

# **FACULTY HANDBOOK**

School of Medicine &  
Graduate School of Basic Medical Sciences

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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 by-laws 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 by-laws of the GSBMS. Faculty of the SOM may apply for a faculty appointment in the SHSP as appropriate. The SHSP, established in 1980, has a governance structure under separate by-laws 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 official policy and procedure documents of the Executive Committee of the Faculty Senate as well as the Faculty Constitution and By-Laws (“By-Laws”). Responsibility for the contents and accuracy of the Faculty Handbook resides with the Deans of the School of Medicine and Graduate School of Biomedical Sciences. 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](mailto:compliance@touro.edu).

## **DIVERSITY, INCLUSION, EQUITY, AND BELONGING**

NYMC has a solid commitment to diversity, dating back to our earliest years as a medical school. The College's diversity and inclusion efforts aim to ensure that our student body, faculty, and staff reflect the breadth of backgrounds and ethnic composition of the communities our graduates and we serve.

Creating an inclusive environment means we not only welcome diverse faculty, staff, and students to our campus, but we also make every effort to ensure their success here and throughout their careers. NYMC assures a diverse and inclusive workforce through recruitment and retention of faculty and staff, with a commitment to providing under-represented medicine candidates and current employees have every opportunity for advancement and growth in their work and careers. As well, NYMC students have the chance to take advantage of the wide range of services—tutorial services, career counseling, financial counseling, personal guidance, and many other benefits—we offer to ensure that they thrive here.

Each NYMC school has policies explicitly stating the College's current and historical commitment to diversity, cultural competency, and social responsibilities. Our Office of Diversity and Inclusion supports the continued strengthening of our performance in these areas and welcomes questions and feedback.

## **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 member 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

NYMC is a health sciences college whose purpose is to educate physicians, scientists, public health specialists, and other healthcare professionals and to conduct biomedical and population-based research. Through its faculty and affiliated clinical partners, the College provides service to its community in an atmosphere of excellence, scholarship, and professionalism. NYMC believes that the rich diversity of its student body and faculty is essential to its mission of educating outstanding health care professionals for the multicultural world of the 21<sup>st</sup> century. [Learn more about the history of NYMC.](#)

### 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.

### 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
- be a leader in 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:

- with its clinical affiliates, provide outstanding clinical care and service to the community
- 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-two 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 and, subject to the control of the BOT, 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. The Chief of Staff oversees the operations of the office of the Chancellor/CEO, personnel actions, senior leadership recruitments, and compliance with NYMC's budget, supervises the dining services, annual commencement exercises, and acts as liaison support staff of the BOT and the Senior Leadership Committee.

### **VICE PRESIDENT, CHIEF COUNSEL AND ASSISTANT CORPORATE SECRETARY**

The Vice President, Chief Counsel and Assistant Corporate Secretary 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 FOR COMMUNICATIONS**

The Vice President for Communications at NYMC 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 RESEARCH**

The Vice President for Research at NYMC serves as provost for biomedical research and chief biomedical research officer for Touro College and University System. 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.

### **ASSOCIATE VICE PRESIDENT OF FACILITIES MANAGEMENT AND CAPITAL PLANNING**

The Associate Vice President of Facilities Management and Capital Planning oversees all operations, including facilities management, maintenance, capital planning, and construction. The Associate Vice President is responsible for the supply chain, competitive sourcing, procurement, administration of preventative maintenance programs, outage responses, repair, inspections, and upgrades, as well as leading capital planning initiatives.

### **VICE CHANCELLOR FOR DIVERSITY AND INCLUSION**

The Vice Chancellor for Diversity and Inclusion is responsible for campus-wide diversity and inclusion efforts. The Office of Diversity and Inclusion supports NYMC in developing and implementing strategic diversity, equity, and inclusion efforts that advance the College's mission and vision.

### **VICE CHANCELLOR FOR MIDDLE STATES COMMISSION ON HIGHER EDUCATION (MSCHE)**

The Vice Chancellor for Middle States Commission on Higher Education is the College's Liaison Officer to MSCHE and oversees all aspects of this regulatory review and the College's ongoing compliance with accreditation standards.

### **VICE CHANCELLOR FOR STUDENT ACADEMIC SUPPORT AND STUDENT SERVICES**

The Vice Chancellor for NYMC Student Academic Support and Student Services is responsible for campus-wide programs addressing academic support services, academic advising, counseling, peer learning, and student accommodations. The Office develops and implements guidelines, policies, and procedures to help support the academic success of NYMC students. The Vice Chancellor is also responsible for the NYMC Student Health Services administration and operations.

