

Stony Brook University School of Medicine
Office of Faculty Affairs
EFFECTIVE APRIL 15, 2008

Procedure for Faculty Appointments from Affiliated Training Sites

1. Each affiliate site should designate a single person who is responsible for managing faculty appointments at that site. This includes receiving and distributing appropriately the materials described below and sending the appropriately completed packages to the Assistant Dean for Faculty Personnel at Stony Brook who will be the contact person at Stony Brook for these packages.
2. July 1st of every year, the Office of Finance and Personnel shall send each affiliate designee:
 - ☆ a checklist for and an example of a complete package.
 - ☆ a listing of the current faculty appointments from their institution. By August 1st, the designee shall return the list with an update on the status (active, retired, resigned, etc.) to the Assistant Dean for Faculty Personnel.
3. When an affiliate wishes to propose a faculty member for appointment or a change in faculty status, the affiliate designee and the appropriate affiliate department will prepare a complete package and send it to the Assistant Dean for Faculty Personnel at Stony Brook.
4. The Assistant Dean will note the date of and confirm the arrival of the package to the affiliate. The Assistant Dean will review the package within two weeks. If the package is incomplete, there will be direct communication between the Assistant Dean's office to the affiliate designee in an effort to gather the missing elements. If the package is complete, the Assistant Dean will send it to the appropriate Stony Brook department for review and clearance.
5. Each department receiving a proposal package is expected to return the package to the Assistant Dean for Faculty Personnel within 30 to 60 days of receipt. For non-tenure equivalent titles, the Department Chair will review the entire package and sign off within 30 days. For tenure track appointments, the departmental review committees will meet and make a recommendation to the Chair. The Chair will then sign off on and return the package within 60 days of receiving it.
6. The Assistant Dean for Faculty Personnel will promptly submit it to the Academic Promotions and Tenure Committee for their review and approval in the time specified in their procedure statement.
7. The results of the APT committee review will be communicated via email by the Assistant Dean for Faculty Personnel to the appropriate affiliate designee as well as to the Chief of Service/Department Chair at the affiliate and at Stony Brook. The official letter of notification will be an appointment/promotion letter from the Dean of the

School of Medicine. Clinical Campus Dean, Dr. John Aloia, will receive a copy of letters regarding Winthrop University Hospital appointees.

8. Currently, the Assistant Dean for Finance and Personnel is Karen Wilk, karen.wilk@stonybrook.edu, phone 631-444-9061.
9. Any concerns regarding the process should be addressed to the Associate Dean for Academic and Faculty Affairs, Latha Chandran, MD, MPH, latha.chandran@stonybrook.edu, 631-638-2005, or her assistant, Caroline Lazzaruolo, caroline.lazzaruolo@stonybrook.edu.