



NEW YORK MEDICAL COLLEGE
A MEMBER OF Touro University
School of Medicine

**Faculty Appointment, Promotion, and Reappointment
 Policy & Procedure**

Issue Date: January 9, 2024
Supersedes: New York Medical College School of Medicine Academic Appointment, Promotion and Tenure Policy & Procedure
Last Review: December 22, 2023 (April 16, 2018; May 15, 2015; July 1, 2007)

I. PURPOSE

The New York Medical College (NYMC) School of Medicine (SOM) seeks to align the appointment and promotion process, criteria, and guidelines with the roles, responsibilities, and duties performed by Faculty Members in the SOM. Through the awarding of Faculty appointments and promotions, Faculty Members are recognized for their contributions and achievements that support the mission of the institution.

II. POLICY

It is the policy of NYMC SOM that written standards, criteria, and procedures for the review and recommendation of individuals for Faculty appointment and promotion be established, maintained, and disseminated to the SOM academic community.

III. SCOPE

This policy shall apply to individuals eligible for a (i) SOM Faculty appointment, or (ii) SOM academic promotion. This policy does not apply to candidate's appointed to adjunct, visiting, or emeritus Faculty appointments.

IV. REFERENCES

- A. NYMC SOM Faculty Bylaws (Bylaws). The Bylaws outline the rights, responsibilities, and expectations of Faculty Members and serve as a foundational document guiding interactions among Faculty, administration, and the institution. Access at [Faculty Bylaws](#).
- B. NYMC SOM Faculty Handbook. The Faculty Handbook is a comprehensive document that outlines the policies, procedures, expectations, and guidelines for Faculty Members within the institution, and serves as a reference guide and resource for Faculty, offering information on various aspects of academic life at the SOM and Graduate School of Biomedical Sciences (GSBMS). Access at [Faculty Handbook](#).
- C. Faculty Performance Evaluation Policy and Procedure. This policy provides Full-Time, Part-Time, and Voluntary Faculty written expectations for evaluation by the department or discipline chair and/or administrative designate with regard to performance and progress towards promotion and/or tenure as defined in the original (or updated) appointment letter to the Faculty Member. Details regarding the degree and scope of evaluation, consistent with the commitment of the Faculty Member to the department, are provided. Access at [Faculty Performance Evaluation Policy and Procedure](#).

- D. Liaison Committee on Medical Education. 2024-25 Functions and Structure of a Medical School, 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; November 2023. <https://lcme.org/publications/>

V. DEFINITIONS

The following definitions shall not supersede nor impact Faculty participation in NYMC benefits plans governed by NYMC Human Resource policies.

A. Faculty Appointment and Promotion Terminology

1. Faculty. All individuals with an academic appointment in one or more departments of NYMC SOM.
2. Faculty Member. An individual who holds a Faculty appointment in one or more departments of NYMC SOM.
3. Academic Action. Refers to appointment, promotion, change in appointment Status, termination of appointment, renewal of appointment, or granting of tenure.
4. Academic Activities. Those activities performed for the SOM that fulfill the SOM's core mission in areas of teaching, research, service, and health care delivery.
5. Domain. Refers broadly to areas of focus that distinguish a Faculty Member's contributions and achievements specifically for evaluation in the appointment and promotion process.
 - a) Teaching Domain. The Teaching Domain consists of education-related activities, such as instruction, mentoring, advising, learner assessment, curriculum development, etc.
 - b) Research Domain. The Research Domain consists of research-related activities, such as grants and extramural funding, clinical trials, team science, population health, etc.
 - c) Service Domain. The Service Domain consists of the candidate's contributions to the life, governance, and administration of the College, SOM, their profession/discipline, and the local, national, international community that reflects a level of academic reputation and expertise, etc.
 - d) Health Care Delivery Domain. The Health Care Delivery Domain includes the delivery of high quality health care, which consists of the development of diagnostic approaches, therapeutic methods and clinical services; innovations in clinical practice; the development and/or administration of programs or approaches that improve the safety, quality or efficacy of healthcare delivery; the development, analysis, implementation, and evaluation of health policy, population health tools, and interventions for local, national, and international communities and populations.
6. Pathway. The SOM recognizes five (5) academic Pathways for Faculty appointment and promotion: (i) Investigator; (ii) Educator; (iii) Clinician Scholar; (iv) Research Scientist; and (vi) Foundations Pathways.
7. Rank. The SOM recognizes four (4) academic Ranks for Faculty appointment and promotion: (i) Instructor; (ii) Assistant Professor; (iii) Associate Professor; and (iv) Professor.
8. Title. Titles are assigned according to appointment or promotion Track, Pathway, Rank, and

Appointment Status (Appendix. Table 1). All Faculty Titles are followed by the name of the department and discipline in which the Title is awarded unless otherwise indicated.

