

SUNY Downstate College of Medicine

Committee on Academic and Professional Qualifications (CAPQ)  
Tracks, Guidelines and Requirements

	<u>Page</u>
Constitution and Function of the CAPQ.....	2
Faculty Appointment and Promotion: Overview, Process & Tracks .....	2
Overview .....	2
Process .....	2
For a proposal that involves tenure .....	2
For a proposal that involves appointment or promotion without tenure .....	3
Tracks .....	3
CAPQ Guidelines for Faculty Hired Before April 4, 2016.....	4
CAPQ Guidelines for Faculty Hired On or After April 4, 2016 .....	6
Materials Required by CAPQ .....	13
Materials required: Proposals for appointment, promotion, or tenure in the Academic Track or the Academic Clinical Track.....	13
Materials required: Proposals for appointment or promotion in the Qualified Research Track, Qualified Clinical Track or Qualified Teaching Track .....	14
College of Medicine CAPQ Checklist.....	15
Curriculum Vitae: General Guidelines .....	16
Curriculum Vitae: Required Format .....	17
<i>Appendix</i>	
By-Laws of the Faculty and Professional Staff Assembly of the College of Medicine Relating to CAPQ.....	21

## Constitution and Function of the CAPQ

The Committee on Academic and Professional Qualifications (CAPQ) is a standing sub-committee of the Executive Committee of the College of Medicine. The constitution and function of CAPQ are described in the By-Laws of the Faculty and Professional Staff Assembly of the College of Medicine. The relevant section of those By-Laws is included in the Appendix.

The CAPQ consists of tenured faculty from the College of Medicine. Its charge includes reviewing the credentials of colleagues who are: (1) presented for appointment or promotion to the rank of Associate Professor or Professor; (2) presented for continuing appointment (tenure). After review, the CAPQ makes recommendations to the Dean of the College of Medicine for a final decision on appointment, promotion or tenure.

## Faculty Appointment and Promotion: Overview, Process & Tracks

### **Overview**

A recommendation for promotion or tenure typically originates from the Departmental Chairperson. Recommendations may also originate from a Departmental Alternate Route Committee, which is described in the By-Laws (see Appendix).

### **Process**

**For a proposal that involves tenure (typically, together with promotion)**, the completed package, including CV, letters of recommendation, and any other supporting documentation, is forwarded to an *ad hoc* sub-committee of the CAPQ constituted to review that specific proposal. The sub-committee comprises a member of the CAPQ (chair of the *ad hoc*) and two additional tenured faculty from the College of Medicine. Members of the *ad hoc* committee cannot be from the same department as the candidate being proposed for tenure.

In addition to reviewing documentation in the package, the *ad hoc* committee meets with the candidate, the Department Chair, faculty, residents, fellows, and students (as appropriate) from the candidate's department, from other departments, or from programs (e.g., medical school, graduate school) within the institution.

The *ad hoc* committee subsequently prepares a written report and recommendation that is reviewed by the CAPQ. After review and discussion, the CAPQ votes on the proposal, and that vote, together with a recommendation and a copy of the *ad hoc* committee report, is sent to the Dean of the College of Medicine for further consideration. A copy of the *ad hoc* committee report and the CAPQ recommendation are also sent to the candidate and the Department Chair or Chairperson of the Alternate Route Committee.

**For a proposal that involves appointment or promotion without tenure**, the completed package, including CV, letters of recommendation, and any other supporting documentation, is reviewed by the CAPQ at its monthly meeting. Packages must be completed at least two weeks before any given meeting to be considered by the committee at that meeting. Incomplete packages will be held until all documents or letters are received. After review and discussion, the CAPQ votes on each proposal and that vote, together with a recommendation, is sent to the Dean of the College of Medicine for further consideration. A copy of that recommendation is also sent to the candidate and to the Department Chair or Chairperson of the Alternate Route Committee.