### **VICE CHANCELLOR FOR STUDENT MENTAL HEALTH AND WELLNESS**

The Vice Chancellor for NYMC Student Mental Health and Wellness oversees campus-wide programs and services supporting student mental health and wellness. The Office of SMHW supports NYMC's students by engaging in strategic initiatives and collaborating with the College community to promote and sustain its learners' mental health and well-being.

## **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 (elected by full-time NYMC faculty at each institution where NYMC faculty teach), 2) officers of the faculty senate that include a president, executive vice-president, secretary, and regional vice presidents for the basic sciences, SHSP, and for each of the academic medical centers and university hospitals, 3) executive committee of the faculty senate that includes officers, regional vice presidents and elected at-large members, and 4) faculty committees. Senators, officers, and members of the faculty senate's executive committee are elected for renewable

two-year terms based on reelection by the faculty. The process for faculty amendments to the Faculty Constitution and Bylaws is detailed in the [Faculty Constitution & Bylaws](#) and requires approval by the NYMC faculty and BOT.

The executive arm of the Senate is the Faculty Senate's Executive Committee. This group meets periodically with the NYMC Chancellor/CEO and dean of the SOM to ensure ongoing communication between the faculty and the senior leadership in the administration. The Executive Committee meets monthly to discuss communications, policies, concerns, or queries raised by faculty in all three NYMC schools, either in discussions with their regional vice president or directly with officers of the senate. In addition, the Faculty Senate holds general meetings at least 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 Senior Associate Deans, Vice Deans, and Department Chairs are under the Dean's authority.

### **DEAN'S EXECUTIVE SENIOR MANAGEMENT**

#### **Senior Associate Dean of Faculty and Academic Affairs**

The Senior Associate Dean oversees the Office of Faculty and Academic Affairs (OFAA), responsible for developing, maintaining, and implementing faculty affairs policies, procedures, and guidelines and managing the proper implementation of university-wide policies for faculty. The Senior Associate Dean is responsible for processing and monitoring academic appointments, promotions and tenure and emeriti awards, recruitment, retention, and on/off-boarding of SOM faculty. The Senior Associate Dean serves as the chief liaison to the Dean of the SOM, the chair/vice chair of the tenure, appointments, and promotions committee, and the Executive Committee of the Faculty Senate. In this central role, the Senior Associate Dean works collaboratively with other unit leadership of the SOM, GSBMS, and College to uphold the mission of diversity, inclusion, and equity as it pertains to all faculty matters and the culture of the community. The Senior Associate Dean serves as a central point of contact for department chairs and administrators in resolving conflicts, and grievances, answering questions and interpreting policy and procedures related to faculty. The OFAA works collaboratively to uphold the Faculty Constitution and By-Laws and supports the administrative onboarding and population of designated faculty committees, department chairs, other searches, etc. The OFAA is the principal source of faculty appointment information for the SOM and the GSBMS and responds to all internal and external requests for faculty information, regulatory or otherwise, including verification of faculty status and appointments. The Senior Associate Dean and the OFAA have a significant role in facilitating and

executing the annual full-time faculty performance review, merit pool bonus distribution, and yearly dean's faculty awards. In addition, the OFAA surveys, identifies, conducts, coordinates, and sponsors faculty development opportunities for all faculty across the SOM's affiliates that add value and support the growth, development, and retention of faculty. More about OFAA can be found at:

<https://www.nymc.edu/school-of-medicine-som/faculty-affairs/>

### **Senior Associate Dean of Student Affairs**

The Senior Associate Dean oversees the Office of Student Affairs (OSA), responsible for developing, maintaining, and implementing student affairs policies, procedures, and guidelines and managing the proper implementation of university-wide student policies. The OSA oversees all student academic support services (including tutoring, board preparation, and general academic support) and leads the House Dean Program, Student Council, Student Interest Groups/Clubs, and Student Wellness. The Senior Associate Dean 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.

### **Senior Associate Dean of Undergraduate Medical Education**

The Senior Associate Dean oversees the Office of Undergraduate Medical Education (UME), which leads and directs the educational mission and initiatives of the medical school's M.D. Program. This position also is responsible for decanal oversight, coordination, staff support, and program assessment, and provides reports for internal and external audiences. The Senior Associate Dean works collaboratively with the Office of Academic Administration on strategic, operational, and financial planning processes, strategizing with the Dean and other senior leadership on institutional planning, policy and program development, and problem resolution, ensuring that M.D. Program implementation plans are effectively developed, communicated, managed, and executed.