B. Appointment Status

Faculty in the SOM are given an Appointment Status coincident with approval of their Faculty appointment. Although Appointment Status nomenclature is similar to “employment status,” appointment Status and employment status are distinct from each other. Appointment Status may be either Full-Time, Part-Time, or Voluntary as described below. Faculty must demonstrate time and effort committed to Academic Activities that occur at NYMC and/or within the confines of an active NYMC affiliate site. An NYMC affiliate may include the following: an academic medical center, university, major- or specialty-affiliate hospital (including facilities operated or owned by these entities of NYMC), or a specific departmental affiliation identified by the Dean of the SOM.

1. Full-Time Appointment Status. Appointment Status is considered Full-Time in the following instances: (i) full-time employment by NYMC to perform academic job duties for NYMC (academically salaried); (ii) full-time employment by an active NYMC affiliate to perform professional duties (professionally salaried); or (iii) employment by both NYMC and an active NYMC affiliate that combined is equivalent to full-time employment. Professionally salaried, full-time faculty shall perform the majority of their job duties within the confines of the NYMC affiliate site.
2. Part-Time Appointment Status. Appointment Status is considered Part-Time in the following instances: (i) part-time employment by NYMC to perform academic job duties for NYMC (academically salaried); or (ii) part-time employment by an active NYMC affiliate to perform professional duties (professionally salaried); and (iii) do not qualify for Full-Time Appointment Status.
3. Voluntary Appointment Status. Appointment Status is considered Voluntary if the Faculty Member does not qualify for Full-Time or Part-Time Appointment Status.

C. Faculty Appointment

Faculty of the SOM and Graduate School of Basic Medical Sciences (GSBMS) are appointed to one or more academic departments in the SOM.

1. Primary Appointment. Faculty Members are appointed, and evaluated for promotion 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 for Faculty with Primary Appointments in their department, except as described below for Faculty Members who have appointments in more than one department or school.
2. Non-Primary Appointment. A Faculty Member may have one or more Non-Primary Appointment(s) in one or more departments for contributions and collaborative relationships in any of the mission areas. Non-Primary Appointments are endorsed by the chairs of both Primary and Non-Primary departments and the Dean of the GSBMS, as applicable. Non-Primary Appointments are at the same Academic Rank, Status, and Pathway as the Primary Appointment.
3. Joint Appointment. A Faculty Member may have a Joint Appointment in two or more departments or schools within the college that have joint fiscal responsibility for the Faculty Member. The chairs of the departments and as applicable, the deans of the school, have a shared responsibility in requesting Academic Action related to the Faculty Member. One department chair or dean of the school is designated as Primary for these purposes. Joint Appointments are at the same Rank in each department or school.

4. Candidate Status. In addition, candidates new to the NYMC SOM who are recommended for a Full-Time Status Appointment at a senior Rank shall be issued an official Candidate Status by the Dean of Faculty and Academic Affairs with receipt of necessary application materials, and coincident with the start date of the Faculty Member at an NYMC affiliate site and/or the NYMC SOM.

VI. PROCEDURES

A. Completing the Faculty Action Packet

The Faculty Action Packet (FAP) is the compilation of all materials relevant to the evaluation of a candidate for appointment or promotion. The FAP consists of the following components:

1. Materials provided by a candidate for appointment or promotion.
 - a. Current [curriculum vitae in NYMC SOM format](#).
 - b. Personal Information Form ([PIF](#)) and [Attestation](#).
 - c. [Professional Reference Form](#).
 - 1) Names of individuals that can attest to the candidate's qualifications; required for appointment or promotion to any Rank.
 - 2) Names of individuals who can provide an unbiased letter of recommendation to include NYMC Faculty and external faculty at the same Rank being proposed or higher; required for appointment or promotion to senior Rank.
2. Materials provided by a candidate for promotion.
 - a. A narrative statement (required for senior Rank) that describes the candidate's Academic Activities, achievements, and scholarship in the context of their overall role and goals as a SOM Faculty Member.
3. Materials added to a candidate's FAP through the process of appointment and promotion

Additional references can add value to a candidate's FAP by affirming a candidate's Academic Activities and expectations within a department/division of a SOM affiliate site or basic science department. References may include local affiliate department chair, service chief, local site dean, senior management deans, designated institutional official (DIO), course/clerkship directors, phase/module directors, etc. The materials added to a candidate's FAP are considered confidential, are only used in the review of the candidate for appointment or promotion and will not be shared with the candidate.

