



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

School of Medicine

FACULTY HANDBOOK

School of Medicine &
Graduate School of Biomedical Sciences

Issue Date: July 1, 2026
Supersedes: January 9, 2024;
September 23, 2022
Last Review: July 1, 2026

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PREFACE

New York Medical College (NYMC) is a health sciences college whose purpose is to educate clinical professionals, public health professionals, and biomedical and population health researchers. NYMC is comprised of the School of Medicine (SOM), the Graduate School of Biomedical Sciences (GSBMS), and the School of Health Sciences and Practice (SHSP). The contents of this Faculty Handbook pertain only to the faculty of the NYMC SOM and GSBMS but not to the faculty of SHSP. SOM faculty and those appointed to the GSBMS are also subject to the bylaws of the associate school.

The SOM, founded in 1860, is the oldest academic division of NYMC. The faculty in the basic science and clinical departments hold their appointments in the SOM and may also be members of the GSBMS faculty. Because of this unity of structure, a single Faculty Senate is representative of both schools and has become the central avenue for faculty participation in institutional governance.

The GSBMS, established in 1963, has a governance structure under bylaws constituted in 1969. Faculty of the SOM who hold primary, non-primary, or adjunct faculty appointments in one or more of the basic science departments may also be credentialed as graduate faculty members under the bylaws of the GSBMS. The SHSP, established in 1980, has a governance structure under separate bylaws constituted in 1994 and most recently amended in 2017.

This Faculty Handbook (“Handbook”) summarizes general guidelines related to institutional policies and procedures pertinent to college governance. It is not intended to be comprehensive nor to address all the possible applications of, or exceptions to, the official policies and procedures of NYMC, including but not limited to the policies outlined in the NYMC Employee Handbook. Faculty who are employees of NYMC are also subject to the NYMC Employee Handbook and should familiarize themselves with its contents. Some of the topics described in this Handbook are covered in detail in NYMC policy and procedure documents and [SOM Faculty Bylaws](#) (“Bylaws”). Responsibility for the contents and accuracy of the Faculty Handbook resides with the Deans of the SOM and GSBMS. We encourage you to refer to the documents mentioned for specific information since this Handbook only briefly summarizes those policies, procedures, and institutional guidelines. Failure to comply with any NYMC policy is grounds for disciplinary action up to and including termination. Every effort has been made to compile a Handbook that is as accurate and up to date as possible. However, this faculty resource is considered a “live” document that is updated iteratively and on an as-needed basis. Please note that the terms of the full official policies are controlling in the case of any inconsistency. This Handbook is not written to confer any rights or privileges on faculty or impose any obligations on NYMC.

DISCLAIMER

This Faculty Handbook is provided to you for informational purposes only. It is intended to give you a general overview of the College’s present policies and procedures. The College reserves the absolute right and authority to modify, revoke, suspend, or terminate, at any time and in its sole discretion, any policy, procedure, term, or the content of this faculty handbook, in whole or in part, with or without advance notice. This faculty handbook is not and shall not be implied, interpreted, or construed in any manner to create or constitute a legally binding agreement or contract between the college and you or to contain a contractual or legal commitment, obligation, assurance, or promise of any kind about any right to or guarantee of employment with the college or to any benefit or policy. Finally, where the provisions of this faculty handbook conflict with a specific official, written policy, document, or agreement, the provisions of the specific written policy, document, or agreement shall prevail.

ETHICAL COMMITMENT

NYMC has a strong institutional commitment to lawful and ethical behavior and a well-respected reputation, which its faculty members have earned over the years. In an increasingly complex national healthcare system, NYMC can maintain its leadership in education, research, and patient care only if it continues to merit the trust of its entire constituency. All NYMC faculty members are expected to carry out their institutional responsibilities in accordance with applicable legal and ethical principles. If any questions arise about how the College's principles, standards, or policies apply, they should be brought to the attention of the appropriate Dean or College administrator. Concerns about compliance matters can also be reported via the College's compliance hotline at (646) 565-6330 or by email at compliance@touro.edu.

ACADEMIC FREEDOM

NYMC adheres to the principles of academic freedom outlined in the following statement adopted by the American Association of University Professors, the Association of American Colleges, and other organizations representing the academic community.

The integrity of the College as an institution of higher learning requires proper autonomy and freedom. This freedom is the freedom to examine data, question assumptions, be guided by evidence, be a learner, and be a scholar. Such freedom implies that any faculty member whose teaching is questioned should be subject to the judgment of their peers only in accordance with the accepted rules of academic due process. It also implies the faculty's active, defined, and recognized role in policy-making decisions, which affect the educational program.

The obligation of the faculty is to distinguish in their teaching between personal and partisan opinions and convictions grounded in sources and methods appropriate to their respective disciplines. To the best of their ability, the faculty members should present materials in a manner that respects the cultures and sensitivities of their learners. The obligation of the learner is to be a responsible participant in the academic activities of NYMC.

THE COLLEGE

MISSION

New York Medical College, a member of Touro University, is a health sciences College whose purpose is to educate clinical and public health professionals as well as researchers, to conduct biomedical and population-based research. Through its faculty and affiliated partners, the College engenders a diverse and inclusive community that promotes an atmosphere of excellence, scholarship, and professionalism.

VISION

NYMC will promote health science education and research; preparing and empowering the next generation of researchers and health care leaders to advance human health and well-being. Learn more about the [history of NYMC](#).

Education

NYMC will:

- Educate outstanding physicians, scientists, public health, and other healthcare professionals.
- Sponsor residency and fellowship programs accredited by the Accreditation Council on Graduate Medical Education.

- Sponsor continuing medical education programs accredited by the Accreditation Council on Continuing Medical Education that are made available to all physicians of its affiliated hospitals and other practitioners in the region.
- Educate the public with innovative programs that integrate the latest research advances with the best clinical practices.
- Provide educational opportunities with an international perspective through graduate, post-doctoral and other training.

Research

NYMC will:

- Advance health care through cutting-edge basic, clinical, and population health research leading to improved scientific knowledge.
- Lead translational research discoveries to improve the treatment and prevention of disease.
- Promote excellence in the education of scientists and health care professionals through laboratory and clinical research.

Clinical Care

NYMC will:

- Provide outstanding clinical care and service to the community, in partnership with its clinical affiliates.
- Incorporate the latest advances in medical knowledge into health care practices.
- Improve patient care at our clinical affiliates through advances in education and research.

NEW YORK MEDICAL COLLEGE SENIOR ADMINISTRATION

BOARD OF TRUSTEES

NYMC is governed by a Board of Trustees (BOT) appointed by the NYMC, LLC governing body. The BOT is the legally constituted governing body with fiduciary responsibility for the institution and is ultimately accountable for the institution's academic quality, planning, and fiscal well-being. As a fiduciary body, the BOT holds the College in trust and, as such, is vested with the conduct of the business of the College. The NYMC BOT currently has twenty-six members and is chaired by Joseph Mark. Please visit the NYMC website for the most current list of [members of the Board of Trustees](#).

PRESIDENT

The President is the highest officer of NYMC subject to the oversight of the BOT and has control of all its operations and performs the duties incident to the office of the President. The President of NYMC is the only trustee directly employed by NYMC.

CHANCELLOR AND CHIEF EXECUTIVE OFFICER

The Chancellor and Chief Executive Officer (Chancellor/CEO) is responsible for the effective administration and operation of the College. The Chancellor/CEO has the authority and autonomy required to fulfill the responsibilities of the position, including developing and implementing institutional plans, staffing the organization, appointments of vice presidents and vice chancellors, identifying and allocating resources, and directing the institution toward attaining the goals and objectives set forth in its mission. The Chancellor/CEO's senior leadership staff includes deans, vice chancellors, and vice presidents who manage specific areas of the College.

DEANS OF THE SCHOOLS OF NEW YORK MEDICAL COLLEGE

The Deans serve as the Chief Academic Officers of their respective Schools and have responsibility for all decision-making affecting the School's academic policies and administrative operations. The Deans provide leadership by planning, directing, and coordinating operational, personnel, and student activities that ensure effective student recruitment, excellence in education, a safe and supportive learning environment, as well as an intellectually driven culture. They include:

- Dean, Graduation School of Biomedical Sciences
- Dean, School of Health Sciences & Practice
- Dean, School of Medicine
- Dean, Touro College of Dental Medicine at NYMC

CHIEF COUNSEL, VICE PRESIDENT OF GENERAL COUNSEL AND ASSISTANT CORPORATE SECRETARY

The Chief Counsel is responsible for the primary representation of the Office of the General Counsel at NYMC through the oversight of the College's legal affairs and institutional compliance process.

VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

The Vice President and Chief Financial Officer oversees all aspects of NYMC's finance, accounting, financial reporting, and taxes. The Vice President is responsible for the financial performance of NYMC and supervises the Controllers' and Budget Offices.

VICE PRESIDENT OF COMMUNICATIONS AND STRATEGIC INITIATIVES

The Vice President of Communications and Strategic Initiatives is responsible for all strategic planning, marketing, and communications initiatives for the College, including, but not limited to, branding, public relations, integrated marketing, internal and external publications/communications, including the NYMC website, social media, and media relations.

VICE PRESIDENT FOR GOVERNMENT AFFAIRS

The Vice President for Government Affairs oversees the Office of Government Affairs and is responsible for managing the College's relationships with federal, state, and local governments to advance institutional priorities and secure public funding.

VICE PRESIDENT FOR RESEARCH

The Vice President for Research at NYMC serves as provost for biomedical research and chief biomedical research officer for Touro University. The Vice President oversees the College's Office of Research Administration and is responsible for the effective administration and operation of the College's research enterprise.

VICE CHANCELLOR FOR ACCREDITATION AND STUDENT SUPPORT

The Vice Chancellor for Accreditation and Student Support is the College's Liaison Officer to Middle States Commission on Higher Education (MSCHE) and oversees all aspects of this regulatory review and the College's ongoing compliance with accreditation standards. In addition, this role oversees the operations of student academic support services ensuring high quality services.

VICE CHANCELLOR, CAMPUS ENGAGEMENT

The Vice Chancellor, Campus Engagement who oversees the Office of Campus Engagement is responsible for campus-wide efforts that advance the College's mission and vision of mutual understanding and respect for

people in all aspects of human differences where everyone can have a sense of belonging. Among the Office's strategic work includes its medical linkage agreements with the goal of increasing the number of medical students in medicine; programs to promote variety in medicine (pre-health enrichment and mentoring); and formal pre-matriculation programs.