### **Associate Dean of Academic Administration**

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

### **Associate Dean of Admissions**

The Associate Dean of Admissions is responsible for the overall undergraduate medical student admissions process and department staff and provides the strategic direction and leadership for the admissions 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 selections, screening, interviewing and admissions committee reviews, acceptances, wait lists and rejections, and recruitment and enrollment strategies.

## **DEPARTMENTAL GOVERNANCE**

NYMC SOM has 25 departments: five (5) Basic Science departments, 19 Clinical Departments, and one (1) administrative department, the Phillip Capozzi, M.D., Library.

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 responsibilities 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 and statutes regarding professional conduct. The Chairs work with the Senior Associate Dean of Faculty Affairs to address faculty or staff professional conduct lapses. [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 students a range of learning opportunities to develop their clinical and provider skills. The Dean of the SOM is responsible for securing affiliation agreements with clinical sites for training SOM students. NYMC's three major clinical affiliate sites are Westchester Medical Center, Maria Fareri Children's Hospital, and NYC Health + Hospitals/Metropolitan. More than twenty additional clinical affiliate sites in four states provide comprehensive resources and educational experiences that enrich our students' medical education. Visit NYMC's website for a current list of [clinical affiliate sites](#).

### 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 clinical affiliate site 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 student recruitment process's effectiveness and strategies to implement efforts in that area. Serving under the Dean's authority are the **Assistant Dean for the Master of Science Programs** and the **Assistant Dean of 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 Assistant Deans work collaboratively with program directors and the Graduate Faculty Council (GFC) to lead assessment efforts and enhance the GSMBS programs. The GFC governs the overall GSBMS Program, with three 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 for 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 receive 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 Master's Program Advisory Committee; STAR Steering Committee; and Alumni Relations Advisory Committee.

## DEPARTMENTAL GOVERNANCE

NYMC GSBMS includes the SOM's five 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 sites for training GSBMS students. Eleven affiliated sites in three states provide comprehensive resources and educational experiences to enrich a student's clinical laboratory education.

## ACADEMIC PROGRAMS

### NYMC SCHOOL OF MEDICINE

#### 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 health care.

#### DOCTOR OF MEDICINE DEGREE PROGRAM (M.D.)

The NYMC SOM is one of the nation's oldest and largest medical schools, with approximately 860 students. The Office of [Undergraduate Medical Education \(UME\)](#) provides administrative support for the UME curriculum's planning, implementation, evaluation, and oversight. The M.D. 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 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.

The SOM also allows medical students to pursue an area of personal interest in-depth while enrolled in the formal M.D. Curriculum through the [Areas of Concentration Program \(AOC\)](#). Current AOC offerings include biomedical research, biomedical ethics, medical education, global and population health, culinary medicine and nutrition, and children's environmental health – each spear-headed 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 NYMC SOM's Office of [Continuing Medical Education](#) 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 offerings.

### GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

#### 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 supported by our underlying [eight core values](#): 1) Intellectual Curiosity and Scientific Inquiry; 2) Achievement and Aspiration; 3) Effective Communication; 4) Teaching and Mentoring; 5) Integrity; 6) Collegiality; 7) Diversity; and 8) Community Outreach.



## MASTERS PROGRAMS

The GSBMS offers eleven Master of Science (M.S.) Programs:

- Six discipline-based programs are in Biochemistry & Molecular Biology, Cell Biology, Microbiology & Immunology, Pathology, Pharmacology, and Physiology: each offering a research track, literature review track, and a Biomedical Science & Management program track
- Within each discipline-based M.S. program is a modified Professional Science Masters Program designed for students interested in pursuing careers in the pharmaceutical, biotechnology, or other biomedical science industries – or the government or not-for-profit sectors related to these fields
- Three pre-professional programs: Interdisciplinary Basic Medical Sciences – Two-year Master’s program, Accelerated Master’s Program, and a Dental Linkage Master’s Program
- Clinical Laboratory Sciences Master’s Program

## DOCTORAL PROGRAMS

The GSBMS offers Ph.D. programs in six 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 an 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.

### 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, and legally enjoined always to respect students' dignity in every interaction.