 - a. For a Primary Appointment
 - 1) Letter of recommendation from the academic department chair.
 - 2) Additional references at the discretion of the academic department chair (optional).
 - b. For a Non-Primary Appointment
 - 1) Letter of recommendation from the non-primary department chair.
 - 2) Additional references at the discretion of the non-primary and/or primary department chair (optional).
 - c. For a Joint Appointment
 - 1) Letters of recommendation from each academic department chair including justification for the Joint Appointment and demonstration of shared financial resources.

B. Obtaining a SOM Faculty Appointment

Requests for Faculty appointment are considered on a rolling basis throughout the academic year. The steps in the approval process for a Faculty appointment in the NYMC SOM are as follows:

1. The candidate submits their [CV in NYMC SOM format](#), the [PIF and Attestation](#), and the [Professional Reference Form](#) to their academic department chair to be included in their [FAP](#).
2. The department chair reviews the candidate's FAP and writes a letter of recommendation, which is added to the candidate's FAP in addition to the [Chair Recommendation Form](#). Any additional references solicited by the primary department chair, or required letters of recommendation for Non-Primary or Joint Appointments are also added to the candidate's FAP.
3. The candidate's FAP is submitted to the Office of Faculty & Academic Affairs (OFAA), where it is reviewed for appropriateness based on eligibility criteria and completeness. Any questions or concerns are resolved with the SOM Dean and the OFAA in concert with the department chair(s).
4. The next procedural step depends upon the candidate's requested Rank and Pathway.
 - a. [Junior Rank, Research Scientist Pathway, and Foundations Pathway.](#)
 - 1) Candidates applying for a junior Rank (Instructor, Assistant Professor), Foundations Pathway appointment, or Research Scientist appointment shall have their complete FAP submitted by the OFAA to the Dean of the SOM for approval.
 - 2) The Dean/designee may contact professional references provided by the candidate as deemed necessary. Such communications are considered highly confidential and shall only be utilized in the review of the candidate for the Academic Action requested.
 - 3) With the Dean's approval, the Chancellor/CEO and Board of Trustees of NYMC shall endorse the appointment.
 - b. [Senior Rank.](#)
 - 1) Candidates applying for senior Rank (Associate Professor, Professor) on any promotion Pathway shall have their complete FAP submitted to the Tenure, Appointments, and Promotions (TAP) Committee for review.
 - 2) The TAP Committee secretary shall confidentially solicit professional references on behalf of the candidate. Recommendations provided are considered highly confidential and shall only be utilized by the committee in the review of the candidate for the Academic Action requested.
 - 3) The TAP Committee may request additional reference letters or other information as deemed necessary to conduct a committee review.
 - 4) The TAP Committee chair communicates the committee's recommended Academic Action to the Dean for consideration. The Dean may (i) approve, (ii) disapprove, or (iii) table (pending additional information) the TAP Committee's recommendation.
 - 5) The Dean communicates recommendations for Faculty Academic Actions to the Chancellor/CEO. With the Chancellor/CEO's approval, the Board of Trustees of NYMC shall review and issue a final recommendation for approval.
 - c. [Candidate Status.](#)

Candidates new to NYMC SOM who are recommended for a Full-Time Status Faculty Appointment at a senior Rank shall be issued an official Candidate Status by the Dean of Faculty and Academic Affairs. Candidate Status shall commence coincident with the start date of the Faculty Member at an NYMC affiliate site or NYMC SOM and is dependent upon receipt of required materials. Required materials include the candidate's application materials (Section VI. A. 1 and 2); Chair Recommendation Form(s); and any letter(s) of recommendation from the Primary Appointment or Joint Appointment department chair(s), as applicable, and as described in Section VI. A. 3a. and 3c.