**All recommendations of the CAPQ are advisory to the Dean of the College of Medicine and to the President, and all appointment, promotion and tenure decisions are subject to final approval by the Chancellor.**

## Tracks

At the SUNY Downstate College of Medicine, there is a five (5) track appointment and promotion system. The five tracks are:

1. Academic Track
  - Tenure-eligible
  - Voluntary (not tenure-eligible)
2. Academic Clinical Track
  - Tenure-eligible
  - Voluntary (not tenure-eligible)
3. Qualified Research Track (not tenure-eligible)
4. Qualified Clinical Track (not tenure-eligible)
5. Qualified Teaching Track (not tenure-eligible)

The guidelines used by the CAPQ in each track are described in the following section, followed by the list of materials (CV, letters of recommendation, etc.) required by the committee for review and consideration of proposals for appointment, promotion, or tenure, and a detailed outline of the required *curriculum vitae* format.

## **CAPQ Guidelines for Faculty Hired before April 4, 2016**

In reviewing candidates for appointment, promotion, or tenure, the CAPQ uses, in part, a “point system” to help evaluate a candidate’s qualifications. In this system, points are assigned within each category (Research/Scholarship; Teaching; Professional Service) during the review process based on documentation and interviews, and those assigned points are compared with the minimum point distribution requirements for the position and track under consideration. The guidelines for this system are detailed below.

### **RESEARCH/SCHOLARSHIP**

- Level 1** Participates in investigation/research leading to publications in peer-reviewed journals.
- Level 2** Conducts focused investigation/research program with steady or improving rate of publication in peer-reviewed journals; evidence of independence.
- Level 3** Supervises independent, productive investigative/research programs; addresses major and significant problems; solid record of original and important publications in peer-reviewed journals; attracts students and fellows; evidence of respect by independent experts (e.g. letters of recommendation, invited lectures, reviewed articles, authorship of standard textbooks, etc., competitively awarded grant support sufficient to support work, and citation of published work).
- Level 4** In addition to **Level 3**, achieved wide national or international reputation for contributions or comparable distinction as a scholar; recognized as having had a major influence on his/her field.

### **TEACHING**

- Level 1** Participates in departmental or institutional teaching programs. Teaches competently, effectively and with commitment. Relates well to students and other teachers.
- Level 2** Exceptional instructor, substantial teaching responsibility, uses innovative and creative methods, assumes significant responsibility for course planning and administration.
- Level 3** In addition to **Level 2**, substantial, primary responsibility for organization and administration of major departmental or institutional teaching obligations, for example as Clerkship Director, Unit Director, Residency Director.
- Level 4** In addition to **Level 3**, individual has achieved a national or international reputation in health science education by publication and presentation of educational innovations.

## PROFESSIONAL SERVICE

Level 1 Accepts and performs administrative and governance duties; interacts in a positive way with faculty and students.

Level 2 Is a significant contributor to administration, governance and/or clinical service at HSCB and/or its affiliates, e.g., holds direct managerial responsibility for a major clinical service in a department.

Level 3 In addition to **Level 2**, shows substantial evidence of leadership in and/or outside the institution. This may be significant professional service on editorial boards, NIH study sections or professional society planning boards.

Level 4 In addition to **Level 3**, individual represents a “magnet” for their expertise to attract graduate students, house staff, and/or patient referrals.

## Point Distribution Requirements for Faculty Hired Before April 4, 2016

### ACADEMIC TRACK

Associate Professor: 2 Research/Scholarship; 1 Teaching; 1 Service (min=5)

Professor: 3 Research/Scholarship; 1 Teaching; 1 Service (min=6)

### ACADEMIC CLINICAL TRACK

Associate Professor of Clinical: 1 Research/Scholarship; 2 Teaching; 2 Service (min=5)

Professor of Clinical: 1 Research/Scholarship; 2 Teaching; 2 Service (min=6)

### QUALIFIED RESEARCH TRACK

Research Associate Professor: 2 Research/Scholarship; 1 Teaching; 0 Service (min=3)

Research Professor: 3 Research/Scholarship; 1 Teaching; 0 Service (min=5)

### QUALIFIED CLINICAL TRACK

Clinical Associate Professor: 0 Research/Scholarship; 1 Teaching; 1 Service (min=3)

Clinical Professor: 1 Research/Scholarship; 1 Teaching; 2 Service (min=5)

### QUALIFIED TEACHING TRACK

Teaching Associate Professor: 0 Research/Scholarship; 2 Teaching; 1 Service (min=3)

Teaching Professor: 1 Research/Scholarship; 3 Teaching; 1 Service (min=5)