### BENEFITS OF AN ACADEMIC FACULTY APPOINTMENT

- Full access to [Health Sciences Library Resources](#), including inter-library loans, searches at no cost, etc.
- Access to the College's [Institutional Review Board](#) for the review of research involving human subjects research using the Axiom Mentor IRB platform
- Access to the College's research infrastructure, including [core facilities and shared resources](#), [clinical trials unit](#), biostatistical support, grant writing resources, bridge, and seed [funding opportunities](#), etc.

- Access to [faculty development initiatives](#) and teaching and instructional resources through the Touro portal and Touro University
- Access to the University's CME-sponsored events and earning professional development credits appropriate to one's level of participation
- NYMC email address
- NYMC *Zoom* account
- Eligibility for [Annual Dean's Faculty Awards](#) (full-time status faculty appointment only)
- Merit pool bonus with completion of [annual faculty performance review](#) of full-time faculty with the academic Department Chair and Dean(s)
- Inclusion on all University invitation lists, including participation in Commencements, Convocations, Symposiums, etc.
- Tuition remission for eligible faculty, including spouses and dependent children, under the [Qualified Tuition Reimbursement Program](#)

## **ACADEMIC APPOINTMENT TO THE NYMC SOM FACULTY**

This section summarizes key issues relating to appointment to the NYMC SOM faculty. College's website has additional detailed information on [Domains, Tracks and Pathways](#), and [Criteria](#) that support the NYMC SOM appointment, promotion, and tenure [policy and procedures](#).

### **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 annual faculty performance evaluation. In general, Department Chairs are responsible for initiating faculty action recommendations/requests to the Dean of the SOM on behalf of candidate faculty members and existing faculty. 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, Appointments, and Promotions (TAP) committee at the request of the Dean. The NYMC Board of Trustees (BOT) reviews all senior rank appointments recommended by the TAP committee for approval.

A detailed description of [NYMC SOM appointments and promotions procedures](#) is accessible 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 procedures](#) is accessible on the College's website and the [NYMC SOM Faculty Constitution and Bylaws](#).

## **ELIGIBILITY CRITERIA FOR FACULTY APPOINTMENT BY RANK**

NYMC SOM recognizes four rank categories: instructor, assistant professor, associate professor, and professor.

### **Entry Level Ranks**

#### **Instructor**

Candidates usually include those who are enrolled in recognized training programs; and/or eligible for board certification; professions without a terminal degree (e.g., masters, bachelors, etc.). Examples include:

- Professionals with the highest degree in a scientific discipline (e.g., Ph.D., Pharm.D., D.V.M., D.Sci. etc.) who have completed a minimum of two (2) years of post-doctoral training or equivalent experience, and who are non-independent investigators transitioning to independent work
- Individuals with the highest degree in a para-professional or related health care field (e.g., Ph.D., D.N.P.) or have the highest degree in a non-healthcare field (e.g., M.B.A.).
- Individuals without a degree and appropriate related experience

#### **Assistant Professor**

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

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

### **Senior Level Ranks**

#### **Associate Professor**

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

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

#### **Professor**

Candidates are expected to contribute substantially to academic activities performed for the SOM, the University, and their profession and to demonstrate an exceptional record of achievement and academic accomplishments in one or more 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 three (3) years in rank at the Associate Professor level at NYMC SOM, or another academic institution, or an equivalent experience is required to be considered for appointment or promotion, provided candidates demonstrate the following:

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

### 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 four 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 [Tracks and Pathways](#) and evaluation [Criteria](#) for appointment and promotion is accessible on the College's website.

### PROCEDURES OF THE TENURE, APPOINTMENTS, AND PROMOTIONS (TAP) COMMITTEE

The Dean of the SOM utilizes the TAP committee, a 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 secretary contacts professional references on behalf and the chair/faculty candidate in support of the application. Three (3) professional faculty references from outside the institution and two (2) references from within the institution, all at the identical rank or higher, are required. 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 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 have the following options/course of action:

- Reapply in one year following the date of the initial application if the request is for the same rank and promotion pathway
- Reapply earlier than one year if the request is for a different rank and/or pathway.
- Invoke the Alternate Pathway per the NYMC SOM Faculty By-Law 5.

### ALTERNATE PATHWAY PROCEDURES

Per NYMC Faculty Bylaw 5, if a faculty member feels that the department chair has not proposed them for consideration of promotion or tenure in a timely and reasonable fashion, an alternative pathway mechanism may be employed as described in the NYMC [Faculty Constitution & Bylaws](#). If a faculty member is eligible to utilize the Alternate Pathway, the committee chair may be contacted by the faculty member, requesting the committee to review their request for promotion and/or tenure.

