disapproves, or tables the recommendation for further action or clarification.
  - The Office of Academic Administration will review all actions related to granting of tenure and an accompanying report of the terms of tenure for the faculty member will be provided.
  - TAP Committee recommendations that are approved by the Dean of the SOM are submitted to the Academic Affairs subcommittee of the Board of Trustees for approval.
  - Actions approved by the Academic Affairs subcommittee of the NYMC Board of Trustees are communicated to the Dean of the SOM, and to the NYMC Board of Trustees for their information.
  - The Office of Faculty Affairs generates a letter of appointment, promotion or granting of tenure, signed by the Dean, who confirms the rank, type of appointment, and effective date. The letter will detail the terms of appointment and tenure, if granted.
5. Disapproved TAP Committee Actions
- Faculty candidates whose applications are denied can reapply in one (1) years’ time following the date of the initial application if their request is for the same title and rank that was denied.
    - Example: An application denied by TAP for promotion from associate to professor (of department) on the tenure track, educator pathway may be resubmitted with the chair’s recommendation in one year’s time if the request is for the same title and rank - promotion from associate to professor (of department) on the tenure track, educator pathway
  - Faculty may reapply for the next TAP committee meeting and earlier than one (1) years’ time if the request is for a different title and/or rank
    - Example: An application denied by TAP for promotion from associate to professor (of department) on the tenure track, educator pathway may be resubmitted with the chair’s recommendation for the next TAP meeting, and





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earlier than a years' time if the request is for promotion on the non-tenure track, clinician-educator pathway for promotion from associate professor to clinical professor (of department)

- In instances where the faculty member disagrees with the action, they may utilize the “Alternate Pathway” in accordance with the NYMC SOM Faculty By-Law 5.
- The TAP Committee will consider faculty actions referred by an Alternate Pathway Committee according to standard policy and procedures of the TAP Committee.

### **F. Alternate Pathway Procedures**

Per NYMC Faculty Bylaw 5 if a faculty member feels that the department chair has not proposed them for consideration of promotion or tenure in a timely and reasonable fashion, an alternative pathway mechanism may be employed as described in the NYMC Faculty Constitution and Bylaws.

#### 1. Eligibility For Utilizing the Alternate Pathway

- The faculty member must have been an assistant or associate professor for a minimum of five (5) years
- The faculty member must have been an associate professor or professor for a minimum of three (3) years
- The department chair must have refused to forward the faculty member’s promotion or tenure recommendation to the dean for forward to the TAP Committee for consideration

2. If a faculty member is eligible to utilize the Alternate Pathway, the committee may be accessed by the faculty member by notifying the chair of the Alternate Pathway Committee of their desire to be considered for promotion and/or tenure.

3. The committee shall follows procedures outlined in NYMC Faculty Constitution and Bylaws

### **G. Triennial Faculty Reappointment Procedures**

The goal of the triennial faculty reappointment is three-fold: 1) to provide faculty the opportunity to report on academic activities and contributions to the NYMC SOM; 2) to provide department chairs the opportunity to review faculty for potential appointment, promotion, status change, development needs etc.; 3) to maintain an up-to-date roster of all faculty in the SOM independent of faculty status.

The triennial reappointment occurs every third year on either a calendar- or academic year schedule, and typically in coordination with the annual faculty performance evaluation (AFPE). The reappointment cycle opens either January 1st or July 1st according to academic- and calendar year schedules, respectively, and concludes by June 30th or December 31st, respectively.





**New York Medical College**  
**School of Medicine**

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All faculty in the NYMC SOM including full time, part time, and voluntary faculty are required to participate in the triennial faculty reappointment process to maintain an active faculty appointment. For full time faculty members that participate in the AFPE, the performance evaluation will serve a dual purpose to satisfy triennial reappointment requirements. For part time and voluntary faculty, the triennial reappointment procedures will include reporting on academic activities the SOM mission areas of research, teaching and service, as well as updating other scholarly contributions and general faculty information. Faculty reporting and chair reviews of all faculty will occur centrally within the faculty management system *Activity Insight*.

Successful completion of the triennial reappointment process confers reappointment to the SOM faculty as requested by the department chair, and upon recommendation by the Dean of the SOM to the Academic Affairs subcommittee of the NYMC Board of Trustees. Actions approved by the Academic Affairs subcommittee of the NYMC Board of Trustees are communicated to the Dean of the SOM, and to the NYMC Board of Trustees for their information. The Office of Faculty Affairs generates a letter of reappointment that confirms the academic rank, title, status and date of renewal that are communicated to faculty and department chairs.

Failure to successfully complete the triennial reappointment process, and within the specified time period, will result in a temporary “inactive” status being placed on the faculty member’s appointment for up to six months following the reappointment deadline. Failure to complete triennial reappointment procedures within this six-month “inactive” period will result in termination of the faculty member’s appointment with written notice to the faculty member and the department chair from the Dean of the SOM. Terminated faculty who desire a faculty appointment at some later date may reapply for a faculty appointment at the recommendation of the department chair utilizing usual faculty appointment procedures.

## **VIII. REFERENCES**

- A. NYMC Faculty Constitution & Bylaws: Tenure, Grievance, Alternate Pathway
- B. NYMC Faculty Handbook
- C. 2015-16 Functions and Structure of a Medical School at; <http://www.lcme.org/>
  1. Standard 4. Faculty Preparation, Productivity, Participation, and Policies: Faculty are qualified through their education, training, experience, and continuing professional development and provide the leadership and support necessary to attain the institution's educational, research, and service goals
  2. Standard 4.1. Sufficiency of Faculty: A medical school has in place a sufficient cohort of faculty members with the qualifications and time required to deliver the medical curriculum



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and to meet the other needs and fulfill the other missions of the institution.

3. Standard 4.2. Scholarly Productivity: Faculty demonstrate a commitment to continuing scholarly productivity that is characteristic of an institution of higher learning
4. Standard 4.3. Faculty Appointment Policies: Clear policies and procedures exist for faculty appointment, renewal of appointment, promotion, granting of tenure, remediation, and dismissal that involve the faculty, the appropriate department heads, and the dean, and provides each faculty member with written information about their term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, and terms of dismissal

**IX. TYPE OF POLICY**

- NYMC School of Medicine: Faculty Affairs

**X. APPROVALS**

- TAP Committee
- Deans Executive Committee
- NYMC Board of Trustees

**XI. POLICY MANAGEMENT**

- Responsible Executive: Dean of the School of Medicine
- Responsible Officer: Senior Associate Dean for Faculty Affairs
- Responsible Staff: Administrator, Faculty Records
- Secretary, TAP Committee

**XII. APPENDIX**

- A. NYMC SOM Curriculum Vitae Template
- B. NYMC SOM Domain & Pathway Grid
- C. NYMC SOM Evaluation Criteria for Appointment & Promotion
- D. NYMC SOM Pathway Descriptions
- E. TAP Reviewer Critique Form
- F. Request a Faculty Appointment or Promotion at <https://www.nymc.edu/school-of-medicine-som/faculty-affairs/request-a-faculty-appointment-or-promotion/>

ACCEPTED AND AGREED TO:

EC Halperin  
Edward C. Halperin, MD, MA

5/28/18  
Date