Provisional access to NYMC resources shall be granted by the Office of Faculty and Academic Affairs based on the candidate's job duties as detailed by the department chair and/or Dean of the SOM. Individuals with Candidate Status shall reference such designation in all correspondence (e.g. Candidate for Professor of Medicine) until a Faculty Appointment is confirmed by the BOT and communicated by the Dean of the SOM.

Candidate Status shall not be construed as a Faculty Appointment, nor shall it be understood to confer any Faculty rights or privileges other than provisional access to NYMC resources as described. Candidate Status designation is considered temporary, must not exceed one year in duration, is subject to change without appeal, and may be revoked at any time by the Dean of Faculty and Academic Affairs. Subsequent approval of the recommended Faculty Appointment by the NYMC BOT shall deem the Candidate Status null and void. The Dean of the SOM shall then issue a formal Faculty Appointment letter to the candidate with an effective date coincident with BOT approval.

C. Eligibility Criteria Based on Rank and Title

1. Faculty Rank is determined according to specified eligibility criteria and a level of achievement for each Rank or Title. Three (3) Levels of Achievement in Domains are recognized.
 - a. Entry Level ("Competence"). Required for appointment or promotion to Instructor, Assistant Professor, Clinical Assistant Professor, and Associate Research Scientist.
 - b. Established Level ("Strength"). Required for appointment or promotion to Senior Instructor, Associate Professor, Clinical Associate Professor, and Senior Research Scientist.
 - c. Senior Level ("Excellence"). Required for appointment or promotion to Professor and Clinical Professor.
2. Instructor and Senior Instructor (Foundations Pathway only)
Candidates typically include individuals who are appointed to their first faculty position while completing their final year of training or participating in advanced fellowship training. Instructor Rank is also appropriate for members of the extended healthcare team performing Academic Activities integral to the NYMC SOM mission.
 - a. Chief residents in their final year of training and fellows-in-training; must be in good standing in an NYMC- or Westchester Medical Center-sponsored, ACGME-accredited residency or fellowship.
 - b. Professional practitioners that have attained the highest degree in a para-professional discipline, relevant health care-related field (e.g. Pharm.D., DNP), or other relevant discipline.
 - c. Individuals who have attained the highest degree in a scientific discipline and have completed a minimum of two (2) years post-doctoral training, or equivalent experience, and are non-independent investigators transitioning to an academic Pathway.
 - d. Individuals that have not attained the highest degree possible for a para-professional or related health care field (e.g. M.P.H.), however, are integral to the SOM's educational and research programs.
 - e. Individuals who have been engaged for a minimum of five (5) consecutive years at the instructor level, or an equivalent professional experience, may be considered for Senior Instructor designation at the recommendation of the primary department chair and with approval by the Dean of the SOM.
3. Assistant Professor and Clinical Assistant Professor
Candidates include individuals who are appointed or promoted to their first independent Faculty position.
 - a. Professional practitioners who are board-certified or -eligible in their specialty or have

equivalent qualifications.

- b. Individuals who have attained the highest degree in a scientific discipline, have completed a minimum of two (2) years post-doctoral training, or equivalent experience, and have acquired experience necessary to determine an academic Pathway.
- c. Candidates must demonstrate strength in at least one Domain, and competence in one or more Domains.
- d. Candidates must be recognized at a local level and have a record of academic service and scholarship.

4. Associate Professor and Clinical Associate Professor

Candidates include individuals who have a substantial record of achievement and academic accomplishments beyond that required for Assistant Professor.

- a. 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.
- b. Candidates must demonstrate excellence in at least one Domain, and strength in one or more Domains.
- c. Candidates are recognized at a regional and national level and have a record of significant academic service and sustained scholarship.

5. Professor and Clinical Professor

Candidates include individuals who have a continuous and exceptional record of achievement and academic accomplishments beyond that required for Associate Professor.

- a. 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.
- b. Candidates must demonstrate excellence in one or more Domain, and strength in one or more Domains.
- c. Candidates must be recognized at a national and international level as leaders in their field and have a record of substantial and sustained academic service and scholarship.

6. Research Scientist

Candidates typically include individuals who provide essential research support to funded SOM principal investigators (PI), and do not have, nor are expected to achieve, independent funding. Appointment on this Pathway is reserved for candidates with limited teaching and service responsibilities who have achieved a level of proficiency to support the research programs of one or more PIs.