## IMPORTANT DEFINITIONS: NYMC SCHOOL OF MEDICINE FACULTY APPOINTMENT

### FACULTY APPOINTMENT STATUS

Individuals granted an NYMC SOM faculty appointment are given an “appointment status” at appointment approval. Although faculty appointment status nomenclature is familiar with “employment status,” they are considered two separate entities. Faculty appointment status may be either full-time, part-time, or voluntary as described below.”

#### Full-time Faculty Appointment Status

A faculty appointment is considered full-time for those faculty members who devote their primary activities to academic pursuits, which include teaching, research, and service that includes clinical care. In addition, faculty must:

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

#### Part-Time Faculty Appointment Status

A faculty appointment is considered part-time for those faculty members who devote their primary activities to academic pursuits, which include teaching, research, and service that includes clinical care. In addition, faculty must:

- Provide less than 20 hours per week of academic activities performed for the NYMC SOM

### **Voluntary Faculty Appointment Status**

A faculty appointment is considered voluntary for those faculty members who devote their primary activities to academic pursuits, which include teaching, research, and service that includes clinical care. In addition, faculty must:

- Volunteer their time and effort to the NYMC SOM (e.g., no compensation for time and effort)
- Effort is dedicated to direct clinical care and/or the education of health professionals in clinical care settings and/or classroom/laboratory

## **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 recommended 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 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.

### **Lateral Appointment**

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

### **Adjunct Appointment**

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

### **Visiting Faculty Appointment**

A faculty member is eligible for a visiting faculty appointment in a department or school if they hold a primary academic appointment at an outside academic institution. Academic actions for visiting faculty status are initiated by the department chair or GSBMS dean and do not require TAP review. Visiting faculty



appointments are at the same academic rank as the outside institution's primary rank. Along with the request for visiting faculty status, the department chair or GBBMS dean submits a written recommendation that includes a description of the proposed duties of the visiting faculty, the duration of the appointment, and their qualifications for the position. The candidate must provide their curriculum vitae and letter of recommendation from the chair or equivalent official at the institution where the individual holds their academic appointment. The 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 to approve or not approve the appointment, and informs the department chair or GSBMS dean and the candidate. Visiting faculty appointments for longer than one year are not permissible; individuals requiring a longer appointment must be appointed as Adjunct faculty.

### **Emeritus/Emerita Appointment**

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 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 (i) a university appointment of Emeritus/Emerita Professor awarded by the Board of Trustees, (ii) lifetime acknowledgment as "Professor Emeritus/Emerita" in all faculty or departmental listings, announcements, bulletins, and publications, etc.; (iii) lifetime continuation on all University/School invitation lists and invitation to participate in Commencements, Convocations, etc. (iv) full, no-cost access to the Phillip Capozzi, M.D., Library, including inter-library loans and searches; (v) access the Emeritus/Emerita Faculty lounge and parking.

Additional details can be found in [NYMC Academic Appointment, Promotion & Tenure Policy & Procedures](#).

## **ACADEMIC APPOINTMENT TO THE NYMC GSBMS FACULTY**

A GSBMS faculty member 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.

Individuals with full-time status with a primary or non-primary appointment in one of the basic science departments are eligible for Graduate Faculty membership. Also suitable are individuals who are not NYMC employees but hold faculty appointments in one of the basic science departments. However,



individuals who hold a primary appointment at another 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.

## **FACULTY PERFORMANCE REVIEWS & REAPPOINTMENT PROCEDURES**

NYMC SOM is committed to the continuous professional development of all faculty members as teachers, scientists, and learners. The policies for academic freedom, ethics, responsibility, tenure, and promotion within the SOM apply equally to current and future faculty members and seek to establish a spirit of cooperation, good faith, commitment, and accountability. The SOM is committed to providing regular faculty assessment and performance evaluation through a faculty performance evaluation process that will enable each faculty member to reach their career objectives in concert with the school and department's mission, goals, and priorities.

The goal of the faculty performance reviews is to:

- provide faculty the opportunity to report on academic activities and contributions to the NYMC SOM
- provide department chairs the opportunity to review faculty for reappointment, promotion, status change, development needs, etc.
- provide an opportunity to identify, request, and justify faculty development support, mentorship, and/or resource needs
- provide an opportunity to identify and compose a remediation plan for any assigned area of academic responsibility where the faculty member does not meet performance expectations
- maintain an up-to-date roster of all faculty in the SOM independent of faculty status

Department chairs, or their designees, shall:

- assure that faculty adhere to the AFPE timeline
- complete the chair rating of individual faculty performance
- 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 and the faculty member

The focus of the faculty annual review 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 the chosen pathway for promotion and/or tenure and years in rank.

