

**WEILL MEDICAL COLLEGE OF CORNELL UNIVERSITY**

**ACADEMIC APPOINTMENT MANUAL  
FOR AFFILIATED INSTITUTIONS**

**Prepared by:**

**OFFICE OF AFFILIATIONS**

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## **PLEASE NOTE**

The Office of Affiliations specifically prepared this manual for Weill Cornell Affiliated Institutions. The goal is to provide quick and easy reference regarding the Academic Appointment requirements and process at the medical college.\*

All candidates for a Weill Medical College Academic Appointment must submit a Weill Cornell formatted CV. The CV format is available to you on the Internet or from the Office of Affiliations as follows:

- On the Internet at <http://www.med.cornell.edu/affiliations> where you are also provided with an instruction sheet
- From the Office of Affiliations via e-mail or regular mail. Please call or e-mail Gladis Alvarez-Gibbs at (212)-746-4030 or [gla2004@med.cornell.edu](mailto:gla2004@med.cornell.edu) to obtain a Diskette and Instruction Sheet.

**\*For more detailed guidelines on academic appointment and promotion procedures at Weill Medical College of Cornell University, please refer to the WMC Academic Staff Handbook, which can be obtained from the Office of Faculty Affairs by calling 212-746-6329 or on the Internet at [www.med.cornell.edu/handbook](http://www.med.cornell.edu/handbook).**

# ACADEMIC APPOINTMENT MANUAL\*

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\*For more detailed guidelines on academic appointment and promotion procedures at Weill Medical College of Cornell University, please refer to the WMC [Academic Staff Handbook](#), which can be obtained from the Office of Faculty Affairs by calling 212-746-6329 or on the Internet at [www.med.cornell.edu/handbook](http://www.med.cornell.edu/handbook).

## ABBREVIATIONS USED IN THIS MANUAL

<b>COR</b>	<b><u>Committee of Review</u></b> Consists of 14 faculty appointed by the Dean to review all applications for recommendations for appointment or promotion.
<b>CV</b>	<b><u>Curriculum Vitae</u></b>
<b>EFC</b>	<b><u>Executive Faculty Council</u></b> Consists of the Provost for Medical Affairs, all WMC Department Chairs, Associate Deans and such other persons as may be designated by the President.
<b>GFC</b>	<b><u>General Faculty Council</u></b> Elected representatives from various disciplines and constituent elements of WMC as the Board of Trustees shall authorize and provide. They are two at-large representatives from affiliated institutions who are not at Memorial Sloan-Kettering Cancer Center or the Hospital of Special Surgery.
<b>OA</b>	<b><u>Office of Affiliations</u></b> Assists department chairs at WMC Affiliated institutions with the appointment and promotion process by reviewing and tracking applications for academic appointments at WMC. Provides assistance to WMC Department Chairs on academic appointments at affiliated institutions.
<b>OFA</b>	<b><u>Office of Faculty Affairs</u></b> Reviews and implements the academic appointment procedures for all faculty and affiliate physician appointments including Academic Appointments for affiliated institutions at WMC.
<b>WMC</b>	<b><u>Weill Medical College of Cornell University</u></b>

## **WMC ACADEMIC APPOINTMENT INSTRUCTIONS**

The use of the WMC formatted CV is required when applying for an Academic Appointment. This format has been designed to facilitate the review process. Please enter all requested information. When complete, please **print, sign and date the CV.**

Including the required CV format, the following are additional requirements to complete the application for Academic Appointment at the Affiliate Physician, Instructor, Assistant Professor, Associate Professor and Professor levels.

### **INSTRUCTOR OR ASSISTANT PROFESSOR LEVEL**

- A letter of Nomination from your hospital department chair with suggested title.
- Two (2) letters of recommendation from physicians at your rank or higher.