VICE CHANCELLOR FOR CONTINUING MEDICAL EDUCATION

The Vice Chancellor for Continuing Medical Education is the College's Liaison to the Accreditation Council for Continuing Medical Education (ACCME) and oversees all aspects of College's ongoing compliance with accreditation standards ensuring high quality continuing professional development for the College community and beyond.

VICE CHANCELLOR OF EXTERNAL ACADEMIC RELATIONS

The Vice Chancellor of External Academic Relations oversees the College's external academic affiliations including compliance of clinical site agreements as well as faculty and clinical capacity to support training programs that align with Liaison Committee on Medical Education (LCME) and Accreditation Council on Graduate Medical Education (ACGME) accreditation standards. In overseeing the office of External Academic Relations, the Vice Chancellor is responsible for the administration and personnel that support the College's strategic plan satisfying the growth and quality of clinical affiliate sites to meet the educational goals of the institution.

VICE CHANCELLOR FOR GRADUATE AND PROFESSIONAL STUDIES

The Vice Chancellor for Graduate and Professional Studies oversees academic programs of GSBMS and SHSP and manages administrative and personnel functions, including oversight of accreditation, budget, staffing and student services, and faculty and student research.

NYMC FACULTY SENATE

The Faculty Senate provides a mechanism through which the faculty can efficiently use its talents and resources to participate in academic governance, counseling, and assisting the College administration in its mission to maintain a scholarly environment that provides and develops excellence in teaching, research, and clinical service.

The faculty organization is composed of 1) an elected Faculty Senate, 2) officers of the faculty senate that include a president, executive vice-president, and secretary ("Leadership Team"), and 3) an executive committee of the faculty senate that includes officers, site vice presidents, and elected at-large members, and 4) faculty standing committees which are further detailed in the [SOM Faculty Bylaws](#).

The Leadership Team will meet quarterly with the Dean of the SOM to discuss all issues of interest to the SOM. In addition, the Faculty Senate's executive committee or the Executive Committee of the Faculty Senate ("ECFS") shall generally be responsible for representing the interests of the faculty in regular meetings, communications, and discussions with the Dean. The ECFS shall be responsible for reporting to the SOM Dean and subordinate deans regularly on the deliberations, general business, and decisions and recommendations of the faculty standing committees. Similarly, the ECFS shall be responsible for obtaining feedback and input from the SOM Dean and subordinate deans to ensure the continued alignment of the shared governance process and decision making with the educational mission (across all NYMC affiliated sites) and the budgetary considerations of the SOM.

The ECFS meets monthly, and the Faculty Senate holds general meetings at least bi-annually to communicate important information to the faculty and for elected Faculty Senators to vote on action items.

NYMC SCHOOL OF MEDICINE GOVERNANCE

DEAN OF THE SCHOOL OF MEDICINE

The Dean serves as the Chief Academic Officer of the School of Medicine (SOM) and is responsible for all decision-making affecting the school's academic policies and administrative operations. The Dean reports directly to the Chancellor/CEO of NYMC and will consult with the President and the Chancellor/CEO's senior leadership for guidance in institution-wide policy decisions. The Dean provides leadership in academic matters and plans, directs, and coordinates the school's operational, personnel, and student activities. The Dean assures the student recruitment process's effectiveness and strategies to implement efforts in that area. The Dean will periodically report to the Chancellor/CEO's Leadership Board. During the academic year, the Dean or designee meets with all Department Chairs, the President and/or the Executive Committee of the Faculty Senate, and the Steering Committee of the Student Senate. The subordinate Deans, Vice Deans, and Department Chairs are under the Dean's authority.

DEAN'S EXECUTIVE SENIOR MANAGEMENT

Dean of Admissions

The Dean of Admissions supported by the Office of Admissions staff is responsible for the overall undergraduate medical student admissions process and provides the strategic direction and leadership for the admissions office and financial aid office in alignment with the goals and mission of the SOM. This position includes oversight of all phases of the admission process, including selection, screening, interviewing and admissions committee reviews, acceptances, wait lists and rejections, and recruitment and enrollment strategies.

Dean of Ethics and Professionalism

The Dean of Ethics and Professionalism oversees the ethical and professional development of students in the NYMC SOM M.D. Degree Program. The Dean chairs the SOM's Professionalism and Integrity Committee and implements and promotes best practices in ethics and professionalism education in the SOM and works collaboratively with leadership across the College.

Dean of Faculty and Academic Affairs

The Dean of Faculty and Academic Affairs (FAA) leads the Office of FAA, overseeing the full faculty lifecycle, from recruitment and onboarding to development, retention, and emeriti status. The Dean of FAA develops and implements faculty policies and procedures; oversees appointments, promotion and tenure processes and faculty performance evaluations; and serves as a key liaison to the School of Medicine Dean, the tenure, appointment, and promotion committee, and the Faculty Senate. The Dean of FAA also supports department leadership in interpreting faculty bylaws and resolving conflicts and grievances, and advances faculty development by coordinating programs that promote continuous professional growth and lifelong learning.

Dean of Graduate Medical Education and Designated Institutional Official

This role has authority and responsibility for the institutional accreditation of NYMC SOM as a sponsoring institution by the Accreditation Council for Graduate Medical Education as well as oversight and administration of all Graduate Medical Education programs sponsored by NYMC SOM and assures compliance with established, and evolving specialty-specific Program Requirements and other applicable professional, educational, accreditation, and regulatory standards.

Dean of Students

The Dean of Students oversees the Office of Student Affairs (OSA) and is responsible for developing, maintaining, and implementing student affairs policies, procedures, and guidelines and managing the proper

implementation of SOM student policies. The OSA leads the House Dean Program, Student Council, and Student Interest Groups/Clubs. The Dean of Students also manages the residency application process for medical students and plans and executes many events, including orientation programs, White Coat Ceremony, Match Day, and Commencement activities.

Dean of Undergraduate Medical Education

The Dean of Undergraduate Medical Education (UME) oversees the Office of UME, which leads and directs the educational mission and initiatives of the medical school's M.D. Degree Program. This position is also responsible for decanal oversight, coordination, staff support, and program assessment, and provides reports for internal and external audiences. The Dean of UME works collaboratively to ensure that M.D. Degree Program implementation plans are effectively developed, communicated, managed, and executed, and meets requirements for ongoing LCME-accreditation.

Executive Associate Dean for Finance and Operations

The Executive Associate Dean for Finance and Operations serves as the principal business officer for the NYMC SOM and principal liaison to central administration concerning SOM financial and operational matters. The Executive Associate Dean is responsible for the fiscal management of the SOM's departments, accounting, and budgeting, and overseeing purchasing, grants, and space utilization.

Vice Dean for Westchester Medical Center

The Vice Dean serves as an advisor to the Dean and works collaboratively with graduate and undergraduate medical education leadership to ensure compliance with regulatory standards, high quality training, sufficient and effective faculty educators, and an optimal learning environment for all learners and trainees assigned to Westchester Medical Center and clinical sites across the WMCHealth Network.

Vice Dean for Metropolitan Hospital/NYC Health + Hospitals

The Vice Dean serves as an advisor to the Dean and works collaboratively with graduate and undergraduate medical education leadership to ensure compliance with regulatory standards, high quality training, sufficient and effective faculty educators, and an optimal learning environment for all learners and trainees assigned to Metropolitan Hospital's educational programs sponsored by NYMC SOM.

Associate Dean for Faculty Development

The Associate Dean for Faculty Development oversees and directs the Academy of Medical Educators reporting to the Dean of Faculty and Academic Affairs and working collaboratively with the Dean's Senior Management to provide vision and oversight of faculty development initiatives, programming, and training opportunities. Development opportunities will facilitate SOM faculty professional growth in teaching and instruction, research, and scholarship, and will contribute to effective onboarding, faculty engagement, vitality, and retention.

Associate Dean for Medical Student Research

The Associate Dean for Medical Student Research serves as a central point of contact for medical students seeking to engage in research and scholarly projects, and for faculty who wish to sponsor medical students in their research programs. In addition, this role serves as an important institutional liaison between students and the College's comprehensive research support services ensuring success of the Medical Student Research Program.

Associate Dean for Student Affairs & Director of Student Financial Planning & Student Activities

The Associate Dean and Director oversees the Office of Student Financial Planning and Student Activities serving as a central resource for education of students and the NYMC community on sound fiscal management, debt management, credit cards and Identity Theft, as well as changes and forecasting of institutional, governmental and private policies impacting student loans and debt management. Under the direction of the Associate Dean and Director the office manages and processes all student financial aid for NYMC and oversees and coordinates all student clubs and associated activities.

Assistant Dean for Clinical Skills Education & Assessment

The Assistant Dean for Clinical Skills Education & Assessment oversees the NYMC Clinical Skills and Simulation Center and directs the Center's programs designed to promote humanism, communication skills, safety, and excellence in patient care providing students and professionals with the skills and practice necessary to become exceptionally prepared physicians and health professionals. The Center supports interprofessional and transdisciplinary learning and interactive training programs in both NYMC degree programs as well as the local medical communities ensuring state-of-the-art health sciences education, simulation modalities, and research opportunities to support the growing demands physicians and health care professionals.

DEPARTMENTAL GOVERNANCE

NYMC SOM has 22 departments: three (3) Basic Science departments, 18 Clinical Departments, and one (1) administrative department, the Phillip Capozzi, M.D. Library - Health Sciences Library Department.

The Basic Science Chairs are responsible for administering various departmental functions, including recommendations for faculty appointment and promotion, academic affairs, teaching assignments, space allocation within the department, and administration of the departmental budget. In addition, the Basic Science Chairs are responsible for ensuring sufficient faculty to provide all educational and research programs for the GSBMS. The department chairs assume responsibility for doctoral candidates, allocating adequate laboratory space and resources necessary to complete research leading to the doctoral degree.

Chairs of the clinical departments have primary responsibility for providing clinical care and oversight of clinical clerkships and other required clinical student experiences and NYMC-sponsored graduate medical education programs that align with the academic mission of the SOM. The chairs are responsible to the Dean for policies, programs, procedures, and regulations related to these endeavors.

The Chair shall demonstrate leadership in encouraging excellence in teaching and service, promoting research and scholarship in the department, and establishing an environment that promotes respect and equity. The Chair shall supervise the activities of academic faculty and play an active role in the recruitment, mentoring, and professional development of faculty in the department. The Chair shall have primary responsibility for ensuring that members of their department are aware of their obligations to conduct themselves according to all guidelines, policies and procedures regarding professional conduct. The Chairs work with the Dean of Faculty and Academic Affairs to address faculty or staff professional conduct matters. Visit NYMC's website for a current list of [basic science and clinical departments](#).

