New York Medical College
School of Medicine

Tenure, Appointments, and Promotions Policy

POLICY

Policy statement:

It is the policy of NYMC School of Medicine (SOM) that the Tenure, Appointments and Promotions Committee shall establish and maintain written standards, criteria and procedures for reviewing and recommending faculty appointments and promotions at the rank of professor, associate professor and award of tenure.

II. PURPOSE

The purpose of the Tenure, Appointment and Promotion process is to encourage and reward faculty contributions and achievements that support the mission of New York Medical College.

The Tenure, Appointments and Promotions Committee is a committee of NYMC-SOM faculty and is charged with ensuring that scholarly achievement and excellence are the criteria for academic advancement, independent of whether a faculty member's achievements derive primarily from clinical, teaching, research or administrative contributions to the department, institution, and medical and scientific communities. Selection of individuals for appointment and promotion to the NYMC-SOM faculty and awarding of tenure must be in accordance with the highest standards.

III. SCOPE

- Dean's Office
- Academic Departments at NYMC-SOM and its affiliates
- Board of Trustees

IV. DEFINITIONS

Track and Rank:

There are five tracks for appointments and promotions, investigator, educator, research, clinical, and voluntary tracks. The investigator, and educator track consists of appointments and promotions to the rank of Associate Professor and Professor. The research track consists of appointments and promotions to the rank of Research Associate Professor and Research Professor. The clinical track consists of appointments and promotions to the rank of Associate Professor and Professor of Clinical [department], e.g., Professor of Clinical Medicine. The voluntary track consists of appointments and promotions to the rank of Clinical Associate Professor and Clinical Professor.

Tenure:

Tenure is continued employment in the primary department in the academic rank to which the faculty member was tenured. Tenure guarantees salary support in accordance with NYMC-SOM Faculty Constitution and ByLaws (Section 7).
Full time faculty in the ranks of Professor, Associate Professor, is eligible for tenure. Tenure application consists of the same material that is submitted for appointment or promotion.

When tenure is being considered, the TAP Committee shall form a subcommittee of its tenured members to review the tenure application. This subcommittee shall only deal with tenure and not promotions or appointments.

V. POLICY AUTHOR(S)

TAP
Faculty Senate

VI. RELATED POLICIES:

Faculty ByLaws: Item 2, section 2, sub-section 3 and Item 7, section 1 and 2.

VII. PROCEDURE(S)

The Tenure, Appointments and Promotions Committee consist of a minimum of 16 faculty members. Any associate professor or professor shall be eligible for appointment to this committee. At least six appointees shall be from clinical departments and at least six appointees shall be from basic science departments. Committee members at the rank of Associate Professor are only able to vote on material being proposed for the Associate Professor level. When tenure is being considered, the TAP subcommittee consisting of tenured members, shall be review and vote on material. The quorum necessary for a meeting to take place is two thirds (2/3) of TAP Committee members present.

All senior appointments, promotions and tenure actions of the faculty require endorsement by the Tenure, Appointments, and Promotions Committee (TAP), approval and ratification by the Dean, and the Board of Trustees. All submissions of recommendation for promotion and tenure will be due September 15th. The date on which appointment, promotion and tenure will become effective is July 1st. The TAP Committee will consider a recommendation for appointment at any time. Secondary and tertiary appointments and promotions, and appointments and promotions to the rank of Clinical Associate Professor, are reviewed and approved or denied by the TAP Chairperson.

1). Required documents for TAP committee consideration:

a) Faculty Appointment/Promotion Application: The online application is completed and signed by the candidate and the department chairperson.

b) Faculty Letter from Chairperson: A letter from the Department Chair shall be an essential part of each recommendation for appointment, promotion or tenure. The letter should be addressed to Dean, SOM and explicitly document the scholarly, educational, clinical and other activities of the candidate that warrant the appointment, promotion to senior rank or granting of tenure.