*Letters of reference should be addressed to the department chair at the affiliated institution. Comments about teaching, research, clinical care and administration are encouraged.*

### **ASSOCIATE PROFESSOR OR PROFESSOR LEVEL**

- Letter of Nomination from the physician's department chair indicating a recommended title and Track, where appropriate.
- Three (3) copies/reprints of your best peer reviewed articles.
- List of five (5) which includes three (3) impartial referees or for Professor on the academic-clinical track nine (9) impartial referees. The list should include name, academic title, address, telephone number and fax number of referees. Under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the referees.

#### **Note:**

*It is **strongly recommended** that your referees come from institutions other than your own and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued. For further information contact your Department Chair or Dr. Oliver Fein, Associate Dean, Weill Medical College.*

### **AFFILIATE PHYSICIAN TITLE (Does not teach WMC students)**

- Letter from affiliate hospital department chair to WMC department chair nominating the individual as an Affiliate Physician or Senior Affiliate Physician of Weill Medical College of Cornell University.

### **MAILING INFORMATION:**

Please send complete application packet to:

*Oliver Fein, M.D., Associate Dean  
Office of Affiliations  
Weill Medical College of Cornell University  
445 East 69<sup>th</sup> Street, Room 420  
New York, NY 10021*

## SUMMARY OF ACADEMIC APPOINTMENT TITLES

The granting of a prefixed or suffixed modified title depends on the employment status of the applicant. Clinical Track (suffixed modifier) is used for full-time salaried physicians at a Weill Cornell affiliated institution. Voluntary Track (prefixed modifier) is used for physicians who are: Voluntaries or part-time less than 50% salaried at a Weill Cornell affiliated Institution or full-time or part-time salaried by a Professional Corporation (P.C.).

### I. FACULTY TITLES AND TRACKS

#### A. Titles:

1. Instructor
2. Assistant Professor
3. Associate Professor
4. Professor

#### B. Tracks:

1. Tenure Track (*Unmodified*)
2. Academic Clinical Track (*Unmodified*)
3. Clinical Track (*Suffixed Modifier*)
4. Voluntary Track (*Prefixed Modifier*)

#### Examples of Titles and Tracks:

##### 1. Tenure Track

- a. Assistant Professor of [Department]
- b. Associate Professor of [Department]
- c. Professor of [Department]

##### 2. Academic Clinical Track

- a. Associate Professor of [Department]
- b. Professor of [Department]

##### 3. Clinical Track

- a. Instructor in Clinical [Department]
- b. Assistant Professor of Clinical [Department]
- c. Associate Professor of Clinical [Department]
- d. Professor of Clinical [Department]

##### 4. Voluntary Track

- a. Clinical Instructor in [Department]
- b. Clinical Assistant Professor of [Department]
- c. Clinical Associate Professor of [Department]
- d. Clinical Professor of [Department]

### II. NON-FACULTY TITLES

1. Affiliate Physician in [Department]
2. Senior Affiliate Physician in [Department]

**SUMMARY OF QUALIFICATIONS FOR APPOINTMENT  
OR PROMOTION BY RANK<sup>1</sup>**

**INSTRUCTOR**

**(Prepared for Affiliated Institutions)**

<b>INSTRUCTOR IN (DEPARTMENT)<sup>2</sup></b>	<b>CLINICAL TRACK  INSTRUCTOR IN CLINICAL (DEPARTMENT)</b>	<b>VOLUNTARY TRACK  CLINICAL INSTRUCTOR IN (DEPARTMENT)</b>
<p>Completed requirements for a terminal level degree and, usually, a period of post-doctoral education.</p> <p>Exhibits academic promise in areas of teaching, research and/or, if applicable, clinical service, but is not being proposed for appointment as Instructor of Clinical (Department) or Clinical Instructor of (Department) or for whom appointment to professorial rank is not yet appropriate.</p> <p>Salaried by affiliated hospital. Maybe salaried by the Medical College</p>	<p>Completed requirements for a terminal level degree and, usually, a period of post-doctoral education.</p> <p>Exhibits promise in areas of teaching, clinical care and, if applicable, clinical research or administration, but appointment to professorial rank is not yet appropriate.</p> <p>Salaried by affiliated hospital. May not be salaried by the Medical College.</p>	<p>Completed requirements for a terminal level degree and, usually, a period of post-doctoral education.</p> <p>Serves on the voluntary staff of an affiliated institution (private practice) <u>OR</u> devotes less than 50% effort to the programs of the hospital or serves on the voluntary staff of an affiliated institution.</p> <p>Exhibits promise in the areas of clinical care and teaching, but appointment to professorial rank is not yet appropriate.</p> <p>In private practice or salaried by Professional Corporation.</p>