CLINICAL AFFILIATE NETWORK

NYMC's robust network of affiliated hospitals and ambulatory centers offers its learners a range of educational opportunities to develop their clinical skills. The Dean of the SOM is responsible for securing affiliation agreements with clinical sites for training SOM students and post-graduate residents and fellows in NYMC-sponsored training programs. NYMC's three major clinical affiliate sites are Westchester Medical Health Network, Maria Fareri Children's Hospital, and NYC Health + Hospitals/Metropolitan. In addition,

NYMC maintains a network of clinical affiliate sites that provide comprehensive resources and clinical experiences that enrich both our students' and post-graduate trainees' education. A list of NYMC affiliates sites [supporting the M.D. Degree Program](#) and [NYMC-sponsored GME programs](#) are available on the College's website.

AFFILIATE ORGANIZATION STRUCTURE AND RESPONSIBILITIES

Each affiliate shall work collaboratively with the SOM academic chairs of the clinical departments to identify necessary faculty, staff, and administration, to effectively implement clerkships and other student programs, as well as NYMC-sponsored graduate medical education programs. The following academic roles are filled at each clinical affiliate site according to the scope of educational programs implemented at the site:

Senior Associate Site Dean: A representative from the clinical site administration that is professionally employed by the site and is accountable to the Dean as a liaison regarding the smooth implementation of SOM learner programs at the clinical affiliate site. Eligibility for a faculty appointment is not required; however, it is preferred. The site's learner programs include required undergraduate and NYMC-sponsored graduate medical education programs.

Associate Site Dean: A representative from the clinical site administration that is professionally employed by the site and is accountable to the Dean as a liaison regarding the smooth implementation of SOM learner programs at the clinical affiliate site. Eligibility for a faculty appointment is not required, however it is preferred. The site's learner programs include more than one required undergraduate medical education program and NYMC-sponsored graduate medical education program(s).

Assistant Site Dean: A representative from the clinical site administration that is professionally employed by the site and is accountable to the Dean as a liaison regarding the smooth implementation of SOM learner programs at the clinical affiliate site. Eligibility for a faculty appointment is not required, however is preferred. The scope of learner programs at the site includes at least one undergraduate medical education program.

Site Liaison: A representative from the clinical site administration that is professionally employed by the site and is accountable to the Dean as a liaison regarding smooth implementation of typically one required student rotation and/or elective SOM learner program(s) at the clinical affiliate site.

Site Director: A member of the affiliate site clinical department who is professionally employed and is eligible for a faculty appointment in the SOM. The site director is accountable to the Dean regarding implementing SOM learner programs within the department.

Clinical Affiliate Site Faculty: The SOM is primarily responsible for the appointment and assignment of faculty members with responsibility for medical student and resident training that includes collaboration between the Offices of the Dean, Faculty Affairs, Academic Department Chairs, and UME. The teaching Faculty shall evaluate each student engaged in clinical rotations according to NYMC policy and procedures and using evaluation and assessment forms provided by the Office of UME. Teaching faculty will also evaluate resident trainees according to policy and procedures set by NYMC's Office of the Designated Institutional Official.

Site Coordinator: A medical staff member who communicates and cooperates with the SOM and its designated personnel to ensure medical students and faculty access to appropriate resources for each clinical training program(s).

NYMC GRADUATE SCHOOL OF BIOMEDICAL SCIENCES GOVERNANCE

DEAN OF THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

The Dean and Chief Academic Officer of the Graduate School of Biomedical Sciences (GSBMS) is responsible for all decision-making affecting the school's academic policies and administrative operations and for reporting directly to the Chancellor/CEO of NYMC. The responsibilities of the Dean are to provide leadership in academic matters and to plan, direct, and coordinate the school's operational, personnel, and student activities. The Dean is responsible for the effectiveness of student recruitment processes and strategies to implement efforts in that area. Serving under the Dean's authority are the **Senior Associate Dean of Admissions**, the **Associate Dean for the Master of Science Programs** and the **Associate Dean for the Ph.D. Programs**. Individual degree programs are directed by an appointed faculty member who reports to the Dean of the GSBMS. During monthly program director meetings, program quality and effectiveness are monitored, assessed, and reported to the Dean of the GSBMS.

GRADUATE FACULTY COUNCIL

The GSBMS Dean and Associate Deans work collaboratively with program directors and the Graduate Faculty Council (GFC) to lead assessment efforts and enhance the GSBMS programs. The GFC governs the overall GSBMS Program, with three (3) elected faculty members from each department along with the dean of the GSBMS and is responsible for the establishment of academic policies of the Graduate School. These policies, insofar as they relate to students, e.g., admission requirements, academic standards, degree requirements, term of student residence, etc., are to be incorporated into the Graduate School catalog. The authority to recommend candidates to the Board of Trustees for Master of Science and Doctor of Philosophy degrees shall rest solely with the GFC.

At its first meeting of the academic year, the GFC shall elect one of its members to serve that academic year as Executive Secretary. The Executive Secretary shall prepare the meeting agenda, record the minutes, and distribute these to each faculty member. In the absence of the Dean, the Executive Secretary will assume the duties of the Dean. Standing committees of the GFC include the following:

- GSBMS Committee on Academic Integrity reviews and adjudicates allegations of violations of the Code of Academic Integrity and Professionalism.
- GSBMS Academic Standards Committee ensures students comply with academic regulations, reviews and approves candidates for degrees, and nominates students for graduation awards.
- GSBMS Appeals Board reviews appeals brought by graduate students of decisions made by NYMC.
- GSBMS Curriculum Committee reviews proposals for new courses and programs and proposed modifications to existing courses and programs. Upon review, the Course and Program Evaluation Committee makes recommendations to the GFC for discussion and approval.
- GSBMS Course and Program Evaluation Committee also receives and reviews student course evaluations.
- GSBMS Membership Committee reviews credentials for newly appointed faculty or existing faculty to become members of the Graduate Faculty.
- Other Standing GSBMS committees include, the:

- Ph.D. Admissions Committee
- Steering Committee for the Integrated Ph.D. Program
- Accelerated Masters Program Advisory Committee
- STAR Steering Committee; and
- Alumni Relations Advisory Committee

DEPARTMENTAL GOVERNANCE

NYMC GSBMS includes the SOM's three (3) Basic Science departments, whose Department Chairs are responsible for ensuring sufficient faculty to provide all educational and research programs for the GSBMS. The Department Chairs assume responsibility for doctoral candidates and for allocating adequate laboratory space and resources necessary to complete research leading to the doctoral degree.

GSBMS CLINICAL AFFILIATE NETWORK

NYMC's robust network of affiliated hospitals and ambulatory centers offers its students a range of learning opportunities to develop their clinical and provider skills. The Dean of the GSBMS is responsible for securing affiliation agreements with [clinical training sites](#) that provide comprehensive resources and educational experiences to enrich a student's clinical laboratory education.

NYMC SCHOOL OF MEDICINE ACADEMIC PROGRAMS

MISSION

The NYMC SOM improves health through medical education, biomedical research, and service to patients, their families, and the community. NYMC accomplishes its mission through the skill and dedication of our faculty, learners, and staff in true partnership with diverse stakeholders and supporters.

VISION

The NYMC SOM will be the flagship academic unit of a leading national health sciences college and international university system. We will positively impact our communities by continuously advancing educational excellence and scientific innovation while improving patient care.

DOCTOR OF MEDICINE DEGREE PROGRAM (M.D.)

The NYMC SOM is one of the nation's oldest and largest medical schools, with approximately 900 students. The Office of Undergraduate Medical Education (UME) provides administrative support for curriculum planning, implementation, evaluation, and oversight. The M.D. Degree Program is designed to prepare physicians to practice medicine ethically and compassionately in a diverse world where technological advances and evolving regulatory issues present continual challenges and opportunities. Offering a breadth of foundational science and clinical training, the curriculum provides students with a logical and integrated four-year progression of skills and knowledge. As the office also supports all education-related committees of NYMC, it oversees the collating and managing of all data related to curriculum monitoring, management, and continuous quality improvement, as well as assessment, educational technology, and faculty and resident teaching skills development. Additional detailed information for faculty regarding the [curriculum and course of study](#) is maintained on the College's website.

A unique opportunity for SOM students to pursue an area of personal interest in depth while enrolled in the formal M.D. Degree Program is offered through the [Areas of Concentration Program \(AOC\)](#). Current AOC offerings include and are not limited to biomedical research, biomedical ethics, medical education, global

and population health, culinary medicine and nutrition, and children's environmental health – each spearheaded and led by SOM faculty.

Dual Degree Programs

In addition to the M.D. degree, the SOM offers dual M.D. degrees with Doctor of Philosophy (Ph.D.) and Master of Public Health (M.P.H.) through joint curricular programs with the College's [GSBMS](#) and the [School of Health Sciences and Practice](#).

GRADUATE MEDICAL EDUCATION PROGRAMS

The Office of [Graduate Medical Education \(GME\)](#) oversees the residency and fellowship programs conducted among a large consortium of teaching hospitals. Training in the specialty or subspecialty of their choice, NYMC SOM graduates are well prepared to become competent, compassionate board-certified physicians.

The NYMC SOM sponsors at least one residency program in each major medical specialty based at NYMC-affiliated academic medical centers, university hospitals, other affiliated hospitals, and health care agencies. In addition, NYMC SOM is taking the lead with its partner hospitals in founding and promoting Shomer Shabbos residency training positions. Slots allow accommodation of Jewish observance with the understanding that priority is always given to the needs of our patients.

Please visit the NYMC website for a complete list of [NYMC SOM-sponsored GME programs](#).

CONTINUING MEDICAL EDUCATION PROGRAM

The [Office of Continuing Medical Education \(CME\)](#) identifies the educational needs of our faculty, physicians, other healthcare professionals, researchers, and educators and supports CME programs that address needs. CME programs aim to improve faculty skills and knowledge, narrow professional practice gaps, and enable participants to provide superior medical care, educate learners, and contribute to science and population health. Accredited by the Accreditation Council for Continuing Medical Education (ACCME), the CME office works closely with NYMC Departments, affiliates, and faculty to plan and execute professional development offerings year-round.

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES ACADEMIC PROGRAMS

MISSION

The mission of the GSBMS is to educate biomedical scientists and prepare them for careers as researchers, teachers, innovators, and leaders. GSBMS graduates pursue careers in academia, pharmaceutical, biotechnology, and related biomedical industries, government, the not-for-profit sector, and health professions. The GSBMS seeks to cultivate a dedicated, highly knowledgeable, and skilled faculty, and a diverse student body through interactive classes, individualized mentoring, and opportunities for hands-on internships and laboratory research training, thus, providing an outstanding and exciting educational experience for its students in a collegial atmosphere of excellence, scholarship, and integrity.