## **CAPQ Guidelines for Faculty Hired on or after April 4, 2016\***

### **Introduction**

Candidates for appointment or academic promotion at all levels will show evidence of core competencies and qualities consistent with Downstate's mission and vision. These include, but are not limited to:

- high standards of professionalism
- excellent communication skills
- high ethical standards
- commitment to faculty development and professional growth
- ability to collaborate or work in a team
- consistency in the high quality of work or scholarship
- adherence to Downstate's code of conduct
- a desire to add value to Downstate's reputation

In reviewing candidates for appointment, promotion, or tenure, the Committee on Academic and Professional Qualifications (CAPQ) uses, in part, as guidance, a "point system" to help evaluate a candidate's qualifications. In this system, detailed below, points are assigned within each category (Research/Scholarship, Teaching and Professional Service) during the review process based on documentation and interviews. Those assigned points are compared with the minimum point distribution requirements for the position and track under consideration.

\*Applies to Faculty with a beginning employment date on or after April 4, 2016.

## RESEARCH AND SCHOLARSHIP

### Level 1

This level should reflect ongoing participation in projects leading to quality publications and dissemination of scholarly work. Consideration is given to the quality and impact of that work and the applicant's contribution to the published work. Evidence of scholarship must include the following:

- Peer reviewed articles  
**and**
- Abstracts  
**and/or**
- Presentations at Professional Societies  
**and/or**
- Digital work  
**and/or**
- Book Chapters

### Level 2

The expectations for this level are focused original research, receipt of extramural funding, and increasing independence or a central role in collaborative research. The criteria include:

- Independent or collaborative research projects as evidenced by:
  - Ongoing role as first or senior author/investigator in peer-reviewed publications in quality journals  
**and**
  - Development of individual leadership skills or participation in a leadership role in collaborative efforts  
**and**
  - Extramural funding or meritorious grant reviews
- Attracts and fosters learners

### Level 3

This level reflects clear independence as a researcher or leader of a collaborative research team, with a solid record of ongoing peer reviewed publications, extra-institutional recognition in the field of expertise including recognition of an original and substantive body of work that contributes to medical/scientific knowledge, extramural funding, and commitment to research. Criteria must include:

- Continued independent research as evidenced by:
  - Extramural funding as senior investigator
  - Supervision of an independent lab or research program  
**and**
- High quality original publications in peer-reviewed journals with recognition nationally and internationally in the field  
**and**





Additional criteria, examples of which include:

- Other high impact authorship,
  - Textbooks
  - Digital media
- Invited lecturer
- National reputation
- Attracts, fosters and retains trainees and fellow researchers
- Contributes to Downstate's academic reputation

#### **Level 4**

**In addition to Level 3**, the candidate will have achieved a wide national or international reputation for contributions or comparable distinction as a scholar and is recognized as having had a major influence on his/her field. Continued outstanding contributions to the institution and to the field or discipline typically include:

- Continued extramural funding
- Publications
- National and international reputation
- Major influence in the field
- Extramural leadership positions

## TEACHING

### Level 1

This level should reflect ongoing, competent and effective participation in departmental or institutional teaching programs, and there should be evidence that the candidate relates well to students and other teachers. Criteria include the following:

- Evidence of ongoing, competent and effective teaching, including positive evaluations by students, trainees and/or peers or supervisors

### Level 2

This level reflects exceptional skills as an instructor or mentor, substantial teaching responsibility, the use of innovative and creative methods, and contributions to course planning and administration. Criteria include many of the following:

- Evidence of being an exceptional instructor:
  - Awards, commendations
  - Continued outstanding student and/or peer evaluations
- Evidence of Mentoring
- Evidence of major or shared responsibility for a teaching program, for example:
  - Assistant/Associate Program Director
  - Subunit Director
  - Course planning
  - Curriculum planning, implementation or evaluation
- Implementation of innovative & creative teaching methods

### Level 3

**In addition to Level 2**, the candidate should have substantial, primary responsibility for organization and administration of major departmental or institutional teaching programs. Criteria include many of the following:

- A major administrative teaching role:
  - Program Director
  - Fellowship Director
  - Clerkship Director
  - Unit Director
- Awards, outstanding student and/or peer evaluations, and/or other evidence of success as exceptional teacher and administrator
- Active participation in national professional society committees on education