<sup>1</sup> The Summary is provided for illustrative purposes and as a quick reference. To resolve issues or questions related to qualifications, please refer to the WMC Academic Staff Handbook which can be obtained from the Office of Faculty by calling 212-746-6329 or on the Internet at [www.med.cornell.edu/handbook](http://www.med.cornell.edu/handbook).

<sup>2</sup> The title, Instructor in (Department) is not associated with a faculty track.

## ASSISTANT PROFESSOR

(Prepared for Affiliated Institutions)

<b>ACADEMIC- CLINICAL TRACK<sup>1</sup></b>	<b>CLINICAL TRACK ASSISTANT PROFESSOR OF CLINICAL OF CLINICAL (DEPARTMENT)</b>	<b>VOLUNTARY TRACK CLINICAL ASSISTANT PROFESSOR IN (DEPARTMENT)</b>
N/A	<p>Completed requirements for a terminal level degree and, usually, a period of post-doctoral education.</p> <p>If an initial appointment or promotion from Instructor in Clinical (Department) for an individual not salaried at WMC:</p> <p>(1) Demonstrated ability to provide excellent contributions to clinical care and teaching and, where applicable, clinical research and administration</p> <p style="text-align: center;">-or-</p> <p>(2) Makes a unique contribution to patient care by performing essential clinical services for a hospital affiliated institution or WMC.</p>	<p>Possesses a M.D. or other applicable terminal degrees and has completed a period of post-doctoral education appropriate to his/her specialty.</p> <p>Serves on the voluntary staff of an affiliated institution (private practice) <u>OR</u> devotes less than 50% effort to the programs of the hospital or serves on the voluntary staff of an affiliated institution.</p> <p>In private practice or salaried by Professional Corporation.</p>

<sup>1</sup> Appointments to the Academic-Clinical Track are only at the ranks of Associate Professor and Professor.

## ASSOCIATE PROFESSOR

(Prepared for Affiliated Institutions)

<b>ACADEMIC- CLINICAL TRACK</b>	<b>CLINICAL TRACK</b>	<b>VOLUNTARY TRACK</b>
<b>ASSOCIATE PROFESSOR OF (DEPARTMENT)</b>	<b>ASSOCIATE PROFESSOR OF CLINICAL (DEPARTMENT)</b>	<b>CLINICAL ASSOCIATE PROFESSOR OF (DEPARTMENT)</b>
<p>Served at the rank of Assistant Professor at WMC or its equivalent elsewhere and evidence of:</p> <ol style="list-style-type: none"> <li>1. Scholarly productivity advancing a body of knowledge or contributing to quality and methods of teaching and clinical practice;</li> <li>2. Active and effective participation in medical/graduate student education and/or research and clinical training programs; --</li> </ol> <p style="text-align: center;">-and-</p> <ol style="list-style-type: none"> <li>3. Notable accomplishment on a regional and national level in patient care and/or academic administration.</li> </ol>	<p>Served at the rank of Assistant Professor at WMC or its equivalent elsewhere and has a local or regional reputation for excellence in clinical care and a demonstrated commitment to education, and effectiveness as an educator.</p> <p>The demonstration of clinical scholarship through contributions to clinical trials/research, the introduction and/or evaluation of innovations in clinical practice, participation in governance activities of WMC and substantial administrative efforts are criteria for appointment/promotion.</p> <p>In certain instances, aggregate achievement in these areas will provide sufficient grounds for considering an individual for appointment or promotion to this rank.</p>	<p>Meet qualifications for the rank of Clinical Assistant Professor and demonstrate a significant commitment to and record of excellence in clinical service, teaching and academic community service.</p> <p>Local and regional recognition as being among the best as a clinician and clinical teacher, significant and active participation in WMC-related educational and governance activities, and substantial administrative efforts and a leadership role within a department or health care setting are also considered qualifying criteria.</p>