VISION

Educational programs at the GSBMS provide graduate students with the foundational knowledge and skill set of objective analysis, critical thinking, conceptual synthesis, essential scholarship tools, communication skills, and professionalism. Our innovative programs equip graduates to engage in successful careers of their choice.

GUIDING VALUES

Basic biomedical sciences, like all science, are built upon a dynamic foundation of facts, observations, and broadly accepted concepts and theories taught in the programs and curricula of the GSBMS. New facts and observations are continually added to the knowledge base, requiring frequent refinement, and occasionally replacing governing concepts and theories. Therefore, our educational programs also strive to develop in our students the intellectual tools for objective analysis, critical thinking, and conceptual synthesis that will allow them to adapt to these changes and serve as the basis for life-long learning. In addition, GSBMS programs strive to develop in our students the essential tools of scholarship, communication skills, and professionalism that will prepare them for their ensuing careers as innovators and leaders in academia, industry, or the health professions. The GSBMS's goals and efforts are aligned with the College's [mission, vision and values](#).

MASTERS PROGRAMS

The GSBMS offers [Master of Science \(M.S.\) Programs](#), each offering a research track and a literature review track:

- Discipline-Based Programs, including:
 - Biochemistry & Molecular Biology
 - Cell Biology
 - Microbiology & Immunology
 - Pathology
 - Pharmacology
 - Physiology
- Pre-Professional Programs - Interdisciplinary Biomedical Sciences
 - Two-year Masters program
 - Accelerated Masters Program
 - Dental Linkage Masters Program
- Clinical Laboratory Sciences Masters Program

DOCTORAL PROGRAMS

The GSBMS offers Ph.D. programs in six (6) disciplines: Biochemistry & Molecular Biology, Cell Biology, Microbiology & Immunology, Pathology, Pharmacology, and Physiology. Each discipline includes a dual-degree option leading to an M.D./Ph.D. All programs begin with fall enrollment. Students are admitted as a cohort through are Integrated Ph.D. Program (IPP), or directly into a discipline for applicants with advanced standing who are graduates from one of our master's programs. Please visit the NYMC GSBMS website for more information about the [GSBMS doctoral programs](#).

FACULTY MEMBERSHIP IN THE SCHOOL OF MEDICINE

FACULTY RESPONSIBILITIES

All faculty of the SOM and GSBMS are required to carry out education, research, clinical and service duties as assigned by the Dean(s) and Department Chair(s) and as relates to the faculty member's area(s) of expertise. Specific assignments may vary from year to year or at more frequent intervals, depending upon the academic needs of the school and the faculty members' areas of capability and interest. Every effort is made to assign duties which afford satisfaction to the faculty member in their professional work, consistent with the purposes and best interests of the institution. Faculty responsibilities are further detailed in the [SOM Faculty Bylaws](#).

PROFESSIONALISM EXPECTATIONS

NYMC is deeply committed to providing a supportive, nurturing, and collegial environment for all students, trainees, faculty, staff, patients, and volunteers. Professional conduct is key in ensuring a setting conducive to working and learning, encourages academic freedom, and furthers the institution's educational, research, clinical care, and service mission. Regardless of role or level of seniority, every community member is treated with dignity and respect, and, in turn, faculty are always expected to exhibit professional conduct.

Expectations of professional conduct co-exist seamlessly with other policies, procedures, and guidelines of the College. Professionalism encompasses a broad range of positive behaviors, including but not limited to:

- Treating all members of the NYMC community with dignity and respect and without bias based on gender, gender identity, sexual orientation, age, race, ethnicity, religion, national origin, veteran status, disability, or any other status protected by law.
- Applying the highest ethical standards in performing one's job.
- Providing clear and timely direction and feedback to subordinates in a non-threatening and constructive manner, and likewise, seeking and understanding feedback from those you may supervise or work with.
- Respecting the privacy of individuals.
- Following and upholding all College policies and procedures, including fully disclosing conflicts of time and conflicts of interest and completing required institutional/departmental training as deemed necessary by your supervisor.
- Never engaging in supervisor-subordinate work or learning relationships with a romantic partner or family member (defined as parent, spouse, domestic partner, child, sibling, grandparent, in-law, cousin, uncle, or aunt) by having one's Chair or Dean assign an alternative reporting arrangement in concert with conflict-of-interest policy and procedures guidelines.

FACULTY AS ROLE MODELS

Faculty members model a high standard of academic expectations to students through professional attire, adherence to assigned classroom times, and prompt grading of student performance. Providing the best climate within which a student can learn and grow intellectually is a significant professional contribution that the faculty member can make to the development of students. Faculty provide a frequent and active presence on campus, student counseling and advising, and participation in activities that promote interaction between student life and the academic environment.

RESPONSIBILITIES TO NYMC STUDENTS

Faculty members are expected to meet their professional and institutional commitments at the SOM/GSBMS regularly throughout the academic year. Faculty are expected to implement and conduct their teaching assignments according to the best evidence for their discipline and with the highest professionalism and skill. SOM and GSBMS faculty members inspire their students to be creative and critical thinkers by inculcating the habits, skills, and attitudes that make them lifelong learners. Twenty-first-century learning extends beyond the classroom, and SOM and GSBMS faculty members strive to take full advantage of online learning technologies appropriate to the subject matter. Electronic communications from students generally receive responses from teaching faculty and course directors within one business day. Recognizing the critical role they play in students' intellectual maturation, SOM and GSBMS faculty members are professionally, morally, ethically, and legally enjoined always to respect students' dignity in every interaction.

BENEFITS OF AN ACADEMIC FACULTY APPOINTMENT

- Full access to the [Phillip Capozzi, M.D., Library](#), including:
 - Curricular Resource Library Apps and Research Guides

- Open Access Publishing Resources
- Databases
- E-Books and E-Journals
- National Inpatient Sample Database
- Interlibrary loan and Health Sciences Librarian consultation
- Research support through the College's [Office of Research Administration](#), including:
 - Human Subjects Research IRB Panels and Educational Program (Citi)
 - Core Facilities and Shared Resources
 - Clinical Trials Unit
 - Intramural Funding Opportunities
- [Faculty professional development](#) opportunities to enhance teaching and learning skills, assessment and evaluation abilities, educational research, mentoring and leadership skills.
- ACCME-accredited [Continuing Medical Education](#)
 - Unlimited, cost-free CME credits, such as NYMC-sponsored conferences, grand rounds, and professional development courses
 - Consultative services with our CME experts to help you plan your own CME event
 - Curated CME content delivered to your NYMC email
 - Access to NYMC's internal calendar of CME Events
- Tuition remission for eligible faculty, including spouses and dependent children.
- Technology Support
 - Institutional email listservs based on your interest (research, seminars, etc.)
 - Microsoft Office Suite and associated software based on faculty appointment status
- Education discounts with the College and recognized participating vendors.
- Eligibility for the Annual Dean's Faculty Awards and membership in the Academy of Medical Educators.

Visit our [website](#) for a detailed list of NYMC Faculty Benefits based on faculty appointment status.

APPOINTMENT TO THE SCHOOL OF MEDICINE FACULTY

GENERAL PROCEDURES FOR APPOINTMENT AND PROMOTION

Faculty appointments and promotions are considered on a rolling basis throughout the academic year. Department Chairs are expected to review full-time faculty for promotion readiness at the time of the annual faculty performance evaluation. In general, Department Chairs are responsible for initiating faculty appointment and promotion recommendations and requests to the Dean of the SOM on behalf of established and potential faculty candidates. Entry-level appointments (instructor and assistant professor) are reviewed by the Office of Faculty Affairs and enacted with the Dean's approval. Senior faculty appointments (associate professor, professor) are evaluated by the Tenure, Appointment, and Promotion (TAP) committee according to [SOM policy and procedure](#). Ultimately, all faculty appointments and promotions are at the pleasure of the Dean and with approval by the NYMC BOT.

A detailed description of the SOM's faculty promotion pathways, selection of a pathway, and criteria for promotion are available on the College's [website](#).

GENERAL PROCEDURES FOR THE AWARDING OF TENURE

NYMC recognizes that it is living in a highly competitive world and 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 best

interests, are assured by providing permanent tenure to its foremost scholars. Tenure is generally awarded to individuals based on accomplishments beyond academic recognition and should reflect exceptional, continuous, and substantial contributions to NYMC SOM. As identified by internal and external referees, candidates must demonstrate rigorous peer-review, stature in their field, and evidence of their vital need to the SOM academic mission and strategic plan. Senior rank faculty on tenure-eligible pathways may be proposed for tenure by their department chair. With endorsement by the Dean, tenure applications are reviewed by the TAP committee. If approved, recommendations must then be reviewed/approved by the Academic Affairs subcommittee of the BOT and the full NYMC BOT.

A detailed description of [NYMC SOM Tenure Policy & Procedure](#) is accessible on the College's website and in the [SOM Faculty Bylaws](#).

ELIGIBILITY CRITERIA FOR FACULTY APPOINTMENT BY RANK

NYMC SOM recognizes four rank categories: instructor, assistant professor, associate professor, and professor. 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. Detailed descriptions and examples of academic activities and impact that fulfills Entry, Established and Senior Level criteria are available on the College's [website](#).

- Entry Level ("Competence") - Required for appointment or promotion to Instructor, Senior Instructor, Assistant Professor, Clinical Assistant Professor, and Research Assistant Professor.
- Established Level ("Strength") - Required for appointment or promotion to Senior Instructor, Associate Professor, Clinical Associate Professor, and Research Associate Professor.
- Senior Level ("Excellence") - Required for appointment or promotion to Professor, Clinical Professor, and Research Professor.

Entry Level Ranks

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.

- 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.
- Professional practitioners that have attained the highest degree in a para-professional discipline, health care-related field (e.g. Pharm.D., DNP), or other relevant discipline.
- 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.
- 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 and contributing to the SOM's educational, research, or service missions.
- 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.

Assistant Professor, Clinical Assistant Professor, and Research Assistant Professor

Candidates include individuals who are appointed or promoted to their first independent Faculty position. In addition, Research Assistant Professor candidates provide essential research support to funded SOM principal investigators (PI), and do not have, nor are expected to achieve, independent funding.

- Professional practitioners who are board-certified or -eligible in their specialty or have equivalent qualifications.
- 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.
- Candidates must demonstrate *strength* in at least one Domain, and *competence* in one or more Domains.
- Candidates must be recognized at a local level and have a record of academic service and scholarship; Research Assistant Professor candidates (only) have limited teaching and service duties and a level of proficiency to support the research program(s) of one or more PIs.