## **ANNUAL FACULTY PERFORMANCE EVALUATION (AFPE) FOR FULL-TIME FACULTY**

An annual review will be conducted for all full-time faculty who are academically- or professionally salaried and at the rank of Instructor, Assistant Professor, Associate Professor, and Professor, regardless of their title. The purpose of the annual review is to provide a mechanism to facilitate dialogue between the SOM, the department, the academic chairs, and individual faculty members. The annual review provides valuable information to the department chair about the faculty member's accomplishments and the faculty member about their department chair's assessment of their progress in their discipline, in the context of departmental goals, and individual academic advancement.

## **TRIENNIAL FACULTY REAPPOINTMENT PROCEDURES FOR PART-TIME AND VOLUNTARY FACULTY**

Faculty with part-time and voluntary faculty appointment status will report on academic activities related to the SOM mission in research, teaching, and service and update other scholarly contributions and general faculty information. The reappointment process occurs every third academic year.

The Office of Faculty & Academic Affairs generates a letter of reappointment that confirms the academic rank, title, status, and date of renewal that are communicated to faculty and department chairs. Failure to complete the triennial reappointment process within the specified time will result in an “inactive” status being placed on the faculty member’s appointment for up to six months following the reappointment deadline. Failure to complete triennial reappointment procedures within this six-month “inactive” period will result in termination of the faculty member’s appointment with written notice to the faculty member and the department chair from the Dean of the SOM.

Terminated faculty who desire a faculty appointment may reapply for a faculty appointment at the department chair's recommendation utilizing usual faculty appointment procedures.

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

## **SABBATICAL LEAVE**

NYMC encourages faculty to take 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 seven-year period of full-time employment in faculty duties if they have, during that time, achieved the rank of Associate Professor. The Sabbatical Policy and criteria for applying are specified in the [Faculty By-Law 8](#).

## **GROUNDINGS FOR DISMISSAL OF TENURED FACULTY**

As set forth more fully in [Faculty By-Law 7](#), the appointment of tenured faculty may be revoked and terminated, and the faculty member dismissed from the faculty during the term of his/her/their appointment for any one of the following reasons or grounds.

### Dismissal for Just Cause

Tenured Faculty may be terminated for cause when a faculty member fails to perform their duties, as defined ultimately by the Dean, or for acts that are clearly contrary to professional, academic, or institutional standards.

### Dismissal Due to Financial Exigency

Tenure may also be terminated because of financial exigency or when programs, departments, or institutions are abolished or curtailed. The College will make a good faith effort to retain the tenured faculty, consistent with institutional needs.

### Notice of Termination of Tenure

Recommendations for termination of tenure may be made to the Dean by the department chairs or by the Dean directly to the President and the Board of Trustees. In either instance, the faculty member shall be notified, in writing, of the reasons why this recommendation is being made and shall be afforded a reasonable opportunity to respond, in writing, to the Dean. Upon consideration of all the relevant facts, the Dean may elect to continue the faculty member's tenure or recommend to the President and the Board of Trustees that the faculty member's tenure be terminated. The faculty member shall be notified, in writing, of the Dean's decision.

If the Dean decides to recommend to the President and the Board of Trustees that a tenure appointment be terminated, the faculty member whose tenure appointment is scheduled to be rescinded is entitled to file a grievance with the Faculty Grievance Committee under the procedures outlined in [Faculty Bylaw I: Grievance](#). In cases where a faculty member files a grievance because of termination of tenure, the Grievance Committee shall assume that sufficient evidence for proceedings exists and shall thoroughly investigate the grievance per its established procedures.

## **FACULTY NOTICE OF TERMINATION**

As set forth more fully in the Policy on School of Medicine Faculty Notice of Termination, 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 years should be given not less than one 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 months' notice of the termination of their College employment. A faculty member terminated on less notice than prescribed in the policy should be paid severance for the full notice period set forth in the policy unless the faculty member resigns or finds new employment. At that time, the severance payments shall cease. Severance payments that are to be made from funds received under an affiliation agreement, faculty practice, or 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 POLICY**

As set forth in By-Law 1 of [NYMC SOM Faculty Constitution and Bylaws](#), an aggrieved faculty member may submit a grievance to the Grievance Committee in writing. The written grievance must contain, stated separately, summaries of (i) the facts and (ii) 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 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 President of the College. The grievant may further appeal the decision of the President to a panel of faculty mediators. The President will consider the recommendation of the faculty mediators for a final determination.

