



# The Brooklyn Hospital Center

*Keeping Brooklyn healthy.*

## **Transfer of LCME Academic Appointments Icahn School of Medicine at Mount Sinai**

### **Check List**

- Updated CV
- Affidavit and Acknowledgment
- New Faculty Appointee Data Sheet
- Copy of Letter of Appointment from Current Medical School

Description of the criteria for each title in the Affiliate Track

<http://icahn.mssm.edu/about-us/services-and-resources/faculty-resources/handbooks-and-policies/faculty-handbook/appointments/affiliate-based-faculty>

Instructions for faculty appointment packet submission.

<http://icahn.mssm.edu/about-us/services-and-resources/faculty-resources/appointments-and-promotions/affiliate-faculty-track-guide>

All transfers and submission of documentation to the Icahn School of Medicine at Mount Sinai must be handled by the GME department at The Brooklyn Hospital Center. Please contact Ms. Nancy Jaime at 718-250-6650, if you have questions.



Clinical Affiliate of The Mount Sinai Hospital  
Academic Affiliate of The Icahn School  
of Medicine at Mount Sinai

**121 DeKalb Avenue  
Brooklyn, NY 11201  
tel: 718.250.8000  
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## Standard Packet for all New Appointees Icahn School of Medicine at Mount Sinai

### Check List

- [ ] The Transmittal Sheet, which has to be signed by Hospital President if possible, or next in line
- [ ] Statement of support from their chair/department chief
- [ ] Updated CV
- [ ] Affidavit and Acknowledgment
- [ ] New Faculty Appointee Data Sheet

<http://icahn.mssm.edu/about-us/services-and-resources/faculty-resources/handbooks-and-policies/faculty-handbook/appointments/affiliate-based-faculty> -- description of the criteria for each title in the Affiliate Track

<http://icahn.mssm.edu/about-us/services-and-resources/faculty-resources/appointments-and-promotions/affiliate-faculty-track-guide> -- instructions for faculty appointment packet submission.

***Documents can be submitted directly to the Icahn School of Medicine at Mount Sinai via email to the following:  
APmailbox@mssm.edu***

*Additional documents if they are applying for Associate Professor or Professor:*

- [ ] A list of reviewer nominees we can contact for a reference (See below for criteria to use when choosing the reviewers)
- [ ] A list of 3 publications (preferably Journal articles) that the candidate perceives to be among their best studies

#### **Reviewer Nominee List (instructions)**

*Letters of recommendation will be solicited by Mount Sinai for all senior candidates.*

Please provide a list of reviewers, using the following guidelines:

- 1. Reviewers should be recognized experts in the candidate's field or should be sufficiently familiar with the field to render an informed opinion
- 2. For each reviewer, please provide name, title, institution, phone number and most important, e-mail address.
- 3. Please do NOT include reviewers who are: members of candidate's own department; individuals with whom the candidate has collaborated (i.e., shared funding, etc.) or published with during the past 3 years.
- 4. No more than 2 reviewer selections from the same institution.  
***Specific to Clinical Associate Professor/Research Associate Professor*** – Please provide a minimum of 8 reviewer nominees. Two reviewers may be from Mount Sinai or its affiliates. The list should include regional as well as local selections. Reviewers should hold the rank of Associate Professor, Professor or an equivalent stature.  
***Specific to Clinical Professor / Research Professor*** – Please provide a minimum of 10 reviewer nominees. Two reviewers may be from Mount Sinai or its affiliates. The list should encompass broad regional selections as well as local. Reviewers should hold the Professorial rank or an equivalent stature.