Senior Level Ranks

Associate Professor, Clinical Associate Professor, Research Associate Professor

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

- A minimum of three (5) years in rank at the Assistant Professor level at NYMC SOM, or at another academic institution, or an equivalent experience.
- Candidates must demonstrate excellence in at least one Domain, and strength in one or more Domains.
- Candidates are recognized at a regional and national level and have a record of significant academic service and sustained scholarship; Research Associate Professor candidates (only) must be engaged at NYMC for a minimum of five (5) consecutive years at the Research Assistant Professor level contributing to publications and grant writing of the PI(s) research program(s).

Professor, Clinical Professor, Research Professor

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

- A minimum of five (5) years in rank at the Associate Professor level at NYMC SOM, or at another academic institution, or an equivalent experience.
- Candidates must demonstrate excellence in one or more Domain, and strength in one or more Domains.
- 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; Research Professor candidates (only) must be engaged at NYMC for a minimum of five (5) consecutive years at the Research Associate Professor level and advance scholarship, increase collaborative science, and contribute to publications, grant writing, and successful funding history of the PI(s) research program(s).

DECIDING A PATHWAY FOR APPOINTMENT AND PROMOTION

Candidates and existing faculty work collaboratively with the department chair and deans to identify an appropriate pathway for appointment and promotion tailored to the individual's academic activities and

career interests. The SOM TAP committee is responsible for defining and utilizing agreed-upon criteria and metrics in reviewing faculty for appointment promotion and/or tenure. Faculty must demonstrate engagement in academic activities that fulfill one or more domains related to education, research, and service that support the institution's mission. The focus and scholarly achievement in each domain contribute partly to selecting an optimal promotion pathway. Furthermore, the scope and level of scholarly achievements distinguish an individual's assignment to either a tenure-eligible or a non-tenure pathway for appointment and promotion.

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

A detailed description of [Promotion Pathways and Evaluation Criteria](#) is accessible on the College's website.

PROCEDURES OF THE TENURE, APPOINTMENT, AND PROMOTION COMMITTEE

The Dean of the SOM utilizes the Tenure, Appointment, and Promotion (TAP) committee, a Standing Committee of the faculty, to review candidates recommended by department chairs for senior rank and/or tenure. The TAP committee secretary administratively supports the committee, including the committee's chair and vice chair. In addition, the TAP committee secretary contacts professional references on behalf and the chair/faculty candidate in support of the application. Upon receipt of all required professional references, an updated CV in SOM format, and a formal chair letter of proposal, the application is considered complete and ready for committee review. All deliberations of the committee are confidential.

Minutes are documented for each TAP committee meeting and are provided to the Office of Faculty and Academic Affairs and the Dean of the SOM. Recommendations approved by the TAP committee and accepted by the Dean of the SOM are submitted to the Academic Affairs subcommittee of the Board of Trustees and then the full BOT for review/approval. A subsequent letter of appointment, promotion, or granting of tenure with the effective date of BOT approval is communicated to the faculty member by the Dean of the SOM.

Faculty candidates whose applications are denied by the TAP committee and/or the Dean of the SOM may reapply in one (1) year following the date of the initial TAP review.

ALTERNATE PATHWAY FOR PROMOTIONS AND/OR TENURE

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, the Alternate Pathway may be invoked. The Alternative Pathway empowers the Dean of the SOM to recommend a faculty member directly to the TAP committee for the consideration of promotion and/or tenure. An Alternative Pathway Committee may be implemented in circumstances whereby the department chair has not proposed a faculty member for such consideration in a reasonable and timely fashion. The Committee shall be empowered to recommend to the Dean whether the faculty member's promotion and/or tenure should be considered by the TAP committee. Membership is selected on an ad hoc basis by the Dean in consultation with the ECFS who appoints the chair of the committee. If a faculty member is eligible to utilize the Alternate Pathway, the ECFS and/or Dean may be contacted by the faculty member, requesting the committee review their request for promotion and/or tenure. Further details are provided in the [Alternate Pathway for Promotion and/or Tenure](#) policy and procedure, and the [SOM Faculty Bylaws](#).

IMPORTANT DEFINITIONS SPECIFIC TO FACULTY APPOINTMENT IN THE SCHOOL OF MEDICINE

FACULTY APPOINTMENT STATUS

Individuals granted an NYMC SOM faculty appointment are given an “appointment status” coincident with approval of their faculty appointment. Although “faculty appointment status” and “employment status” use similar descriptors, they are considered distinct from one another. Faculty appointment status may be either full-time, part-time, or voluntary as described below. Faculty must demonstrate time and effort committed to academic pursuits in teaching, research, and/or service (e.g. administration, clinical care) with activities occurring at NYMC and/or within the confines of an NYMC affiliate site. An NYMC affiliate may include any of 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.

Full-time Faculty Appointment Status

Faculty appointment status is considered full-time in the following instances: (1) full-time employment by NYMC to perform academic job duties for NYMC (academically salaried); (2) full-time employment by an active NYMC affiliate to perform professional duties (professionally salaried); or (3) 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.

Part-Time Faculty Appointment Status

Faculty appointment status is considered part-time in the following instances: (1) part-time employment by NYMC to perform academic job duties for NYMC (academically salaried); or (2) part-time employment by an active NYMC affiliate to perform professional duties (professionally salaried); and (3) do not qualify for full-time faculty appointment status.

Voluntary Faculty Appointment Status

Faculty appointment status is considered voluntary if the faculty member does not qualify for full-time or part-time faculty appointment status.

TYPES OF FACULTY APPOINTMENTS

Primary Faculty Appointment

Faculty members are evaluated, promoted, and/or awarded tenure 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 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.

Non-Primary Faculty Appointment

A faculty member may have one or more non-primary faculty appointment(s) in one or more departments or schools 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 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 non-primary

appointments in their department or school. Non-primary appointments are at the same academic rank, status, and pathway 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 and define faculty performance expectations and 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.

Adjunct Appointment

A faculty member is eligible for an adjunct appointment in a SOM department if they hold a primary academic appointment at a non-SOM university, school, or 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 primary appointment rank.

Visiting Faculty Appointment

A faculty member is eligible for a visiting faculty appointment in a SOM department if they hold a primary academic appointment at a non-SOM university, school, or outside academic institution. Academic actions for visiting faculty status are initiated by the department chair or GSBMS dean and do not require TAP committee review. Visiting faculty appointments are at the same academic rank as the primary appointment rank. Along with the request for visiting faculty status, the department chair or GSBMS 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 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 in the SOM. No other external letters of evaluation are required. The SOM Dean reviews these materials, decides whether 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 (1) year are not permissible; individuals requiring a longer appointment must be appointed as Adjunct faculty.

Emeriti Appointments

Faculty who have served the College for at least ten (10) consecutive years and have attained the rank of professor by distinguishing themselves in achievements in teaching, research, and/or service are eligible for emeritus/emera status. The deans of the SOM and the GSBMS shall prepare a list of faculty who will retire by the close of the academic year annually. 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 (2) senior faculty that the retiree be recommended for emeritus/emera status by the NYMC Board of Trustees. Each year, the dean(s) will submit a recommendation with the nominee's curriculum vitae and the chair and senior faculty recommendations to the Chancellor/CEO for review on behalf of the Board of Trustees. With approval, the citation designating the retiree as emeritus/emera faculty will be written and awarded to the retiree.

Emeritus/emera status provides the privileges of (1) a university appointment of Emeritus/Emerita Professor awarded by the Board of Trustees, (2) lifetime acknowledgment as "Professor Emeritus/Emerita" in all faculty or departmental listings, announcements, bulletins, and publications, etc.; (3) lifetime continuation on College invitation lists and invitation to participate in Commencements, Convocations, etc.

(4) full access to the Phillip Capozzi, M.D., Library, including inter-library loans and searches; (5) access the Emeritus/Emerita Faculty lounge and parking.

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 with receipt of the necessary application materials, and coincident with the start date of the faculty member at an NYMC affiliate site and/or the NYMC SOM. 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.

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.

Additional details can be found in [NYMC SOM Appointment, Promotion, and Reappointment Policy & Procedure](#).

GSBMS FACULTY MEMBERSHIP

Individuals with a full-time status SOM faculty appointment (primary or non-primary) in one of the basic science departments are eligible for Graduate Faculty membership. Individuals with a primary faculty appointment at an outside academic institution are not eligible for Graduate Faculty membership. In addition to these appointment criteria, the individual must demonstrate that they are competent to teach at the graduate level, can conduct independent research in an area relevant to one of the GSBMS academic programs, and are qualified to oversee the education and training of a Ph.D. or M.S. scientist. These criteria are met by attaining a doctoral degree, an appropriate professional and scholarly record, evidence of independent investigation, research productivity and scholarship, and the existence of an active, funded research program.

A SOM faculty member appointed to GSBMS faculty membership has full faculty rights and voting privileges in the GSBMS. They may advise a Ph.D. or an M.S. student and serve on Ph.D. or M.S. thesis committees as a reader/evaluator of an M.S. Literature Review. Such an individual may serve as a graduate course director, a graduate program director, a member of the Graduate Faculty Council, or as a member of any standing, regular, or ad hoc committee of the Graduate Faculty. While a graduate faculty member is eligible to undertake the various faculty roles listed, assignment to these various tasks in any specific case remains subject to the usual approvals required by the GSBMS.

FACULTY PERFORMANCE REVIEWS & REAPPOINTMENT PROCEDURES

NYMC SOM is committed to providing regular faculty assessment and performance evaluation through a faculty performance evaluation (FPE) process that will enable each faculty member to reach their career objectives in concert with the school and department's mission, goals, and priorities. Full-Time Faculty complete the FPE annually, and Part-Time and Voluntary Faculty complete the FPE no less than every three (3) years. Evaluations shall be based on work effort, scholarship, teaching, research, service, and health care delivery. Sources that may be considered during the performance evaluation of Full-Time Faculty may

include, and are not limited to, student evaluations and opinions, peer evaluation, contribution to academic governance and examination of scholarly work. Sources for the evaluation of Part-Time and Voluntary Faculty may include any of the following: scholarly work; assessment of teaching or mentoring; evaluations from the site director, or discipline chairs, etc.

The goal of the FPE is to provide:

- Faculty the opportunity to report on academic activities and contributions to the NYMC SOM.
- Department chairs the opportunity to review faculty for reappointment, promotion, status change, faculty development needs, etc.
- Faculty and department chairs the opportunity to identify, request, and justify faculty development support, mentorship, and/or resource needs.
- Opportunity to identify and compose a professional development plan for faculty who do not meet performance expectations.
- Maintain an up-to-date roster of all faculty in the SOM.