### Level 4

**In addition to Level 3**, the candidate has achieved a national or international reputation in health science education evidenced by publication and presentation of educational innovations. Criteria include many of the following:

- Wide national and international influence as an educational leader in field
- Peer-reviewed publications that are recognized as having advanced the field
- National awards and honors

## SERVICE

### Level 1

This level should reflect ongoing, positive participation in administrative and governance duties as evidenced by:

- The candidate accepts and performs administrative and governance duties and interacts in a collegial manner
- and**
- Membership in at least one institutional committee (in addition to required departmental committees)

### Level 2

The candidate is a significant contributor to administration, governance and/or clinical service at Downstate and/or its affiliates, as evidenced by, for example:

- Significant contribution to administration, including:
  - Organization of programs or staff
  - Innovation
  - Quality improvement
  - Patient safety
  - Revenue stream
- Significant contribution to governance, including:
  - Member of governance committees
  - Policies and procedures
  - Educational standards or initiatives
  - Research initiatives
- Community service related to the mission of Downstate
- Significant contribution to clinical service at Downstate and/or its affiliates
  - Direct managerial responsibility within a clinical service of a department

### Level 3

In addition to **Level 2**, the candidate shows substantial evidence of **leadership** in and/or outside the institution, for example:

- Manager of a major clinical service
- Substantial evidence of leadership in and/ or outside the institution:
  - editorial boards
  - NIH study section
  - Professional / Scientific Society planning board
- Clinical leadership evidenced by:
  - service grant funding
  - regional reputation
  - increasing patient stream
  - invitations to speak on clinical issues

#### **Level 4**

In addition to **Level 3**, the candidate fulfills high-level, typically multi-disciplinary or cross-school leadership roles with an ongoing, substantial positive impact within Downstate or externally. Examples include:

- Represents a “magnet” for their expertise to attract graduate students, house staff, and/or patient referrals
- National and international reputation for clinical excellence
- Substantial leadership within or outside campus including chairmanship of important committees/ governance bodies
- Significant financial impact through grants or other means
- Significant leadership within the community impacting Downstate positively

## **Point Distribution Requirements for Faculty Hired On or After April 4, 2016\***

The difference between the sum of the points for the individual categories and the minimum required points can be gained from any of the three categories (Research/Scholarship, Teaching, Service).

### **ACADEMIC TRACK**

Associate Professor: 3 Research/Scholarship; 1 Teaching; 1 Service (min=6)

Professor: 3 Research/Scholarship; 1 Teaching; 1 Service (min=7)

### **ACADEMIC CLINICAL TRACK**

Associate Professor of Clinical: 2 Research/Scholarship; 2 Teaching; 1 Service (min=6)

Professor of Clinical: 2 Research/Scholarship; 2 Teaching; 2 Service (min=7)

### **QUALIFIED RESEARCH TRACK**

Research Associate Professor: 2 Research/Scholarship; 1 Teaching; 0 Service (min=4)

Research Professor: 3 Research/Scholarship; 1 Teaching; 1 Service (min=6)

### **QUALIFIED CLINICAL TRACK**

Clinical Associate Professor: 0 Research/Scholarship; 1 Teaching; 1 Service (min=4)

Clinical Professor: 1 Research/Scholarship; 2 Teaching; 2 Service (min=6)

### **QUALIFIED TEACHING TRACK**

Teaching Associate Professor: 0 Research/Scholarship; 3 Teaching; 1 Service (min=4)

Teaching Professor: 1 Research/Scholarship; 3 Teaching; 1 Service (min=6)

\*Applies to Faculty with a beginning employment date on or after April 4, 2016.

