



Dartmouth

GEISEL SCHOOL OF MEDICINE

Geisel APT Evaluation of New Faculty Appointments at Associate and Full Professor Rank

Goal

Reduce the time and effort of faculty applicants, administrative personnel, the APT committee, and outside reviewers for new faculty applying for 'lateral appointments' at Geisel while maintaining the high quality and reputation of Geisel faculty.

Guideline coverage

- Faculty being offered positions at Geisel or DH at the Associate Professor or Full Professor rank who are currently at the equivalent rank at their institutions.
- Currently Tenured Professors offered similar positions at Geisel. However, the Tenure component will require later full review by the committee.

It does not apply to faculty who would be moving to a more senior rank than they currently hold (i.e. to Associate from Assistant or Full from Associate). These candidates need to undergo the full promotional process.

Process

1. The departmental chair will submit a cover letter of support for the appointment, a CV and a personal statement from the candidate to the APT committee.
2. The CV does not need to be in the required Geisel format, but it does need to contain the following elements:
 - Teaching
 - Clinical care
 - Research
 - Engagement, service and leadership
 - Scholarship in any of the areas above
3. The APT committee will review the submitted documents and vote for the appointment electronically offline from the regular monthly meetings.
4. A majority vote is needed to accept without in-person committee review
5. If a majority vote is not reached, the application will be reviewed at next in-person meeting.
6. The APT committee reserves the right to request additional information including supporting reviewer letters before an appointment is finalized.
7. The Departmental Chair will be informed of the decision by the APT committee.



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Personal statement guidance

- The personal statement should:
 - Explain how the professional trajectory prepares the candidate for a Dartmouth position at the planned rank and
 - Discuss the impact of the candidate's scholarly activity on their field of research, clinical or public health policy, and/or clinical practice. CV content should be integrated, not simply repeated in the statement.
- The statement length should be a maximum of three (3) pages.
- It is the departmental chair's responsibility to review and ensure that the personal statement addresses these key points.

Timing

- It is important that this does not invoke significant delays in faculty offers.
- The expedited review can occur before or after the offer letter is extended at the Chair's discretion.
 - If desired before the offer letter is extended, the candidate's CV (with personal statement) and chair's letter should be sent to the APT with a view to the decision by the committee regarding rank being included in the letter.
 - If desired after the offer letter is extended, the chair should review the CV with the Dean of Faculty in advance and the agreed upon rank should be included in the offer only as "provisional pending approval of the APT committee."
- If more information is needed by the committee, an offer letter can be extended containing a provisional academic rank.
- If extensive further material is needed, the offer may need to explain that review will occur after the candidate has joined Dartmouth.
 - I.e. Faculty at the Associate Professor rank on a Non-Tenure Track at their current institution being recruited for Tenure Track at Geisel may be requested by the APT to provide additional documents.
- If the candidate currently has tenure and needs to move to an immediately tenured position at Dartmouth, full review of the application may be necessary, which would likely occur after the candidate has accepted the offer. This is subject to discussion with the Provost.