The focus of the FPE process will vary depending on rank, pathway, and tenure status and where the faculty member lies within the academic faculty lifecycle. While faculty are expected to be active in teaching, research, and service to NYMC, the degree, focus, and balance across these areas may change over time and vary depending on their assigned promotion pathway and years in rank.

RESPONSIBILITY OF THE FACULTY

- Full-Time Faculty - Complete an *Annual Faculty Performance Evaluation* using the College's Docusign platform that captures the faculty member's academic activities during the immediate prior year, as well as the status of any long-term projects. Faculty will rate themselves using a self-assessment scale; state their short- and long-term goals; provide comments regarding perceived strengths and areas for improvement; faculty development needs; and an updated curriculum vitae in SOM format.
- Part-Time and Voluntary Faculty - Complete a *Faculty Performance Review Form* using the College's Microsoft online platform to document their ongoing commitment to the SOM and the previous years' Academic Activities; provide an updated curriculum vitae or resume; and verify their Faculty professional and personal information.

RESPONSIBILITY OF THE DEPARTMENT CHAIR/DESIGNEE

Department chair, or their designee, will:

- Ensure that faculty adhere to the FPE timeline.
- Complete the assessment of individual faculty performance consistent with the faculty member's commitment to the department as described in the faculty appointment letter.
- Provide feedback to the faculty member and document such feedback.
- Allow the faculty member opportunity for an in-person meeting to review the evaluation and feedback, as well as goals and expectations for the upcoming year(s).
- Document such discussions and compact between the chair/designee and the faculty member.
- Contribute to the FPE in a manner proportional based upon allocation of budgeted resources for faculty with joint appointments.

RESPONSIBILITY OF THE DEAN OF THE SOM

The FPE process provides an opportunity for the Dean of the SOM to oversee a constructive evaluation process between the SOM Faculty and the department chairs. Departmental contributions to the SOM mission through the academic activities, scholarship and contributions of its faculty members are

communicated, as well as justification of potential faculty development and resource needs for the departments. Completed FPEs and any related documents shall be provided to the faculty member and the department chair and will be kept confidential in the SOM Faculty file

FACULTY REAPPOINTMENT

Faculty are required to participate in FPE at least every three (3) years or on an annual basis, for Part-Time/Voluntary Status Appointments or Full-Time Status Appointments, respectively. 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 of the SOM. 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 Office of Faculty and Academic Affairs. 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.

Further details can be found in the NYMC SOM [Faculty Performance Evaluation Policy & Procedure](#).

SABBATICAL LEAVE

NYMC encourages the opportunity for faculty sabbatical leave to maintain a rich and productive scholarly environment. Faculty shall be eligible for a sabbatical leave of up to one (1) year, at the discretion of the Dean, after each 7-year period of full-time employment in faculty duties if they have, during that time, achieved the rank of Associate Professor or higher. The Sabbatical Policy and criteria for applying are specified in the [Sabbatical Leave Policy and Procedure](#).

FACULTY NOTICE OF TERMINATION

As set forth more fully in the [Policy on School of Medicine Faculty Notice of Separation](#), NYMC faculty who are salaried full time to perform academic duties and who have been employed by the College for a continuous period of two (2) years should be given not less than one (1) year’s notice of the termination of their College employment. Faculty employed by the College between one and two years should be given at least six (6) months’ notice of the termination of their College employment. The College may choose to pay an eligible faculty member severance pay in lieu of the minimum notice. Severance payments that are to be made from soft dollars and other external sources of funding are conditioned upon the availability of the applicable sources of funds. This policy does not apply to the termination of administrative titles or appointments or to terminations for cause.

FACULTY GRIEVANCE COMMITTEE POLICY AND PROCEDURES

As set forth in the [Faculty Grievance Policy and Procedure](#) and the [SOM Faculty Bylaws](#), an aggrieved faculty member may submit a grievance to the Faculty Grievance Committee in writing. The written grievance must contain, stated separately, summaries of (1) the facts and (2) the contentions upon which the faculty member will rely and shall be submitted with copies of all exhibits available to the faculty member that they deem

relevant. The Faculty Grievance Committee will meet with the aggrieved faculty member to determine whether sufficient evidence for further proceedings exists. If further proceedings are warranted, the committee determines persons and/or documents relevant to the grievance and considers written evidence and other testimony at a subsequent meeting. The committee informs the grievant and the Dean of its decision and the reasons for its decision. A confirmed grievance may be if, among other things, the faculty member is entitled to a substantial advantage, benefit, or immunity based on policies or past College practices. If the Committee confirms the grievance, the Dean will review and advise the grievant and committee in writing of their response. If the Dean's response is not satisfactory to the grievant, the aggrieved faculty member may appeal to the Chancellor/CEO of the College. The grievant may further appeal the decision of the Chancellor/CEO to a panel of faculty mediators. The Chancellor/CEO will consider the recommendation of the faculty mediators for a final determination.

NYMC AND SOM FACULTY COMMITTEES

The [SOM Faculty Bylaws](#) recognizes three (3) types of faculty committees: 1) standing committees of the faculty, 2) ad-hoc committees and 3) committees of the College. Individuals with a faculty appointment in the SOM may participate in faculty committees as described in the bylaws document. Irrespective of the type of committee, faculty committees provide support and service to various SOM and College functions as described below.

COMMITTEES RELATED TO RESEARCH & REGULATORY COMMITTEES

Animal Care Committee

- Otherwise known as the Institutional Animal Care & Use Committee or "IACUC," the committee ensures the humane treatment of experimental animals at NYMC.
- Oversees policies and procedures that ensure the care of animals used for student teaching or research meets the requirements of federal, state, county, and city regulations.
- Specific care addressed includes but is not limited to adequate analgesia, anesthesia, nutrition, exercise, ventilation, and hygiene.

Biosafety Committee

- Promotes the highest standards of safe research.
- Develops policies regarding potential hazards related to research activities involving recombinant DNA technology, oncogenic viruses, chemical carcinogens, and other biohazards not under the jurisdiction of the "Radioisotope Committee."
- Provides recommendations of containment techniques, laboratory practices, waste handling, identification and control of hazardous areas, medical surveillance, training of personnel and other related best practices, policy, and procedures.

General Medical & Behavioral IRB Panel

- Otherwise known as the "General Medical IRB" for the Protection of Human Subjects, the IRB Panel focuses on human subjects research other than cancer-related studies, including but not limited to education, population-health, general medicine-related work.
- Formulates and maintains written policies that safeguard the rights and welfare of individuals who are involved as human subjects in research conducted by or under the supervision of faculty members at NYMC or its hospital affiliates.
- Reviews, approves, disapproves, and/or states conditions for the conduct of all research activities involving human subjects in accordance with these policies.
- Monitors all ongoing projects involving human subjects and renders formal review no less than annually.

Oncology IRB Panel

- Otherwise known as the “Oncology IRB” for the Protection of Human Subjects, the IRB Panel focuses and specializes on human subjects research related to cancer, including phase 1 to phase 4 clinical trials, pre-clinical research, and any other cancer-related work.
- Formulates and maintains written policies that safeguard the rights and welfare of individuals who are involved as human subjects in research conducted by or under the supervision of faculty members at NYMC or its hospital affiliates.
- Reviews, approves, disapproves, and/or states conditions for the conduct of all research activities involving human subjects in accordance with these policies.
- Monitors all ongoing projects involving human subjects and renders formal review no less than annually.

Radioisotope Committee

- Otherwise known as “Radiation Safety,” the committee promotes safe practices in handling and using radioactive sources within the jurisdiction of NYMC and its affiliates.
- Assures adherence to the recommendations and safety standards as outlined in NYMC’s radiation safety manual and by governmental and scientific regulatory agencies.
- Reviews and updates manuals and best practices as necessary.

Research Support Services Committee

- Ensures that administrative services (e.g., purchasing, accounting, research administration, etc.), as well as the auxiliary support services (e.g., bookstore, photography, etc.), provide appropriate service to the faculty.
- Empowered to request joint meetings with other faculty committees whose charge it may be to oversee activities that are also essential to the research activities of the College.

COMMITTEES RELATED TO CURRICULUM & TEACHING

Education and Curriculum Committee

- Otherwise known as the “ECC,” the committee has three (3) Subcommittees (SC): the Phase 1 SC; the Phase 2 and 3 SC; and the Student Assessment and Evaluation SC, which:
 - Provide continuous study, review, and quality improvement of the M.D. Degree Program curriculum.
 - Addresses curriculum content, schedules, coordination of teaching activities, evaluation, and innovations in medical education.
 - Advises the SOM Dean regarding recommended changes to curriculum and programs
 - Empowered to form ad hoc subcommittees and consult with members of the faculty or others as deemed necessary.

COMMITTEES RELATED TO STUDENT AFFAIRS & PERFORMANCE

Student Admissions Committee

- Establishes and maintains standards and criteria for admission.
- Determines procedures for review of applicants and interviews.
- Approves the selection of qualified students to fill each entering class.

Student Financial Aid Committee

- Formulates policies of NYMC as relates to scholarships, bursaries, and student loans.
- Evaluates applications and requests submitted by students.

- Makes recommendations as to funding based on merit, need, and other factors, in accordance with guidelines of governmental agencies or private donors and in concert with the administration who are members of the committee.

Student Advancement, Promotions, & Review Committee

- Otherwise known as the "SAPRC," the committee is responsible for reviewing and determining the academic standing of all enrolled students in the SOM, including advancement, promotion and graduation.
- The SAPRC reviews those students who are making satisfactory progress and advances, promotes, or recommends those students for graduation as a group.
- The SAPRC reviews all matters related to or involving academic difficulty and/or breaches of professional behavior occurring within the learning environment, except for academic integrity violations.
- The SAPRC communicates its decisions and actions to SOM administrators in accordance with applicable SOM policies and procedures.
- Procedures are described in the [SOM Policy on Student Promotions](#).

COMMITTEES RELATED TO FACULTY & ACADEMIC AFFAIRS

Faculty Compensation & Benefits Committee

- Considers faculty suggestions and related data concerning faculty salaries, fringe benefits, and related matters with financial impact on faculty, in concert with administration members on the committee.
- Formulates recommendations on such matters and related policies.
- Communicates recommendations to the Dean, Chancellor/CEO, and President of the College.