## Materials Required by CAPQ

**Proposals for appointment, promotion, or tenure must include all required documents listed below. Please ensure that the candidate's CV is in the correct format and that the package includes the required number of external and internal letters of recommendation. Incomplete or incorrectly formatted packages will not be reviewed.**

### **A) Materials required for proposals for appointment, promotion, or tenure in the ACADEMIC TRACK or the ACADEMIC CLINICAL TRACK**

For proposals in these tracks please submit a complete package that includes the following documents:

1. An up-to-date *curriculum vitae*, including all relevant sections, formatted as described on pages 17-22.
2. A letter of recommendation from the Department Chair or Chairperson of the Alternate Route Committee (addressed to the Chairperson of CAPQ). This letter should include:
  - a) The level of appointment or promotion being proposed.
  - b) An appropriate and detailed description of the candidate's qualifications, his/her role in the department and contribution to the mission of the department and the institution.
  - c) The Chair's evaluation of how the candidate's qualifications meet or exceed the minimum requirements of the point distribution for the level and track being proposed.
3. A minimum of five (5) letters of reference from faculty at institutions outside SUNY Downstate. Letters should be addressed to the Chairperson of CAPQ. These letters must be from individuals who can give an independent, authoritative evaluation of the candidate. Letters from former mentors or trainees will not count toward the required letters. A maximum of two (2) letters can be from former or current scientific/academic collaborators.

The external letters of reference must be from faculty who hold a position of Associate Professor (or equivalent) or higher at their institution. Ideally, letters should be from faculty who hold a position at or equivalent to the candidate's proposed position (e.g., letters of recommendation from Professors for a candidate being considered for promotion to Professor).

4. A minimum of three (3) letters of reference from faculty at SUNY Downstate. Letters should be addressed to the Chairperson of CAPQ. Only one (1) letter can be from a colleague in the same department as the candidate's primary appointment.

The internal letters of reference should be from faculty who hold a position of Associate Professor or higher at Downstate. Ideally, letters should be from faculty who hold a position at or equivalent to the candidate's proposed position (e.g.,

letters of recommendation from Professors for a candidate being considered for promotion to Professor).

5. Letters from faculty with appointments at SUNY Downstate or an affiliated institution (Kings County Hospital Center, Maimonides Medical Center, the Brooklyn VA Medical Center and the Brookdale University Hospital Medical Center) will be considered internal letters of reference. External letters of reference must be authored by faculty who do not hold appointments at SUNY Downstate or an affiliated institution.
6. Copies in PDF format of 3 to 5 reprints of peer-reviewed publications.

**B) Materials required for proposals for appointment or promotion in the QUALIFIED RESEARCH TRACK, QUALIFIED CLINICAL TRACK, or QUALIFIED TEACHING TRACK**

For proposals in these tracks please submit a complete package that includes the following documents:

1. An up-to-date *curriculum vitae*, including all relevant sections, formatted as described on pages 17-22.
2. A letter of recommendation from the Department Chair (addressed to the Chairperson of CAPQ). This letter should include:
  - a) The level of appointment or promotion being proposed.
  - b) An appropriate and detailed description of the candidate's qualifications, their role in the department and their contribution to the mission of the department and the institution.
  - c) The Chair's evaluation of how the candidate's qualifications meet or exceed the minimum requirements of the point distribution for the level and track being proposed.
3. A minimum of three (3) letters of reference from faculty at institutions outside SUNY Downstate. Letters should be addressed to the Chairperson of CAPQ. These letters must be from individuals who can give an independent, authoritative evaluation of the candidate. Letters from former mentors or trainees will not count toward the required letters. A maximum of two (2) letters can be from former or current scientific/academic collaborators.

The external letters of reference should be from faculty who hold a position of Associate Professor (or equivalent) or higher at their institution, and should ideally be from faculty who hold a position at or equivalent to the candidate's proposed position (e.g., letters of recommendation from Professors for a candidate being considered for promotion to Professor).

4. A minimum of two (2) letters of reference from faculty at SUNY Downstate. Letters should be addressed to the Chairperson of CAPQ. Only one (1) letter can be from a colleague in the same department as the candidate's primary appointment.

The internal letters of reference should be from faculty who hold a position of Associate Professor or higher at Downstate, and should ideally be from faculty who

hold a position at or equivalent to the candidate's proposed position (e.g., letters of recommendation from Professors for a candidate being considered for promotion to Professor).

5. Letters from faculty with appointments at SUNY Downstate or an affiliated institution (Kings County Hospital Center, Maimonides Medical Center, the Brooklyn VA Medical Center and the Brookdale University Hospital Medical Center) will be considered internal letters of reference. External letters of reference must be authored by faculty who do not hold appointments at SUNY Downstate or an affiliated institution.