Letters from secondary/tertiary Chairperson: If applicable, letters and signatures of chairpersons of secondary/tertiary appointments should be solicited by the chairperson of the primary department and added to the application packet. Individuals may not have a secondary/tertiary appointment at a higher rank then the
primary department. A tertiary appointment is the recommended limit to the number of faculty appointments that an individual may hold in the School of Medicine.

c) **Candidate CV**: Using approved NYMC-TAO Committee format

d) **References**: The candidate shall provide names, titles, affiliated institutions, and contact information of at least five individuals from inside and outside the institution who might be solicited for letters of recommendation by the Chair of the TAP Committee. These shall include at least three (3) outside NYMC-SOM and two (2) NYMC-SOM faculties. Note: for the rank of Clinical Associate Professor three (3) references are required with at least two (2) references from another Medical School. TAP review committee may seek additional letters of recommendation.

2). The completed Appointment/Promotion application is submitted to the Academic Affairs/Faculty Records Office.

3) Dean, School of Medicine, signs the application and the TAP committee begins its review process.

4). TAP Process:
   a. The TAP Chairperson shall appoint a three-person review committee on each recommendation for appointment, promotion or tenure. The review committee members are chosen from the parent TAP Committee.
   b. Each reviewer may request references from outside of the institution regarding the candidate (where applicable). Any request for additional information regarding the candidate’s qualifications should be brought to the attention of the TAP Chairperson. The TAP secretary will obtain the requested information without revealing the reviewer’s identity.
   c. The TAP secretary writes to referees on behalf of TAP Chairperson to request for additional (Investigator Track and Clinician-Educator Track)
   d. The three reviews are to be submitted within one month of assignment. After receiving all three reviews, the appointment/promotion application is put in the agenda for the next TAP Committee Meeting. The TAP Chairperson presents the application to be discussed to the TAP committee. Each member of the review committee for each application presents his/her recommendation to the full committee. The application is then open for discussion and then a vote to recommend the application for approval is taken. (Reviewer Critique Format)
   e. Members of these committees with a primary appointment in the same department as the candidate shall not be present during any deliberations on the candidate.
   f. Tenure Applications shall be reviewed by a subcommittee of the TAP Committee tenured members who shall deal with only tenure and not appointments and promotions.
   g. An application must receive a majority vote or a vote of plus two (2) of those present for approval. The TAP Chairperson may vote. A one vote majority tables the application and a tie vote is equivalent to disapproval.

5). **Decisions**: The TAP Chair notifies the department chairperson of the TAP Committee’s recommendations, which will be pending the Board of Trustees review. In the event a Department Chair’s recommendation for appointment, promotion, or tenure is not approved, the reason(s) for such decision shall be communicated to that Chair. The Department Chair may request an opportunity to appeal the decision and meet with the TAP Committee. In the event the candidate is not recommended after the appeal, the reason(s) shall be communicated to the Department Chair. In this
case, the candidate shall be ineligible for further consideration for at least one year.

6). The TAP secretary prepares abstracts and minutes of the TAP meeting, which are submitted to the SOM Faculty Records Office.

7) The TAP secretary also prepares a short summary of action items (redacted minutes) to be submitted to the Executive Committee of the Faculty Senate.

8). The TAP Committee recommendations are submitted to the Dean for ratification and approval, and then presented to the Board of Trustees.

9). The Office of Faculty Records generates a letter of appointment, promotion or granting of tenure, signed by the Dean, which will confirm the rank, type of appointment, and effective date. The letter will contain details on the term of appointment. If tenure has been awarded simultaneously with an appointment or promotion, the letter will so state.

VIII. REFERENCES

NYMC Faculty ByLaws

IX. TYPE OF POLICY

Policy for senior faculty appointment, promotion and tenure process.

X. APPROVALS

TAP Committee
Executive Committee of the Faculty Senate
Board of Trustees

X. APPENDICES

Flowchart of TAP Process
NYMC-SOM Promotion Tracks-Comparison
Guidelines/Criteria for Evaluating Faculty for Promotion and Tenure