Library and Academic Support Committee

- Promotes accessible and effective library and computer services.
- Recommends related policy changes and program initiatives to the Dean and other College Officials.
- Assures best practices for Phillip Capozzi, M.D., Library service, policy, and management.

Tenure, Appointment, and Promotion ("TAP") Committee

- Establishes and maintains written standards, criteria, and procedures for reviewing and recommending faculty tenure, appointments, and promotions.
- Reviews chair proposals for faculty AP actions to senior ranks (associate, professor).
- Reviews chair proposals for faculty tenure awards.
- Provides recommendations to the Dean regarding TAP decisions.
- Members must hold associate or professor rank status.

ADMINISTRATIVE COMMITTEES OF THE DEAN OF THE SCHOOL OF MEDICINE

Professionalism & Integrity Committee

- Otherwise known as the "PIC," the committee is responsible for reviewing allegations and adjudicating alleged violations of academic integrity of any enrolled student in the SOM.
- The PIC is responsible for reviewing allegations and adjudicating alleged violations of the Code of Conduct, which may include reports of inappropriate online conduct.
- The PIC communicates its decisions and actions to SOM administrators in accordance with applicable SOM policies and procedures.

- Adverse action decisions (i.e., related to advancement, graduation, or dismissal) of the PIC are communicated to the SAPRC.
- Procedures are described in the [SOM Policy on Student Conduct](#).

Leave of Absence & Readmission Committee

- Otherwise known as the "LOA" Committee, the committee is responsible for reviewing requests or recommendations of individual students for leave of absence from the SOM.
- The LOA Committee is responsible for reviewing requests of individual students for readmission and reinstatement to the SOM.
- The SOM may place a student on an administrative or medical leave when it is determined that the student poses a direct threat to the health and safety of herself/himself/themself or others.
- The Committee adjudicates leave of absence and readmission grievances as necessary.
- The Committee communicates its decisions to the SAPRC.
- Procedures are described in the [SOM Leave of Absence and Readmission Policy](#).

RESEARCH ENVIRONMENT AT NYMC SOM AND GSBMS

OFFICE OF RESEARCH ADMINISTRATION

A robust administrative infrastructure supports NYMC researchers and ensures that safety considerations, human subject and animal welfare compliance, other regulatory compliance, and availability of staff, facilities, and financial resources are appropriately addressed. Please visit the Office of Research Administration's [webpage](#) for detailed information. The Office supports faculty and staff by providing a variety of services, such as:

- Assisting investigators and staff with application preparation.
- Submitting applications on behalf of the College.
- Coordinating activities of the Institutional Review Boards to ensure institutional compliance with regulations regarding the use of human subjects in research activities.
- Participating in the activities of the Institutional Animal Care and Use and Biosafety Committees to ensure institutional compliance with regulations regarding the care and use of laboratory animals and hazardous materials.
- Upholding federal regulations and policies regarding Financial Conflict of Interest in Academic Activities.
- Developing policies and procedures responsive to federal regulations and emerging issues.
- Administering the *Intramural Sponsored Research Program* and the annual *Dean's Research Award* program.
- Negotiating and managing research relationships with industry and the transfer of research results to commercial applications.

RESEARCH FACILITIES

Department of Comparative Medicine

The Department of Comparative Medicine and Surgery (DCM) is a centralized, shared resource supporting animal research via veterinary, husbandry care, environmental enrichment, and research collaboration with the NYMC faculty. DCM aids with research protocol design and refinement, clinical and anatomic diagnostic pathology, and in-house husbandry and research personnel training. Since 1967, the DCM animal care and use program has maintained full accreditation by the Association for Assessment and Accreditation of Laboratory Animal Care), underscoring its commitment to animal care and welfare excellence. DCM faculty are all full-time veterinarians. The husbandry operation is overseen by managers certified through the

American Association of Laboratory Animal Sciences. A full team of husbandry and veterinary technicians contribute to fulfilling the mission of the Center. Ongoing in-house training and a post-approval compliance program are conducted by a training/compliance coordinator.

Core Facilities and Shared Resources

NYMC core facilities bring state-of-the-art instrumentation and technologies for modern biomedical research. The cores are open to all NYMC investigators, postgraduate trainees, graduate students, and other researchers. Administered through the Office of Research Administration, core facilities are directed and staffed by experts who provide consultation, instruction, and training. The cores are regularly evaluated for their use and effectiveness so that they can be restructured over time; similarly, new cos may be established when the need is identified, constituting a primary institutional resource for those wishing to diversify or explore new avenues of research. The utilization of core facilities is subject to change. Please visit the [Core Facilities and Shared Resources](#) website for more information.

BIOINC@NYMC

BioInc@NYMC is 10,000 square foot biotechnology incubator site housed on the NYMC campus. BioInc@NYMC offers turnkey wet labs, dry labs, private offices, and conference rooms specifically designed to support early-stage companies and high-potential entrepreneurs within the biotech and medtech sectors. BioInc@NYMC's mission is to focus on delivering unsurpassed support to biotech/medtech start-ups that are transforming the biotechnology industry through research and innovation. Our facility, infrastructure, and operational services are aimed at helping early-stage businesses and entrepreneurs thrive to reach their project goals. Please visit the [BioInc@NYMC](#) website for more information.

REGULATORY SUPPORT FOR RESEARCH ACTIVITIES

Program for the Protection of Human Subjects/Institutional Review Board (IRB)

The general requirements for conducting human subjects research and the required components of informed consent are published in the Code of Federal Regulations (CFR), Title 45, Part 46 (45 CFR 46). To receive federal research support, NYMC has signed a Federal-Wide Assurance (FWA) that has been approved by the federal agency that oversees human subjects research.

New York Medical College's Committee for Protection of Human Subjects, commonly known as the Institutional Review Board (IRB), is charged with protecting the rights and welfare of patients and volunteers participating in biomedical, behavioral and social sciences research. The College has two distinct IRB panels: 1) General, Medical and Behavioral Panel and 2) Oncology Panel. These panels serve as the IRB for NYMC, Westchester Medical Center, Westchester Institute for Human Development, Metropolitan Hospital Center, Richmond University Medical Center, and Union Community Health Center.

Human Subjects Research is the systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge during which an investigator (whether professional or student) conducting research obtains (i) data through intervention or interaction with a living individual or (ii) identifiable private information. All research to be conducted on human subjects must be submitted to the appropriate NYMC IRB panel for review prior to engaging in human subjects research using the Mentor IRB system. Please see the [Human Subjects Research IRB](#) website for more information.

Institutional Animal Care and Use Committee

The Institutional Animal Care and Use Committee (IACUC) is authorized to review ethical considerations in the conduct of research. This committee is sanctioned by the Office of Laboratory Animal Welfare (OLAW) of the Public Health Service to review, require modifications, and approve research proposals involving animals.

IACUC reviews the proper use of animals in research to ensure consistency with sound research practices, including the avoidance or minimization of discomfort, distress, and pain. NYMCs policies for annual review of all ongoing research protocols are consistent with OLAW requirements and regulations.

Radiation Safety Committee

This committee shall promote safe practices in handling and using radioactive sources within the jurisdiction of NYMC and its affiliates. It shall encourage adherence to the recommendations and safety standards as outlined in the radiation safety manual and by governmental and scientific regulatory agencies

Biosafety Committee

This committee makes recommendations that promote the highest standards of safe research. It develops policy regarding potential hazards related to research activities involving recombinant DNA technology, oncogenic viruses, chemical carcinogens, and other biohazards not under the jurisdiction of the Radioisotope Committee. It also makes recommendations for containment techniques, laboratory practices, waste handling, identification and control of hazardous areas, medical surveillance, training of personnel, and other related practices.

GUIDELINES FOR ETHICAL PRACTICE IN RESEARCH AND POLICIES FOR RESPONDING TO ALLEGATIONS OF UNETHICAL PRACTICES IN RESEARCH

NYMC affirms its commitment to the highest ethical standards in the conduct of scientific research, the promotion of original research of high quality, and the importance of academic freedom. It also acknowledges that unethical conduct in research is extremely serious and threatens these principles. As the primary steward of academic activities within NYMC, the College is responsible for overseeing and adjudicating allegations of Research Misconduct. The College is committed to preventing unethical research conduct and, should it occur to dealing with it swiftly, fairly, and thoroughly.

As such, the College pays special attention to and expeditiously and equitably resolves any allegations of unethical scientific actions violating professional standards or regulations by investigators at the College or its affiliated hospitals. Maintenance of high ethical standards in the conduct of research and research training requires the establishment of a set of guidelines directed towards the delineation of ethical standards in research. Further, the College's policy cites recommendations for investigating allegations of unethical scientific practices and outlines procedures for reporting and correcting the consequences of such unethical practices while at the same time protecting the rights and reputation of the investigators. NYMC's Guidelines for Ethical Practices in Research and Policies for Dealing with Instances of Alleged Violations of Ethical Standards can be found on [NYMC's website](#).

POLICIES GOVERNING FACULTY CONDUCT AND INSTITUTIONAL PROCEDURES

Several policies pertinent to NYMC SOM and GSBMS faculty are summarized according to categories of interest to faculty. Please visit the College's web pages for a **complete list** of up to date 1) [Institutional](#); 2) [School of Medicine](#); 3) [Graduate School of Biomedical Sciences](#), and 4) [Office of Research Administration](#) policies and procedures. Faculty is governed by all College and institutional policies beyond those mentioned below.

ADMINISTRATION AND OPERATIONS

Non-Discrimination Statement

NYMC, as a member of the Touro University ("TU"), is an equal opportunity employer. NYMC treats all employees, job applicants, and students without unlawful consideration of race, ethnicity, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical condition), age,

disability, medical condition, marital status, genetic information, sexual orientation, gender, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, enrollment, and employment. [Complete Non-Discrimination Statement](#) link.

Sexual Misconduct Policy

NYMC, as a member of TUS, pledges its efforts to ensure an environment in which the dignity and worth of all community members are respected. It is the policy of NYMC that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. NYMC subscribes to all federal, state, and institutional laws and regulations to ensure that it maintains a safe environment for all community members. This policy is meant to work in harmony with other applicable NYMC policies and procedures that address sexual and discriminatory misconduct when relevant [Complete Sexual Misconduct Policy](#) link.

Title IX Policy

NYMC, as a member of TUS, seeks to maintain a safe learning, living, and working environments for all members of its community. In addition, as an individual educational institution, NYMC subscribes to all federal, state, and institutional laws and regulations necessary to ensure that goal. [Complete Title IX Policy](#) link.

