



Feinstein Institute for Medical Research
Northwell HealthSM

350 Community Drive, Manhasset, NY 11030
T: 516-562-FIMR (3467) F: 516-562-1022

GUIDELINES

APPOINTMENTS & PROMOTIONS

2017

INTRODUCTION:

The purpose of the Appointments and Promotions process is to encourage and reward faculty contributions and achievements that support the mission of the Feinstein Institute for Medical Research.

Requests for faculty appointment at the Feinstein Institute are appropriate for all members of Northwell Health who are actively conducting investigator-initiated basic, translational, clinical or outcomes research. Adjunct appointments are available for individuals from other institutions with an interest in maintaining an affiliation with the Feinstein Institute.

All candidates for appointment, reappointment, or change of appointment at the level of Instructor, or any rank of Professor or Investigator at the Feinstein Institute, full-time or adjunct, will be so recommended by the Appointments & Promotions Committee for an ultimate decision by the President and CEO of the Feinstein Institute.

Candidates for appointment at the level of Instructor, Assistant, Associate or Full Professor, and Assistant Investigator, Associate Investigator, or Investigator will submit a formal application in accordance with the Application Guidelines (see page 7 of this document for a detailed description of the application process and requirements, as well as a listing of the current Feinstein Centers of Excellence). Applications for Appointment or Promotion will be transmitted to the Appointments & Promotions Committee by the Head of the Center in which the applicant is assigned or in which the applicant would like an appointment. Applications will be reviewed by the Appointments & Promotions Committee in due time, usually within two months of submission.

In making its recommendations, the Appointments & Promotions Committee will consider various factors including, among others, research excellence and scholarly achievements, plans, and activities in areas relevant to the Mission and Objectives of the Feinstein Institute. The Committee will also take into account the candidate's collaborations with colleagues and other contributions to the Feinstein Institute in general. All appointments, reappointments and changes in appointment are at the sole discretion of the leadership of the Feinstein Institute for Medical Research.

Appointments and Promotions are subject to the final decision of the President and CEO of the Feinstein Institute at the recommendation of the Appointments & Promotions Committee.

ACADEMIC FACULTY APPOINTMENTS:

Instructor
Assistant Professor
Associate Professor
Professor
Assistant Investigator
Associate Investigator
Investigator

SPECIFIC RANK CRITERIA:

I. INSTRUCTOR

- This limited-term (five-year) position is intended for individuals transitioning from training positions to careers as independent investigators, with the expectation that

they will become Assistant Professors when they establish an independent research program.

- Successful applicants will evidence:
 - Recent publications in peer-reviewed journals.
 - Active commitment to research (at least 50% effort).
- Candidates for appointment at the level of Instructor will submit a formal application with the respective Center Head in accordance with the Application Guidelines.
- Applications will be reviewed by the Appointments & Promotions Committee and recommendations will be made to the President and CEO of the Feinstein Institute by the Committee. Appointment is subject to a final decision by the President and CEO.
- Extension of an appointment at the level of Instructor beyond an initial five (5)-year period must be approved by the President and CEO at the recommendation of the respective Center Head and the Appointments & Promotions Committee.

II. PROFESSOR – Levels of Appointment

These positions are intended for individuals directing independent, investigator-initiated basic, translational, clinical and/or outcomes research programs that are or will be supported by extramural peer-reviewed grant funding.

Criteria for appointment at each level include:

Assistant Professor

- Strong record of publication in peer-reviewed journals.
- Receipt or intent to apply for external grant support as Principal Investigator, Co-Principal Investigator or Co-Investigator, or a career development grant (K-award or equivalent).

Associate Professor

- Substantive body of peer-reviewed, senior-author publications.
- Active external support (grants or contracts from NIH or other Federal agencies; substantial programmatic support from other organizations) as Principal Investigator, Co-Principal Investigator or Co-Investigator.
- Regional/National scholarly recognition. Examples could include all or some of the following:
 - Evidence of excellence, productivity and leadership in research.
 - Invited presentations at scientific meetings, symposia, and workshops.
 - Participation in NIH or equivalent scientific review committees.
 - Editorial board memberships for major journals.

Full Professor

- Substantive body of peer-reviewed, senior-author publications in quality journals.

- Active and sustained funding (NIH or other agencies; substantial programmatic support from other organizations) as Principal Investigator, Co-Principal Investigator or Co-Investigator.
- National/International scholarly recognition. Examples could include all or some of the following:
 - Invited presentations in major scientific meetings, symposia, and workshops.
 - Membership or leadership roles in NIH or equivalent scientific review committees and other scientific advisory panels.
 - Leadership role in significant scientific organizations.
 - Membership on editorial boards of scientific publications.
 - Invited talks at major universities and leading scientific societies
- Evidence that the candidate plays a critical role in the programmatic mission of the Feinstein Institute

III. INVESTIGATOR - Levels of Appointment

These positions are intended for individuals who provide scientific, clinical or technical expertise in the conduct of basic, translational, clinical or outcomes research programs directed by Feinstein faculty with independent research programs.

Criteria for appointment at each level could include any of the following:

Assistant Investigator

- Participation in funded basic, translational or clinical research activities and/or contributions to programmatic research development.
- Involvement in the development of cutting-edge core resources that support original research of other investigators locally or nationally (e.g. advanced imaging, biorepositories or computer programs).
- Responsibility for training in use of instrumentation and methodologies.
- Responsibility for data analysis that benefits individuals in multiple centers.