## PROFESSOR

(Prepared for Affiliated Institutions)

<b>ACADEMIC- CLINICAL TRACK</b>	<b>CLINICAL TRACK</b>	<b>VOLUNTARY TRACK</b>
<b>PROFESSOR OF (DEPARTMENT)</b>	<b>PROFESSOR OF CLINICAL (DEPARTMENT)</b>	<b>CLINICAL PROFESSOR OF (DEPARTMENT)</b>
<p>Served at the rank of Associate Professor at WMC or elsewhere and acknowledged either nationally or internationally as an innovative investigator or an authority in a clinical field as evidenced by clinical or applied research and scholarship exerting a major influence on the practice of medicine and recognized as an exceptional teacher, an innovative educator and an extraordinary clinician and/or administrator.</p> <p>Evidence of excellence in all these areas or of truly exceptional distinction in one and outstanding achievement in the others are the basis for appointment or promotion to the rank of professor on the academic-clinical track.</p>	<p>Meet criteria for the rank of associate professor on this track and have a reputation for excellence beyond the immediate site of their activity.</p> <p>Excellence beyond the immediate site is documented in terms of accomplishments in clinical practice, in the organization/delivery of health care, distinction as a teacher, support and contributions to clinical and applied research, the continuing dissemination of clinical expertise, and leadership in academic, community and professional societies.</p> <p>In certain instances, aggregate achievement in these areas will provide sufficient grounds for considering an individual for appointment or promotion to this rank.</p>	<p>Demonstration of major accomplishments as clinician and teacher with reputation for clinical excellence that carries beyond the immediate site of clinical activity.</p> <p>Distinction as a clinical teacher, a significant participation in and contributions to academic community service, a leadership role in a hospital or health care system and/or professional society, and support of and contributions to research are also considered.</p>

## AFFILIATE PHYSICIANS<sup>1</sup>

<b>AFFILIATE PHYSICIAN IN (DEPARTMENT)</b>	<b>SENIOR AFFILIATE PHYSICIAN IN (DEPARTMENT)</b>
This title is used for individuals primarily engaged in clinical care who are in good standing on the medical staffs of affiliated hospitals or who meet the qualifications for membership on the hospital's medical staff and whom the hospital's medical staff wishes to appoint as a member.	This title is used for individuals in good standing on the medical staffs of affiliated hospitals who perform extraordinary service in clinical care and who contribute to teaching and/or administration at the affiliated hospital and thus merit appointment or advancement above the position of Affiliate Physician.

<sup>1</sup> These titles are not available where agreements among Weill Medical College, The New York-Presbyterian Hospital and/or others preclude their use. For example, the Bylaws of the New York-Presbyterian Hospital require that all physicians on the Medical Staff of the New York Weill Cornell Medical Center of NYPH have an appointment to the instructional staff of the Weill Medical College of Cornell University.

## A DESCRIPTION OF WMC ACADEMIC APPOINTMENT AND PROMOTION PROCEDURES\*

(Designed to inform Affiliated Department Chairs)

**NOTE TO AFFILIATED DEPARTMENT CHAIRS:** Identify an “appointment contact person” (administrator or secretary) in your Department, who will be responsible for collecting the materials necessary for all academic appointments. Notify the Office of Affiliations of the name, phone, e-mail, fax and address of that person.