## **NYMC SOM FACULTY COMMITTEES**

The NYMC SOM Faculty Constitution and Bylaws, By-Law 2 recognizes three (3) classes of permanent faculty committees: i) committees of the faculty senate, ii) committees of the faculty and iii) standing committees of the faculty. Individuals with a faculty appointment in the SOM may participate in faculty committees as described in the bylaws document. Irrespective of committee class, SOM faculty committees provide support and service to various SOM functions as described below.

### **COMMITTEES RELATED TO RESEARCH & REGULATORY COMMITTEES**

#### **Animal Care Committee ("IACUC" – Institutional Animal Care & Use 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 Board ("General Medical IRB"): Protection of Human Subjects Committee**

- Focus 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 Panel ("Oncology IRB"): Protection of Human Subjects Committee**

- Focus and specialization 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 (“Radiation Safety”)**

- 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 (“ECC”)**

- Provides continuous study, review, and quality improvement of the M.D. 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 (e.g., Antiracism-Antibias Curriculum Taskforce)

#### **First & Second Year Curriculum Committee of the ECC**

- Focused on the pre-clinical curriculum; functions as a subcommittee of the ECC
- Provides continuous study and quality improvement to the basic science curriculum
- Basic science course directors must participate as members of this committee

#### **Third & Fourth Year Curriculum Committee of the ECC**

- Focused on the clinical curriculum; functions as a subcommittee of the ECC
- Provides continuous study and quality improvement of the clinical curriculum
- Clerkship and fourth-year directors must participate on this committee

### **COMMITTEES RELATED TO STUDENT AFFAIRS & PERFORMANCE**

#### **Student Academic Performance & Review Committee (“SAPRC”)**

- Evaluates the academic performance of individual students that the pre-clinical and clinical promotions committees have reviewed
- Recommends to the Dean if those individual students are i) promoted to the next year, ii) undergo remediation, iii) repeat a year, or iv) are asked to withdraw from the College, etc.

**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

**First-Year & Second-Year Student Promotions Committees**

- A basic science department chair serves as the chair of the committee
- Teaching faculty and those with interest in matters of professionalism, ethics, etc. are encouraged to participate
- Each Promotions Committee is a subcommittee of the "SAPRC"

**Third & Fourth-Year Student Promotions Committee**

- This committee is a.k.a. the "Clinical Years Student Advancement Committee," which is a subcommittee of "SAPRC"
- A clinical department chair serves as the chair of the committee
- Teaching faculty and those with interest in matters of professionalism, ethics, etc. are encouraged to participate

**Professionalism & Integrity Committee**

- Evaluates the professionalism of individual students that have been referred for committee review by Student Affairs or other academic units of NYMC
- Provides recommendations to the Dean of the SOM on individual student remediation plans, referrals, recommended withdrawal, etc.
- A diverse faculty committee across departments, academic management units, ethics, academic advising, etc. provides comprehensive individual committee review
- The committee may involve non-faculty professional advisees or administration as ad hoc members

**Leave of Absence ("LOA") & Readmission Committee**

- Reviews requests or recommendations of individual students for LOA and readmission
- Provides recommendations to the Dean of the SOM on individual student reviews for LOA and readmission, appropriateness, terms, etc.
- Adjudicates LOA and readmission grievances as necessary
- The committee may involve non-faculty professional advisees or administration as ad hoc members

## COMMITTEES RELATED TO FACULTY & ACADEMIC AFFAIRS

### Faculty Compensation 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

### Faculty-Student Relations Committee

- Promotes communication, understanding, and community among the student body, NYMC faculty, and support staff
- Assures and promotes a learning environment that supports academic achievement, dialogue, curiosity, learning, career, and personal growth for all individuals
- Supports the College's mission of belonging, inclusivity, equity, and diverse views that support the values of an academic health center environment
- Student members participate and represent each class year

