Department of Medicine
Junior Faculty (Instructor, Clinical Instructor, Assistant Professor, Assistant Clinical Professor) Appointment and Promotion Process

Dean's Office APT Link for Appointment Requests: ISMMS Appointments and Promotions | Icahn School of Medicine (mssm.edu)

Full time, Part time and Per Diem

Voluntary/Adjunct
*Executed offer letter not applicable

Process initiated by Site Administrator

Site Administrator emails complete packet to: DOMFacAffairs@mssm.edu

1. Updated CV$^{\pm}$
2. Chair Statement
3. DOM Faculty Demographic Checklist
4. Executed Offer Letter*

$^{\pm}$ *Always refer candidate to the Dean's Office link above for the MSHS template and instructions.*

DOM Office of Faculty Affairs

1. Faculty Affairs Team reviews & approves the submitted packet.
2. Approved packet routed to the MSHS System Division Chief and System Chair for endorsement.
3. Program Coordinator (Alissa Nurnberger) initiates request in Dean's Office APT Tracker on Sinai Central.
4. Candidate promptly notified via email.

1 Week

Dean's Office Sinai Central APT Tracker

The APT system sends a system-generated email to the candidate, instructing them to upload their CV and electronically sign required items.

Once the candidate completes their part, a DOM Faculty Affairs Team member uploads the Chair Statement.

The request is then finalized and submitted.

2 Weeks

Dean's Office Tracker

1. Candidate is presented to the APT committee on an upcoming agenda.
2. APT committee reviews the request.
3. Dean Charney provides final approval within the same month.
❖ Candidate and System Division Administrator have full access for tracking.

2 Months

Dean's Office sends list of approved appointments and promotions request to the Department Chairs

DOM Faculty Affairs Administrative Director (Tonya Adams), notifies Site Leadership and Administrators of approved candidates electronically.

Candidates receive formal approval letters directly from the Dean's Office via email.

Overall Estimated Process Timeframe: 2 Months