**College of Medicine CAPQ Checklist**

When preparing a package for submission to the CAPQ, please review all items for completeness, check off here, and submit this checklist together with the package.

Candidate's Name:	Proposed Rank:	Tenure proposal? (Yes or No)
-------------------	----------------	------------------------------

Who?	Item	Specifics	check
<b>Candidate</b>	CV	Dated	
		Proper format	
		Grants listed properly	
	Statement about commitment to	Research	
		Teaching	
		Service	
3-5 Reprints (as PDF files)			
<b>Department Chair or Alternate Route Committee</b>	Letter outlining	Correct title of promotion / track	
		Tenure or not	
	Achievements/Qualifications	Research	
		Teaching	
		Service	
	<b>Letters of Reference:</b> <u>For promotion and/or tenure in the Academic or Academic Clinical Track:</u>  A minimum of <b>5</b> external letters & A minimum of <b>3</b> internal letters (from Downstate faculty)  OR  <u>For promotion in the Qualified Research, Teaching or Clinical Track:</u>  A minimum of <b>3</b> external letters & A minimum of <b>2</b> internal letters (from Downstate faculty)	LOR # 1 ( <b>external</b> )	Rank of letter writer
Refers to CAPQ guidelines			
LOR # 2 ( <b>external</b> )		Rank of letter writer	
		Refers to CAPQ guidelines	
LOR # 3 ( <b>external</b> )		Rank of letter writer	
		Refers to CAPQ guidelines	
LOR # 4 ( <b>external</b> ; can be collaborator)		Rank of letter writer	
		Refers to CAPQ guidelines	
LOR # 5 ( <b>external</b> ; can be collaborator)		Rank of letter writer	
		Refers to CAPQ guidelines	
LOR # 6 ( <b>internal</b> )		Rank of letter writer	

		Refers to CAPQ guidelines	
	LOR # 7 ( <b>internal</b> )	Rank of letter writer	
		Refers to CAPQ guidelines	
	LOR # 8 ( <b>internal</b> )	Rank of letter writer	
		Refers to CAPQ guidelines	

### Curriculum Vitae: General Guidelines

Please be sure to organize your CV using the structure and sequence shown in the following section (“Curriculum Vitae: Required Format”). It is critical for the committee’s review that information be organized into the following categories:

**Demographics**

**Background Information**

**Research/Scholarship**

**Teaching**

**Service**

**Other achievements, activities and skills not listed above**

The curriculum vitae and supporting materials must clearly address the CAPQ requirements and guidelines. This helps the Committee to identify relevant contributions in each area. A poorly organized CV increases the probability that important contributions of the candidate may be missed by the committee. Below are suggestions to help avoid common errors:

**Research/Scholarship**

- List **peer-reviewed publications** separate from **non-peer-reviewed publications**.
- Papers that are submitted or are in preparation receive little or no consideration and should be kept **separate** from papers that are in press.
- Do not list a grant unless you were PI or Co-PI.

**Teaching**

- **Every rank in every track has a teaching requirement**, and the CV must clearly document teaching responsibilities at Downstate or its affiliates.
- Specify the level (e.g. medical students, residents, graduate students) and the nature of the teaching (e.g. lecture, conference, laboratory, rounds).

- Specify dates (at least by identifying the years), the number of contact hours and the courses.

### **Service**

- Service responsibilities including clinical service at Downstate or its affiliates should be clearly specified.
- Distinguish between appointed and elected positions.
- Provide dates (at least by identifying years) for service commitments.

**Do not double-up entries across categories.** For example, some committee memberships may relate to both teaching and service – select the most appropriate category and list each item only once.

## Curriculum Vitae: Required Format

### **Demographics**

- Name
- Mailing Address
- E-mail Address
- Telephone: Home, office, mobile
- Place of Birth
- Citizenship

**Statement about commitment to the mission and goals (research, teaching, service) for advancement at Downstate**

### **Background Information**

#### **Education**

##### **Degrees**

- Last degree achieved (MD, PhD, other)
- Graduate
- Undergraduate

##### **Training** (in reverse chronological order)

- Fellowship
- Residency
- Internship
- Post-Doctoral

##### **Additional education**

- (In reverse chronological order)
- Courses
- Specialty seminars

#### **Licensures**

- Year obtained
- Expiration date
- State
- License #

#### **Certifications**

(Board and other certifications, such as ATLS, etc.)