Associate Investigator/Investigator

- Track record of significant participation in funded basic, translational or clinical research activities and contributions to programmatic research development.
- Responsibility for training in the use of instrumentation and methodologies for multiple investigators in the Feinstein Institute
- Responsibility for data analysis for multiple investigators in the Feinstein Institute.
- Creation of cutting-edge core resources and programs that support original research of other investigators locally or nationally (e.g. advanced imaging, biorepositories, or computer programs) (Investigator).
- Directorship of core facilities or programs (Investigator).

IV. Term of Appointment

There is no maximum term limit for appointment at the rank of Professor (all levels) or Investigator (all levels). There is an initial five-year term limit for appointment at the rank of Instructor, which can be extended upon approval by the President and CEO at the recommendation of the respective Center Head and the Appointments & Promotions Committee.

With appropriate notice, any program may be terminated by the President and CEO, based on strategic programmatic direction of the Feinstein Institute and Northwell Health. Appointments are valid as long as the research program the individual participates in is aligned with the scientific mission of the Feinstein Institute.

V. Notes on Change of Status

Applications for promotion in level of appointment will not be considered with less than five years in rank, with the exception of highly unusual circumstances.

Re-evaluation for change of track will be considered in response to a written request from the Center Head to the Appointments & Promotions Committee, with detailed documentation of justification for the request.

Individuals leaving the employment of the Organization may request, in writing, a change of status to Adjunct.

VI. Adjunct Appointments

Adjunct appointment status for all levels of Professor or Investigator implies meaningful scientific interactions with the Feinstein Institute for Medical Research except that the applicant (i) is not an actual employee of the Feinstein Institute or Northwell Health, and/or (ii) will be in residence at the Feinstein Institute for only a limited period of time (e.g., for a sabbatical leave). Adjunct appointees are expected to be on-site at least once within any two-year period. The term limit for Adjunct Appointment is 3 years, which can be extended by a request in writing to the Appointments and Promotions Committee.

VII. Grievance Process

In the event that any Instructor or Assistant or Associate Professor or Assistant/Associate Investigator or Investigator of the Feinstein Institute believes that they fulfill the qualifications for appointment to a faculty rank or are deserving of promotion to a higher rank, but have not been recommended for appointment or promotion by the Head of their Center, they should contact the Chair of the Appointments & Promotions Committee and request that their appointment or promotion be considered.

VIII. Appeals Process

A Center Head who submitted a recommendation for appointment or promotion can appeal the decision of the Appointments & Promotions Committee. The Center Head must communicate in writing to the Committee his or her intent and rationale to appeal the decision, submit any additional information requested by the Committee and be present when the appeal is considered.

NON-FACULTY

MEMBER OF THE FEINSTEIN INSTITUTE:

- The position of Member of the Feinstein Institute for Medical Research is open to employees of Northwell Health who participate in research at any level.
- The position of Member must be a full-time employee of Northwell Health.
- There is no term limit, and renewal is not required.

APPLICATION SUBMISSION Guidelines

To apply: Application for appointment or promotion is generally initiated by the individual's Center Head.

The Center Head must submit to the Appointments & Promotions Committee:

1. A **detailed letter of support** indicating the desired appointment or promotion;
2. A **statement of research interests and accomplishments, prepared by the applicant**. For Instructor, Assistant Professor and all Investigator appointments, a minimum two paragraph description is required. For Associate and Full Professor appointments, a minimum one page description is required; and,
3. The applicant's complete **Curriculum Vitae** including details of previous and current position(s)/appointment(s) and present, past, and pending funding. The CV should be in the format for the Hofstra Northwell School of Medicine (see http://medicine.hofstra.edu/faculty/faculty_cv.html for formatting details).

In addition:

Applicants for appointment at the rank of **Associate Investigator or Investigator** must provide two letters of reference.

Applicants for appointment at the rank of **Assistant Professor** must provide two letters of reference, one of which must be from outside the Feinstein Institute and Northwell Health.

Applicants for appointment at the rank of **Associate or Full Professor** must provide the names and contact information of five (5) outside references, three of whom will be contacted directly by the Committee to provide recommendations.

Center Heads will prepare a package that includes all of the above information. The complete package will be submitted electronically to the Appointments & Promotions Committee by the Center Head.

The Feinstein Institute Centers of Excellence and Center Heads are:

Alzheimer's Disease & Memory Disorders	Peter Davies, PhD	516-562-3416	pdavies@northwell.edu
Autoimmune & Musculoskeletal Disease	Betty A. Diamond, MD	516-562-3833	bdiamond@northwell.edu
Bioelectronic Medicine	Chad Bouton, MS	516-562-3457	cbouton@northwell.edu
Biomedical Science	Kevin J. Tracey, MD	516-562-2913	kjtracey@northwell.edu
Genomics & Human Genetics	Peter K. Gregersen, MD	516-562-1542	peterg@northwell.edu
Immunology & Inflammation	Ping Wang, MD	516-562-3411	pwang@northwell.edu
Molecular Innovation	Yousef Al-Abed, PhD	516-562-3406	yalabed@northwell.edu
Neuroscience	David Eidelberg, MD	516-562-2498	david1@northwell.edu
Oncology Research	Nicholas Chiorazzi, MD	516-562-1090	nchizzi@northwell.edu
Patient-Oriented Research	Thomas McGinn, MD	516-562-4310	tmcginn@northwell.edu
Psychiatric Neuroscience	John Kane, MD	718-470-8141	jkane2@northwell.edu

Center Heads should forward the required materials [to the Appointments & Promotions](mailto:FeinsteinFacultyAppointments@northwell.edu) Coordinator at FeinsteinFacultyAppointments@northwell.edu in Research Administration at 350 Community Drive, Manhasset, NY 11030 USA. If you have any questions or require additional information, please call 516-562-0307