- a. Individuals who have attained the highest degree in a scientific discipline and have completed a minimum of two (2) years post-doctoral training, or equivalent experience.
- b. Individuals that have not attained the highest degree in a scientific discipline, however, are integral to the SOM's research program.
- c. Individuals who have been engaged for a minimum of five (5) consecutive years at the Associate Research Scientist level and advance scholarship, increase collaborative science, and contribute to publications and grant writing, etc., may be considered for Senior Research Scientist designation at the recommendation of the primary department chair and with approval by the Dean of the SOM.

D. **Disapproved Promotion Recommendations**

- 1. Reapplication. Faculty Members whose promotions are denied can reapply in no less than one (1) years' time as determined by the date that their FAP was considered complete.
- 2. Petition. In instances where the candidate and the academic department chair disagree with

the promotion decision, the department chair may petition the Dean or the TAP Committee, as appropriate. In either case, the chair must have new information and/or significant clarifying information or circumstances to present. A written request addressed to the Dean or the TAP Committee chair, as appropriate, and any necessary information shall be provided as evidence in the petition. Outcomes of a petition are generally considered final unless [Faculty Grievance](#) procedures are enacted. Notwithstanding, policy and procedure for Faculty appointment and promotion shall be adhered to subsequent to a resolved petition.

3. [Faculty Grievance](#). Eligible faculty are afforded the [Faculty Grievance](#) policy and procedure should a candidate deem the denied Academic Action and any subsequent petition constitute a grievance.

E. Faculty Reappointment

The faculty reappointment cycle occurs on either a calendar- or academic year schedule coincident with SOM faculty performance evaluation procedures. Faculty Members are required to participate in faculty performance evaluations at least every three (3) years or on an annual basis, for Part-Time/Voluntary Status Appointments or Full-Time Status Appointments, respectively. The focus and scope of the evaluation will vary depending on Rank, Pathway, Status, and faculty academic lifecycle as detailed in the original Faculty appointment letter. Faculty and chairs shall confirm a minimum 10% effort, on average, devoted to Academic Activities for all SOM Faculty.

The evaluation process provides Faculty and department chairs, as appropriate, the opportunity to (i) report on Faculty Academic Activities and contributions to the SOM; ii) review Faculty progress toward promotion and/or tenure; iii) evaluate Faculty job performance in areas of assigned academic responsibility; iv) identify, request, and justify Faculty development support, mentorship, and/or resource needs; and 5) determine a remediation plan in instances where a Faculty Member does not meet performance expectations.

Faculty that complete the evaluation process are eligible for reappointment to the SOM Faculty at the recommendation of the academic department chair to the Dean. Tenured Faculty do not require reappointment; however, it is expected that they report on Academic Activities to affirm Full-Time Status and performance in keeping with a tenured Faculty Member. Faculty may request an extension or suspension of an evaluation period due to extraneous circumstances with a written request to the department chair and the OFAA. Faculty without an approved extension or suspension of an evaluation who do not complete the required evaluation within the specified time period will result in a temporary “inactive” status being placed on the Faculty Member’s appointment for six (6) months following the reappointment deadline. Failure to complete Faculty evaluation 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.

VII. EFFECTIVE DATE

This policy is effective immediately upon approval of NYMC SOM Faculty Bylaws and the Dean's Executive Committee.

Any future revision of this policy and procedure shall be taken into consideration by the Dean of the

SOM in consultation with the Executive Committee of the Faculty Senate and the Tenure, Appointment, and Promotion Committee. Such policy changes shall become effective with a majority vote of the Dean's Executive Committee and the Dean's approval.

VIII. POLICY MANAGEMENT

Executive Stakeholder: Dean of the SOM

Oversight Office: Office of Faculty and Academic Affairs

IX. APPENDIX

Table 1. Faculty titles are assigned according to appointment and promotion Pathway, Status, and Rank.					
	Tenure Track		Non-Tenure Track		
Pathway	Investigator	Educator	Clinician Scholar	Research Scientist	Foundations
Full-Time Status	Assistant Professor Associate Professor Professor		Assistant Professor Associate Professor Professor	Associate Research Scientist Senior Research Scientist voluntary Research Scientists are not permitted	Instructor Senior Instructor
Part-Time Status	not applicable	not applicable	Clinical Assistant Professor Clinical Associate Professor Clinical Professor		
Voluntary Status					
* Titles are followed by: "of [name of academic department]"					