- Year obtained
- Year renewed
- Certificate #

#### **Appointments** (in reverse chronological order)

##### **Academic**

- Title

- Dates

### **Clinical /Hospital**

- Title
- Date

### **Other appointment**

- Description of appointment
- dates

### **Awards and Honors** (in reverse chronological order)

### **Society Memberships**

- Name and Dates

### **Research and Scholarship**

#### **Grants** (in reverse chronological order)

- Grant description, name of grant giver
- Role in grant (PI, Co- PI)
- Dollar amount (direct costs)
- Dates and funding period
- Grant number  
(Do not list a grant unless you were PI or Co-PI.)

#### **Non-Grant supported research**

- Role (PI, Co-PI, mentor)
- Dates

### **Publications**

(in reverse chronological order)

Your name in Bold

**Peer reviewed journals**

**Books**

**Chapters**

**Reviews**

**Open access journals**

**Non-peer reviewed publications**

**Other**

### **Presentations**

(in reverse chronological order)

**Peer-reviewed (conference presentations)**

**Published abstracts**

**Visiting professorships**

**Invited lectures (international, national, regional, local)**

**Intellectual property and patents**

- Patent description
- Patent id #
- Date

**Other research**

**Teaching**

**Teaching responsibilities** (in reverse chronological order)

**Leadership roles**

- Description of role
- Dates
- impact

**Courses given (Labs, seminars, etc.)**

- Role in course / contact hours
- Subject
- Dates
- Audience

**Lectures**

- Title
- Date
- Audience

**Grand Rounds**

- Subject
- Date
- Audience

**Invited lectures** (list local, regional, national, international)

- Subject
- Date
- Audience
- Location

**Mentoring**

- List Mentees, incl. name, title
- Dates of mentoring
- Impact / Mentee success

## **Service**

**Clinical service** (in reverse chronological order)

### **Committee membership**

- **Local / on campus / hospital**
- **Regional**
- **National**
- **International**

**For each committee, please provide the following details:**

- Name of committee
- Organization
- Role / office held
- Dates

### **Peer reviewer**

- Journal
- Date
- Number of articles (optional)

### **Study section member**

- Organization
- Role
- Dates

### **Other service**

- Clinical
- Departmental
- Recruitment
- Community Outreach

### **Other achievements, activities and skills not listed above**

Community Service/Volunteering

Languages

Non-medical publications

Exhibits and presentations

Specific life skills

## Appendix

### By-Laws of the Faculty and Professional Staff Assembly of the College of Medicine Relating to CAPQ

The narrative below is reproduced verbatim from the By-Laws of the Faculty and Professional Staff Assembly of the College of Medicine, and describes the constitution and function of CAPQ. The complete By-Laws are available online at: [http://www.downstate.edu/college\\_of\\_medicine/pdf/ByLaws-2016.pdf](http://www.downstate.edu/college_of_medicine/pdf/ByLaws-2016.pdf)

Item G ACADEMIC AND PROFESSIONAL QUALIFICATIONS (CAPQ) SUB-COMMITTEE

Membership:

The Sub-Committee on Academic and Professional Qualifications (abbreviated: CAPQ) shall consist of eleven tenured faculty, at least one of whom shall be on the staff of an affiliated hospital. The members of the committee shall be elected in the spring of each year by the FPACM from a slate of candidates presented to FPACM jointly by the Dean and the Committee on Nominations, Elections and Ballots and may be supplemented by nominations from the floor. No more than two Departmental Chairpersons may be elected to membership of the Committee, however, should a member of the committee be promoted to chair, he/she may remain on the committee to serve out his/her term of office. No more than two members of the same Department may serve on CAPQ at the same time unless an exemption is approved by the Executive Committee. Within one month of the presentation of nominees, a mail ballot shall be distributed by the Sub-Committee on Nominations, Elections and Ballots, as outlined in Article IV, Item H, Function d). Members shall serve for three years. Should any member be unable to complete his or her term of office, the Presiding Officer with the consent of the Executive Committee shall appoint a temporary replacement until the next election.

