

SUNY Downstate Health Sciences University College of Medicine

Committee on Academic and Professional Qualifications (CAPQ)

The CAPQ is a sub-committee of the Executive Committee of Faculty and Professional Staff Assembly (FPACM) of the College of Medicine, and operates under its by-laws (<https://www.downstate.edu/faculty-governance/documents/college-of-medicine/college-of-medicine-bylaws.pdf>), which should be consulted for any additional information.

Operating Procedures

The CAPQ members are elected by the FPACM for a three-year term, and the chairperson is appointed annually by the Presiding Officer of FPACM [By-Laws: Item G; Article V(j)].

The CAPQ consists of eleven (11) members, and a quorum of 7 members is required for its proceedings to take place.

Applications (hereinafter dossiers) may be submitted to the CAPQ for its review and possible recommendation for promotion and/or tenure by the chairpersons of academic departments or Departmental Promotions and Tenure Committee (Alternate Route Committee). The dossiers should contain all items listed under “Materials Required by CAPQ” (pp. 13-15), and in accordance with “Guidelines” (pp. 16-20) of the *Committee on Academic and Professional Qualifications (CAPQ): Tracks, Guidelines and Requirements* (<https://www.downstate.edu/faculty-governance/documents/college-of-medicine/college-of-medicine-capq.pdf>). The nominator seeks the letters of reference/recommendation (both internal and external) to be addressed to the chairperson of the CAPQ.

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

The completed dossiers are uploaded to SharePoint by the CAPQ administrative assistant for access by the CAPQ and *ad hoc* committee members. The chairperson then reviews each of the dossiers and assigns them to a CAPQ subcommittee (for promotion) or an *ad hoc* committee (for promotion and tenure) for review. For *ad hoc* committees, the chairperson makes nominations which require CAPQ approval (see below for voting and approval requirements). When a chairperson’s nominee is not approved by the CAPQ, the CAPQ members make new nominations which again require CAPQ approval.

Committees

None of the committee members will have primary appointment in the candidate’s department.

For promotion only: these CAPQ subcommittees consist of two (2) CAPQ members based on their training, knowledge and experience in the candidate’s area of expertise. The members independently review the dossier and present their critiques to the CAPQ.

For promotion and tenure: these *ad hoc* committees consist of one (1) CAPQ member and two (2) non-CAPQ members from among the tenured faculty of Downstate College of Medicine based on their training, knowledge and experience in the candidate's area of expertise.

In addition to reviewing the dossier, the *ad hoc* committees meet with the candidate, the department chairperson, faculty, residents, fellows and students, where applicable, and prepare their report for the CAPQ. The *ad hoc* committees submit their recommendations to the CAPQ, based on facts, in writing and as oral presentation by one of their chosen members.

The proposing chairperson will be notified of the candidate's presentation and may be invited to meet with the CAPQ prior to voting. In no instance will the CAPQ certify a negative action without prior opportunity of the proposing chairperson to address the committee. However, in cases in which the submitted materials are of such outstanding character as to provide a sufficient basis for affirmative action, the Committee may forego the chairperson's visit. In no instance will a chairperson who specifically requests to meet with the Committee regarding a recommendation be deprived of that opportunity.

When the recommendations come from an Alternate Route Committee, the chairperson of the Alternate Route Committee will be invited to meet first with the CAPQ.

The completed dossiers are reviewed by the CAPQ and voted on (see Rules of Procedure below).

Voting and Approval Requirements[†]

If 11 or 10 members are present, then 8 affirmative votes are required.

If 9 members are present, then 7 affirmative votes are required.

If 8 members are present, then 6 affirmative votes are required.

If 7 members are present, then 6 affirmative votes are required.

† ① CAPQ members can only vote in person.

② Members serving on the CAPQ cannot vote on proposals concerning members of their own department.

Recommendations to the Dean of the College of Medicine

Upon completion of voting, a summary of the recommendation and the dossier are sent to the Dean, and are stored in the Dean's office database. The summary is also stored in the CAPQ database on Sharepoint.

CAPQ recommendations are also shared with the chairperson of the department or the alternate route committee, as the case may be.

Minutes of CAPQ Meetings

The administrative assistant compiles proceedings of the CAPQ meetings in the form of minutes. These do not include details of discussions, but include the name of the candidate and the position for which he/she was considered, the substance of a members comments explicitly stating whether criteria were met or not, any concerns about the suitability of the candidate, and voting record giving number for or against. These minutes will be uploaded to Sharepoint and forwarded within three weeks of the meeting to the Executive Committee for approval.