



NEW YORK MEDICAL COLLEGE  
A MEMBER OF Touro University

School of Medicine

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

*Issue Date:* February 20, 2024  
*Supersedes:* New York Medical College School of Medicine Academic Appointment, Promotion and Tenure Policy & Procedure  
*Last Review:* December 22, 2023 (April 16, 2018; May 15, 2015; July 1, 2007)

**I. PURPOSE**

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

**II. POLICY**

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

**III. SCOPE**

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

**IV. REFERENCES**

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

- D. Liaison Committee on Medical Education. 2024-25 Functions and Structure of a Medical School, Standard 4. Faculty Preparation, Productivity, Participation, and Policies: Faculty are qualified through their education, training, experience, and continuing professional development and provide the leadership and support necessary to attain the institution's educational, research, and service goals; November 2023. <https://lcme.org/publications/>

## V. DEFINITIONS

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

### A. Faculty Appointment and Promotion Terminology

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

9. Title. Titles are assigned according to appointment or promotion Track, Pathway, Rank, and Appointment Status as shown in **Appendix. Table 1**. All Faculty Titles are followed by the name of the department and discipline in which the Title is awarded unless otherwise indicated.

**B. Appointment Status**

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

1. Full-Time Appointment Status. Appointment Status is considered Full-Time in the following instances:
  - a) Full-time employment by NYMC to perform academic job duties for NYMC (academically salaried), OR
  - b) Full-time employment by an active NYMC affiliate to perform professional duties (professionally salaried), OR
  - c) Employment by both NYMC and an active NYMC affiliate, which combined is equivalent to full-time employment. Professionally salaried, full-time faculty shall perform the majority of their job duties within the confines of the NYMC affiliate site.
2. Part-Time Appointment Status. Appointment Status is considered Part-Time in the following instances:
  - a) Part-time employment by NYMC to perform academic job duties for NYMC (academically salaried), OR
  - b) Part-time employment by an active NYMC affiliate to perform professional duties (professionally salaried), AND
  - c) Do not qualify for Full-Time Appointment Status.
3. Voluntary Appointment Status. Appointment Status is considered Voluntary if the Faculty Member does not qualify for Full-Time or Part-Time Appointment Status.

**C. Type of Appointment**

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

1. Primary Appointment. Faculty Members are appointed, and evaluated for promotion in the academic unit where they hold their Primary Appointment. The SOM department chair or the GSBMS dean is responsible for recommendations for Academic Actions for Faculty with Primary Appointments in their department, except as described below for Faculty Members who have appointments in more than one department or school.
2. Non-Primary Appointment. A Faculty Member may have one or more Non-Primary Appointment(s) in one or more departments for contributions and collaborative relationships in any of the mission areas. Non-Primary Appointments are endorsed by the chairs of both Primary and Non-Primary departments and the Dean of the GSBMS, as applicable. Non-Primary Appointments are at the same Academic Rank, Status, and Pathway as the Primary Appointment.

3. Joint Appointment. A Faculty Member may have a Joint Appointment in two or more departments or schools within the college that have joint fiscal responsibility for the Faculty Member. The chairs of the departments and as applicable, the deans of the school, have a shared responsibility in requesting Academic Actions related to the Faculty Member. One department chair or dean of the school is designated as Primary for these purposes. Joint Appointments are at the same Rank in each department or school.
4. Candidate Status. Faculty candidates new to the NYMC SOM and recommended for a Full-Time Status Faculty Appointment at the Rank of Associate Professor or Professor may be issued an official Candidate Status at the discretion of the Dean of Faculty and Academic Affairs upon receipt of a complete application by the Office of Faculty & Academic Affairs (OFAA). Candidate Status shall be coincident with whichever is determined the later date; receipt of the complete application or the Faculty Member's start date at an NYMC affiliate and/or NYMC SOM.

## VI. PROCEDURES

### A. Eligibility Criteria for Faculty Appointment and Promotion

1. Faculty Rank is determined according to specified eligibility criteria and a level of achievement for each Rank or Title. Three (3) Levels of Achievement in Domains are recognized.
  - a. Entry Level ("Competence"). Required for appointment or promotion to Instructor, Assistant Professor, Clinical Assistant Professor, and Associate Research Scientist.
  - b. Established Level ("Strength"). Required for appointment or promotion to Senior Instructor, Associate Professor, Clinical Associate Professor, and Senior Research Scientist.
  - c. Senior Level ("Excellence"). Required for appointment or promotion to Professor and Clinical Professor.
2. Instructor and Senior Instructor (Foundations Pathway only)

Candidates typically include individuals who are appointed to their first faculty position while completing their final year of training or participating in advanced fellowship training. Instructor Rank is also appropriate for members of the extended healthcare team performing Academic Activities integral to the NYMC SOM mission.