Functions:

- a) The Sub-Committee shall establish procedures for its operations and submit such procedures to the Executive Committee for its approval.
- b) The Sub-Committee may suggest changes in the criteria for qualifications for each rank and for attainment of tenure to the Faculty and Professional Staff Personnel Policies, Promotions and Appointments Sub-committee and to the Executive Committee for consideration.
- c) Procedures of operations and qualification for each rank and attainment for tenure shall be attached to the minutes and be made available in the SUNY-DMC Archives following approval of the Executive Committee.
- d) The CAPQ shall review the credentials of individuals presented for appointment and/or promotion to the rank of Associate Professor or Professor and for all individuals presented for continuing appointment (tenure), and make recommendations to the Dean for action.



### Procedures for Recommendations for Tenure and Promotion

A recommendation for promotion or tenure may originate from the Departmental Chairperson, or a recommendation for promotion or tenure may originate from a Departmental Promotions and Tenure Committee (the Alternate Route Committee).

Each department in the College of Medicine must have an Alternate Route Committee. The Alternate Route Committee shall be a standing committee and consist of five tenured faculty in departments of 20 or more full time faculty, or three tenured faculty in smaller departments. All members of departmental committees shall be elected by the departmental faculty for a term of three years. In the event that there are an insufficient number of tenured faculty in a department to serve on the Alternative Route Committee, additional tenured faculty from other departments will be identified and assigned to the respective Alternate Route Committee by the CAPQ so that the Committee is fully populated. Appointed members from other departments will also serve for three years. Departmental chairpersons and members of the CAPQ may not serve on these committees.

A faculty member may request a review by the Alternate Route Committee of her/his academic and professional qualifications and credentials for tenure or promotion at any time with the following exception: only one review per academic year is allowed. The Alternate Route Committee must review the request for promotion and/or tenure and report their findings directly to CAPQ within 60 days of the request. - The CAPQ shall take appropriate action and forward its recommendation (whether positive or negative) to the Dean of the College of Medicine.

### Affiliated Hospital Procedures for Promotion

Faculty at all affiliates (major, graduate, or limited) should prepare curricula vitae and collect supporting materials, such as letters of recommendation, in accordance with CAPQ guidelines. It is recommended that each affiliate candidate have their application reviewed by the departmental promotions committee and/or Chairman of the corresponding clinical department at SUNY-Downstate in order to determine the suitability of the candidate for the requested title and to assure that the application materials are complete and properly prepared. A letter of recommendation from the promotions committee and/or Chair of the corresponding clinical department at SUNY-Downstate must accompany the candidate's application package.

All affiliated faculty, regardless of the affiliate's classification (major, graduate, or limited) will be reviewed on the basis of their contributions to the SUNY Downstate Medical Center including, but not limited to, research, teaching SUNY Downstate students and residents, service on SUNY Downstate committees, and/or service on committees at their home institution. The CAPQ will determine the "point" value of these activities using current CAPQ guidelines at the time of review and with an understanding of the affiliation type.

Should a faculty member feel that they are qualified for promotion and will not have a supporting letter from the corresponding Chair at SUNY Downstate, a departmental "alternate route committee" from SUNY Downstate can be utilized to provide a letter of recommendation to the CAPQ, in accordance to the guidelines for alternate route committees.

SUNY Downstate committees for governance, including the CAPQ, have positions for faculty from affiliated institutions.

Appeals of Decisions of the CAPQ

1. If the CAPQ turns down an application for promotion or tenure that has been proposed by the Department Chairperson and/or the Departmental Promotions and Tenure Committee (Alternate Route Committee), then either of these parties may initiate an appeal to the Appeals Board.
2. The Appeals Board shall consist of three voting members. One voting member shall be the Presiding Officer of the Faculty and Professional Staff Assembly; the Presiding Officer Elect shall serve as his or her alternate. The Executive Committee shall select four full professors, two from Basic Sciences Departments and two from Clinical Departments; one from each discipline shall serve as a full member of the Appeals Board and the other shall be the alternate. Members and alternates will serve a one - year term, but are eligible for reappointment by the Executive Committee.
3. The Appeals Board will review the submitted appeals, and each member will make an individual recommendation to the Dean, who will then make the final judgment