GOVERNANCE AND LEGAL

Uniform Conflict of Interest Policy

The purpose of this Conflict-of-Interest Policy is to continue to protect and enhance the reputation of NYMC, as a member of TUS, by ensuring that all trustees, officers, faculty, and employees of NYMC, everywhere understand how the College seeks to avoid even the appearance of impropriety. Protecting our ethical standing is not only the right thing to do -- it's good university practice. Students, the public, and educational partners judge us by our conduct, as well as our courses and offerings. Potential employers of our students and donors want to be associated only with an institution that meets high standards for honesty, integrity, and public responsibility. Our Conflict-of-Interest Policy reflects the College's evolution and applicable laws and regulations changes. [Complete Conflict of Interest Policy](#) link.

Interaction with Industries

This policy aims to establish guidelines for interactions with Industry representatives for faculty, staff, students, and trainees of NYMC. Many aspects of these interactions are positive and essential for promoting the educational, clinical, and research missions of NYMC. However, these interactions must be ethical, free from influence created by improper financial relationships with, or gifts provided by, representatives of Industry. They cannot create conflicts of interest that could endanger patient safety, data integrity, the integrity of our education, training programs, or the reputation of either the faculty member or the institution. [Complete Interaction with Industries Policy](#) link.

NYMC Statement on the Family Educational Rights and Privacy Act of 1974 ("FERPA")

The Family Educational Rights and Privacy Act of 1974 (FERPA) The Family Educational Rights and Privacy Act of 1974 (FERPA), with which NYMC complies, was enacted to protect the privacy of education records, to establish the right of students to review their education records, and to provide guidelines for the correction of inaccurate or misleading statements. [Complete FERPA Policy](#) link.

Intellectual Property Policy

NYMC supports research relating to the advancement of medical knowledge, and the publication and use of the results of such research are consistent with the College's mission of advancing knowledge and facilitating the practical application of such knowledge for the benefit of the public. This policy discusses intellectual property rights within the college and defines how these rights may be protected and how revenue will be distributed. This policy is applied on a College-wide basis, and all employees and students at the College are required to accept it as a condition of employment or enrollment. [Complete Intellectual Property Policy](#) link.

Records Retention Policy

The purpose of this policy is to ensure the integrity and security of all documents and records created, received, or maintained in the course of institutional business, protect the interests of faculty, employees, students, and of the College, and facilitate appropriate access to such documents and records, preserve the confidentiality of such records, as applicable, reduce the cost of records maintenance, and inform the College community of the standards, requirements, and responsibilities for the management, retention, and disposition of all records of the College. [Complete Records Retention Policy](#) link.

Policy on Employment of Relatives

This policy aims to establish guidelines regarding the employment of relatives of existing employees and faculty, avoiding potential or perceived conflict of interest, the appearance of favoritism, hostile work or academic environment, or impropriety concerning matters relating to employment, finance, or confidentiality. [Complete Policy on Employment of Relatives](#) link.

INFORMATION TECHNOLOGY SERVICES

Acceptable Use Policy for Computer Resources

In the interests of learning and research and to support its academic, research, and administrative functions, NYMC, as a member of TUS, provides students, faculty, and staff with access to a computer and network resources. NYMC seeks to promote and facilitate the proper use of Information Technology. However, while the tradition of academic freedom will be fully respected, so will the requirement of the responsible and legal use of the technologies and IT facilities made available to faculty and staff. The Acceptable Use Policy (AUP) provides a framework for using TUS/NYMC's IT resources and should be interpreted to have the widest application. The AUP addresses the entire TUS and NYMC Community. [Complete Acceptable Use Policy](#) link.

Bring Your Own Device Policy

This policy aims to define standards, procedures, and restrictions for NYMC employees with legitimate business requirements to access NYMC and/or TUS data and networks on personal mobile and otherwise remote devices. The policy defines requirements for storing and transmitting NYMC/TUS data on a personal device and connecting personal devices to the TUS network from a network outside NYMC/TUS's physical network infrastructure. [Complete Bring Your Own Device Policy](#) link.

HUMAN RESOURCES

Americans with Disabilities Act Policy Statement

New York Medical College is subject to the terms of Title I of the Americans found with Disabilities Act of 1990. In compliance with Title I of the Act, effective July 26, 1992, the College will take action to employ and advance qualified individuals with a disability in employment. Individuals are qualified if they can perform the job's essential functions with or without reasonable accommodation.

Equal Employment Opportunity Policy Statement

New York Medical College recognizes its legal and moral responsibility to assure equal employment opportunities for all qualified individuals. The College's Equal Employment Opportunity Plan supports this commitment by specifying positive objectives and procedures to ensure fair employment practices.

[Complete Equal Employment Opportunity Policy Statement](#) link.

PROFESSIONAL BEHAVIOR AND LEARNING ENVIRONMENT

New York Medical College seeks to support a positive learning environment for all learners. As such, faculty are always expected to uphold and model professional behavior. NYMC's commitment to teachers and learners is upheld by the following policies whose overall purpose is to i) create an optimal learning environment, ii) provide supervision and teaching to medical students and learners, iii) engage in effective teaching and learning interactions, iv) mitigate and report mistreatment, harassment, and professional misconduct, and v) to understand and uphold obligations related to audiovisual recordings and digital media.

Relevant SOM Policies

- [Complete SOM Policy on Medical Student Professional Behaviors in Academic and Clinical Settings](#)
- [Complete SOM Policy on Student Conduct](#)
- [Complete SOM Student Mistreatment Policy](#)
- [Complete SOM UME Policy on Residents and Fellows Preparation for Teaching](#)
- [Complete Student HIPAA Compliance Policy](#)

Relevant GSBMS Policies

- [Complete GSBMS Academic Integrity Violations Procedures](#)
- [Complete GSBMS Appeals Board Policy](#)
- [Complete GSBMS Policy on Students Rights and Responsibilities](#)
- [Complete GSBMS Policy on Professional Conduct in Student-Student and Student-Teacher Relationships](#)

PUBLIC RELATIONS

Policy on Public Relations Responsibility and Authority

This policy aims to provide information and guidelines regarding the role, responsibility, and authority of the Office of Public Relations concerning communications and marketing to ensure that such matters are professionally and appropriately handled and referred. Nothing in this policy is intended to affect the responsibility of faculty members for their scholarly publications and personal involvement in community activities, nor is it intended to affect individual employees' rights to express personal views about NYMC or other issues if they make it clear that they do so as individuals and do not represent the official position of the College either directly or indirectly. [Complete Policy on Public Relations Responsibility and Authority](#) link.

Policy on the Use of Social Media Accounts that Imply Communication on Behalf of the College

Social media platforms provide an opportunity to reach various audiences, such as faculty, staff, students, alums, fellows, residents, volunteers, donors, family members, prospective students, the local community, and academic and medical communities at large. They can potentially create a significant impact on the reputation of the College. Postings or comments on social media sites may be seen as official statements of the College because of one's association/affiliation with the College. [Complete Policy on the Use of Social Media Accounts](#) link.

NEW YORK MEDICAL COLLEGE VALHALLA CAMPUS

Administration Building (Sunshine Cottage)

The Administration Building is entirely dedicated to administrative functions for NYMC.

Alumni Center

The Alumni Center was completely restored in 1985 and now houses reception and meeting rooms.

Basic Sciences Building

The Basic Sciences Building, extensively renovated in 2023, is used primarily for teaching and research. The building contains two auditoria, seminar/case-study rooms, and core research facilities. Also located in the Basic Sciences Building are the College's Graduate School of Biomedical Sciences, basic science research laboratories, the Phillip Capozzi, M.D., Library, the Comparative Medicine Department, food mart, and a student recreational area.

7 Dana Road Building

Previously a vacant building, a section of the Dana Road Building was renovated and transformed into multimillion-dollar Clinical Skills and Simulation Center, and BioInc@nymc, a biotechnology incubator. The building has a 115-person multifunctional classroom with several simulation laboratories and body simulators.

Grasslands Housing

The Grasslands Housing complex comprises ten garden-style buildings and five suite-style buildings. In the center of the housing complex is the Student Center Building, which contains a laundry room, study room, and exercise room.

Medical Education Center

This four-story, 50,000-square-foot building, constructed in 2001, provides a zone for medical education separate from the current research facilities. The ground level of the building includes a lobby, additional library space, and the 250-seat Nevins Auditorium. Student modules are located on the second and third floors of this tower. The fourth floor of the building is devoted to a new Gross Anatomy Facility.

Phillip Capozzi, M.D., Library

The existing Phillip Capozzi, M.D., Library was expanded by more than forty percent with the addition of approximately 6,000 gross square feet in the new Medical Education Center. Renovations to the library included expansion of space for holdings and collections, separation of office and support space, study and teaching space, an elevator for handicapped access, and correction of maintenance and major HVAC problems. A special room adjacent to the library houses an Anatomage Table. The Anatomage Table is the most technologically advanced anatomy visualization system, which offers unprecedented technology as an advanced tool for anatomy education.

Medical Education Center

The state-of-the-art 250-seat Nevins Auditorium enables the College to hold conferences and seminars for large groups. The student modules on the second and third floors accommodate up to 216 students in various flexible configurations within eighteen module classrooms. Each module may be divided into small group teaching and study rooms. The student module floors have specific preparation areas for educational and scientific materials, as well as student lockers and restrooms.

The fourth floor of the Medical Education Center is devoted to a state-of-the-art Gross Anatomy Facility, complete with embalming rooms, prep rooms, cold and warm storage, student and staff restrooms, and shower facilities.

Skyline Building

The 19 Skyline Drive Building is a 250,000-square foot, five-story building purchased by the College in 2013 with areas devoted to research and patient care. The ground level includes a lobby, additional library space, and a 115-seat auditorium. The first floor also has a lobby as the building's main entrance. The first and second floors primarily house the offices of the various clinical departments of the College. The third floor houses the dental clinic of the Touro College of Dental Medicine and the NYMC Family Health Center. The fourth floor houses the primary academic space of the Touro College of Dental Medicine.

Vosburgh Pavilion/School of Health Sciences and Practice

The north wing of this four-story building is devoted to clinical research and some College administrative departments. The south wing contains the School of Health Sciences and Practice and houses classrooms, computer facilities, study space, a student lounge, and faculty offices. On the ground floor is the state-of-the-art Center for Interactive Learning.

CAMPUS RESOURCES

New York Medical College offers the faculty, students, staff, administration, and visitors a variety of resources on and around our campus. More detailed descriptions of available resources are provided at the links below.

- [Environmental Health and Safety](#)
- [Facilities Management](#)
- [Family Health Center at NYMC](#)
- [Human Resources](#)
- [Information Technology](#)
- [Public Relations](#)
- [Public Safety Website](#)