  - a. Chief residents in their final year of training and fellows-in-training; must be in good standing in an NYMC- or Westchester Medical Center-sponsored, ACGME-accredited residency or fellowship.
  - b. Professional practitioners that have attained the highest degree in a para-professional discipline, health care-related field (e.g. Pharm.D., DNP), or other relevant discipline.
  - c. Individuals who have attained the highest degree in a scientific discipline and have completed a minimum of two (2) years post-doctoral training, or equivalent experience, and are non-independent investigators transitioning to an academic Pathway.
  - d. Individuals that have not attained the highest degree possible for a para-professional or related health care field (e.g. M.P.H.), however, are integral and contributing to the SOM's educational, research, or service missions.
  - e. Individuals who have been engaged for a minimum of five (5) consecutive years at the instructor level, or an equivalent professional experience, may be considered for Senior Instructor designation at the recommendation of the primary department chair and with approval by the Dean of the SOM.

3. Assistant Professor and Clinical Assistant Professor

Candidates include individuals who are appointed or promoted to their first independent Faculty position.

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

4. Associate Professor and Clinical Associate Professor

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

- a. A minimum of three (3) years in rank at the Assistant Professor level at NYMC SOM, or at another academic institution, or an equivalent experience.
- b. Candidates must demonstrate excellence in at least one Domain, and strength in one or more Domains.
- c. Candidates are recognized at a regional and national level and have a record of significant academic service and sustained scholarship.

5. Professor and Clinical Professor

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

- a. A minimum of three (3) years in Rank at the Associate Professor level at NYMC SOM, or at another academic institution, or an equivalent experience.
- b. Candidates must demonstrate excellence in one or more Domain, and strength in one or more Domains.
- c. Candidates must be recognized at a national and international level as leaders in their field and have a record of substantial and sustained academic service and scholarship.

6. Research Scientist

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

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

## B. Faculty Application for Appointment or Promotion

### THE FACULTY ACTION PACKET (FAP)

The FAP is the compilation of all materials relevant to the evaluation of a candidate for appointment or promotion. Materials added to a candidate's FAP are considered confidential and are only used in the review of the candidate for appointment or promotion. Chair letters of recommendation and professional references letters shall not be shared with the candidate by the OFAA and/or the Tenure, Appointment, and Promotion (TAP) Committee. The FAP includes the following:

1. The Candidate's:
  - a. Curriculum vitae in NYMC SOM format.
  - b. Personal Information Form (PIF) and Attestation.
  - c. Professional Reference Form. Includes the names and contact information for individuals meeting the criteria to provide letters of recommendation. Guidelines are summarized in **Appendix Table 2.**
  - d. Narrative Statement. Required for Senior Rank applications only. Candidate's description of their role as a SOM Faculty Member including Academic Activities, achievements, and scholarship, etc.
2. The Academic Department Chair's:
  - a. Chair Recommendation Form
  - b. Letter of Recommendation
3. Non-Primary and Joint Appointment Department Chairs':
  - a. Letter of Recommendation
  - b. Justification for Non-Primary or Joint Appointment
  - c. Demonstration of shared financial resources (Joint Appointment)
4. Professional References solicited confidentially by the OFAA and/or the TAP Committee secretary as indicated on the Candidate's Professional Reference Form.

## C. Application Process

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

1. The candidate submits their CV in NYMC SOM format, the PIF and Attestation, and the Professional Reference Form to their academic department chair to be included in their FAP.
2. The department chair reviews the candidate's FAP and writes a letter of recommendation, which is added to the candidate's FAP in addition to the Chair Recommendation Form. Any additional references solicited by the primary department chair, or required letters of recommendation for Non-Primary or Joint Appointments are also added to the candidate's FAP.
3. The candidate's FAP is submitted to the OFAA and is reviewed for accuracy based on eligibility criteria and requirements. Any questions or concerns are resolved with the SOM Dean and the OFAA in concert with the department chair(s).
4. The next procedural step depends upon the candidate's requested Rank and Pathway.
  - a. Junior Rank, Research Scientist Pathway, and Foundations Pathway.

- 1) Candidates applying for a junior Rank (Instructor, Assistant Professor), Foundations Pathway appointment, or Research Scientist appointment shall have their complete FAP submitted by the OFAA to the Dean of the SOM for approval.
- 2) The Dean/designee may contact professional references provided by the candidate as deemed necessary. Such communications are considered highly confidential and shall only be utilized in the review of the candidate for the Academic Action requested.
- 3) With the Dean's approval, the Chancellor/CEO and Board of Trustees of NYMC shall endorse the appointment.

b. Senior Rank.

- 1) Candidates applying for Senior Rank (Associate Professor, Professor) on any promotion Pathway shall have their complete FAP submitted to the TAP Committee for review.
- 2) The TAP Committee secretary shall confidentially solicit professional references on behalf of the candidate.
- 3) The TAP Committee may request additional reference letters or other information as deemed necessary to conduct a committee review.
- 4) The TAP Committee chair communicates the committee's recommended Academic Action to the Dean for consideration. The Dean may (i) approve, (ii) disapprove, or (iii) table (pending additional information) the TAP Committee's recommendation.
- 5) The Dean communicates recommendations for Faculty Academic Actions to the Chancellor/CEO. With the Chancellor/CEO's approval, the Academic Affairs Committee of the Board of Trustees, and the full Board of Trustees of NYMC shall review and issue a final recommendation for approval.

c. Candidate Status.