### Graduate Medical Education Committee ("GMEC")

- Monitoring and advising on all aspects of NYMC-sponsored residency education
- Develop and review policies and procedures that affect both ACGME-accredited and non-accredited clinical training programs and their trainees
- Maintain oversight of and liaison with clinical program directors
- Conduct regular reviews of ACGME-accredited clinical training programs in accordance with ACGME requirements
- Review and approve non-ACGME accredited clinical training programs to ensure that they meet equivalent standards to those required for accredited programs
- Review and approve changes to training programs that could affect the educational quality or require ACGME approval
- Provide a forum for the exchange of information among all parties involved in GME
- Review Letters of Report concerning all ACGME-accredited clinical training programs and monitor action plans for correction in areas of non-compliance

### 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, Appointments, and Promotions Committee ("TAP")

- 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
- Faculty members must hold associate or professor rank status to be considered faculty peers for review of senior rank proposals, and with/without tenure status

## 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 assists faculty and staff with a variety of application and award services, such as:

- Assists investigators and staff with application preparation.
- Submits applications on behalf of the College.
- Coordinates activities of the Institutional Review Boards to ensure institutional compliance with regulations regarding the use of human subjects in research activities.
- Participates 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.
- Upholds federal regulations and policies regarding Financial Conflict of Interest in Academic Activities.
- Develops policies and procedures responsive to federal regulations and emerging issues.
- Administers the *Intramural Sponsored Research Program* and the annual *Dean's Research Award* program.
- Negotiates and manages research relationships with industry and the transfer of research results to commercial application.

### 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 cores 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 webpage](#) 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 subject research.

All research to be conducted on human subjects by individuals with full-time, voluntary, or part-time faculty appointments at NYMC must be submitted to the Office of Research Administration and reviewed by NYMC IRB. No research on human subjects can be initiated without IRB approval (unless categorized explicitly as exempt from IRB review). NYMC uses the MentorIRB online system. Please see the [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. Please visit the NYMC [IACUC site](#) for more detailed information

### **Radiation Safety Committee**

This committee shall promote safe practices in handling and using radioactive sources within the jurisdiction of New York Medical College 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 [HERE].

## **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 i) [institutional](#); ii) [School of Medicine](#); iii) [Graduate School of Biomedical Sciences](#), and iv) [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 College and University System ("TCUS"), 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.](#)

#### **NYMC SOM Diversity Policy**

NYMC is committed to diversity among its students, house staff, faculty, and administration. Based on our shared commitment to cultural competency and social accountability, we will create and maintain a diverse student body, house staff, faculty, and administration, including efforts to sustain a positive academic and learning environments for all. [Complete NYMC SOM Diversity Policy link.](#)

### **Sexual Misconduct Policy**

NYMC, as a member of TCUS, 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 TCUS, seeks to maintain a safe learning, living, and working environment 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 TCUS, 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 New York Medical College 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

of 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 TCUS, 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 TCUS/NYMC's IT resources and should be interpreted to have the widest application. The AUP addresses the entire TCUS 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 TCUS data and networks on personal mobile and otherwise remote devices. The policy defines requirements for storing and transmitting NYMC/TCUS data on a personal device and connecting personal devices to the TCUS network from a network outside NYMC/TCUS's physical network infrastructure. The nature of personal devices for business makes verifying compliance with the policy difficult. NYMC/TCUS requires compliance and will institute corrective measures if it is discovered that a policy has not been followed. [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

NYMC 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 purpose is to i) create an optimal learning environment, ii) provide supervision and teaching to medical students, 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. Complete policy information may be accessed on the [College's webpage link.](#)

- Statement on Optimal Learning Environment
- Medical Student Supervision and Teaching Policy
- Compact Between the Teacher and Learner for the NYMC SOM
- NYMC-SOM Policy on Student Mistreatment Harassment and Professional Misconduct
- Policy on Filming Videotaping Photographs and Visual or Audio Recordings
- Faculty Lecture Capture Policy and Procedure for NYMC SOM

## 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.](#)

## NYMC VALHALLA CAMPUS

### **Administration Building (Sunshine Cottage)**

The Administration Building, completely renovated in 1985-86, is entirely dedicated to administrative functions.

### **Alumni Center**

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

### **Basic Sciences Building**

The Basic Sciences Building, extensively renovated in 2001, 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 Basic Medical Sciences, basic science research laboratories, the Phillip Capozzi, M.D., Library, the Comparative Medicine Department, the campus bookstore, cafeteria, 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 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 new 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 Building**

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**

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, renovated in 1995, 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**

NYMC offers the faculty, students, staff, administration, and visitors a variety of resources on and around our campus. Complete 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](#)