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

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

Candidate Status shall not be construed as a Faculty Appointment, nor shall it be understood to confer any Faculty rights or privileges other than provisional access to NYMC resources as described. Candidate Status designation is considered temporary, must not exceed one (1) year in duration, is subject to change without appeal, and may be revoked at any time by the Dean of Faculty and Academic Affairs. Subsequent approval of the recommended Faculty Appointment by the NYMC BOT shall deem the Candidate Status null and void. The Dean of the SOM shall then issue a formal Faculty Appointment letter to the candidate with an effective date coincident with the date of BOT approval.

#### D. **Disapproved Promotion Recommendations**

1. Reapplication. Faculty Members whose promotions are denied can reapply in no less than one (1) years' time as determined by the date that their FAP was considered complete.
2. Petition. In instances where the candidate and the academic department chair disagree with the promotion decision, the department chair may petition the Dean or the TAP Committee, as appropriate. In either case, the chair must have new information and/or significant clarifying information or circumstances to present. A written request addressed to the Dean or the TAP Committee chair, as appropriate, and any necessary information shall be provided as evidence in the petition. Outcomes of a petition are generally considered final unless [Faculty Grievance](#) procedures are enacted. Notwithstanding, policy and procedure for Faculty appointment and promotion shall be adhered to subsequent to a resolved petition.
3. Faculty Grievance. Eligible faculty are afforded the [Faculty Grievance](#) policy and procedure should a candidate deem the denied Academic Action and any subsequent petition constitute a grievance.

#### E. **Faculty Reappointment**

The faculty reappointment cycle occurs on either a calendar- or academic year schedule coincident with SOM faculty performance evaluation procedures. Faculty Members are required to participate in faculty performance evaluations at least every three (3) years or on an annual basis, for Part-Time/Voluntary Status Appointments or Full-Time Status Appointments, respectively. The focus and scope of the evaluation will vary depending on Rank, Pathway, Status, and faculty academic lifecycle as detailed in the original Faculty appointment letter. Faculty and chairs shall confirm an effort appropriate to Faculty Member's Appointment Status and commitment to the department and SOM that justify a continued Faculty Appointment.

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

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



**VII. EFFECTIVE DATE**

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

Any future revision of this policy and procedure shall be taken into consideration by the Dean of the SOM in consultation with the Executive Committee of the Faculty Senate and the Tenure, Appointment, and Promotion Committee. Such policy changes shall become effective with a majority vote of the Dean’s Executive Committee and the Dean’s approval.

**VIII. POLICY MANAGEMENT**

Executive Stakeholder: Dean of the SOM  
 Oversight Office: Office of Faculty and Academic Affairs

**IX. APPENDIX**

A. Table 1. Faculty titles are followed by the name of the academic department/discipline in the SOM in accordance with the appointment or promotion Pathway, Status, and Rank shown. Proposed Senior Rank titles that are reviewed by the Tenure, Appointment, and Promotion Committee are depicted in **BOLD font**.

	Tenure Track		Non-Tenure Track		
	Pathway				
Status	Investigator	Educator	Clinician Scholar	Research Scientist	Foundations
Full Time	Assistant Professor <b>Associate Professor</b>		Assistant Professor <b>Associate Professor</b>	Associate Research Scientist Senior Research Scientist	Instructor Senior Instructor
Part Time	<b>Professor</b>		<b>Professor</b>		
Voluntary	NA	NA	Clinical Assistant Professor <b>Clinical Associate Professor</b> <b>Clinical Professor</b>	NA	

B. Table 2. Summary of guidelines describing the type and number of required letters of reference for appointment or promotion based on rank and pathway.

Variable	Category 1 Letter	Category 2 Letter
<b><i>Instructor and Assistant Professor Rank; Research Scientist Pathway</i></b>		
Number	Minimum of 3	Not applicable
Purpose	Individuals who can <b>attest</b> to the candidate's qualifications, training, experience, and competence.	Not applicable
<b><i>Associate Professor and Professor Rank</i></b>		
Number	Minimum of 2	Minimum of 3
Purpose	Individuals who can <b>attest</b> to the candidate's qualifications, training, experience, and competence.	Individuals who can provide an <b>unbiased evaluation</b> of the candidate's regional, national, or international reputation.
Evaluator Requirements	<ul style="list-style-type: none"> <li>• <b>Internal</b> to NYMC, SOM, GSBMS</li> </ul>	<ul style="list-style-type: none"> <li>• <b>External</b> to NYMC, SOM, GSBMS</li> <li>• Holds an academic rank equal to or higher than the candidate's proposed Rank</li> <li>• Recognized authority in their field</li> <li>• Knows the candidate's body of work well enough to highlight accomplishments and unique aspects of candidate's career</li> </ul>