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### **Recommended Steps in the Academic Appointment and Promotion Process:**

1. Candidate gives a copy of current CV to Affiliated Department Chair.
2. Affiliated Department Chair, in consultation with the corresponding WMC Department Chair or Associate Dean for Affiliations, recommends the candidate’s title and track.
3. Affiliated Department Chair meets with the candidate to explain the recommended title/track, to inform the candidate of the materials required, and to discuss possible sources for letters of recommendation.
4. Candidate must submit a CV in the WMC format. This format is available in diskette form or may be downloaded from the Office of Affiliations web page – <http://www.med.cornell.edu/affiliations>.
5. **Candidates for Instructor/Assistant Professor level** provide the Affiliated Department Chair with names and addresses of two referrals. The Affiliated Department chair will solicit the letters of recommendation. **Candidates for Associate Professor** level provide the Affiliated Department Chair with a list of 5 referees including names, academic titles, addresses, telephone and fax numbers. The OFA will solicit the letters of recommendation. This list should be submitted with all other necessary appointment materials. **Candidates for Professor level** provide the Affiliated Department Chair with a list of 5 referees including names, addresses, telephone and fax number for modified title and 9 referees for the unmodified Academic Clinical title. The OFA will solicit the letters of recommendation. It is strongly recommended that the referees come from institutions other than the candidate’s own institution and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued.
6. Affiliated Department Chair writes letter of nomination addressed to the appropriate WMC Department Chair (see list and sample letters). This letter must be included in the application packet.
7. When all academic appointment materials have been completed by the candidate (see Appointment Checklist), they should be collated by the Affiliated Department’s “appointment contact person.”

8. When the appointment packet is complete, it should be sent to:

***Oliver Fein, M.D., Associate Dean  
Office of Affiliations  
Weill Medical College of Cornell University  
445 East 69<sup>th</sup> Street, Room 420  
New York, NY 10021***

9. Staff at the Office of Affiliations (OA) will check appointment materials for completeness and forward them to the appropriate WMC Department. If materials are incomplete, we will contact your “appointment contact person.”
10. Each WMC Department has its own process for reviewing Appointments and Promotions. Some Departments have Committees, others individuals. After WMC Departmental Review, the WMC Department Chair writes a letter to the Dean recommending the appointment.
11. WMC Department staff fills out the “Recommendation for Appointment Form.”
12. The WMC Department forwards the entire packet of materials to the Office of Faculty Affairs (OFA).
- a. For Affiliate, Instructor, and Assistant Professor appointments, the Office of Faculty Affairs reviews the application for approval. This process takes up to three (3) months.
  - b. For Associate Professor and Professor appointments, under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the referees, prepares materials for presentation to the Committee of Review (COR), the Faculty Councils and the Dean, upon department approval. The review process may take up to six (6) months. If necessary, an interim appointment on the Assistant Professor level may be requested, but only after all of the appropriate paperwork is in OFA.
13. The Office of Faculty Affairs will notify the candidate in writing of confirmation of a faculty appointment. A copy of the confirmation of appointment letter will be sent to the Department Chair of the affiliated institution, the Office of Affiliations, and the WMC Departmental Chair.

***\*These procedures are interpretations of the WMC Academic Staff Handbook made by the Office of Affiliations. In the event of conflicts, the WMC Academic Staff Handbook will prevail.***

**APPOINTMENTS CHECKLIST\***  
**ACADEMIC-CLINICAL TRACK**  
**FULL-TIME**

**Name of Candidate:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Affiliated Hospital:** \_\_\_\_\_

**Recommended appointment:**

\_\_\_\_\_ Associate Professor of [Department]

\_\_\_\_\_ Professor of [Department]

**Appointment Materials:**

\_\_\_\_\_ Curriculum Vitae in Weill Cornell format

\_\_\_\_\_ Letter of Nomination from the Affiliated Department Chair, including explicit recommendation of rank/title.

\_\_\_\_\_ For **Associate Professor** title: A list of names, academic title, addresses and phone numbers of five (5) impartial, extramural experts in the candidate's field of endeavor (referees). **DO NOT SOLICIT OR SEND ANY LETTERS.** Under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the extramural experts. It is strongly recommended that referees come from institutions other than your own and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued.

\_\_\_\_\_ For **Professor** title: Names, academic title, addresses and phone numbers of nine (9) referees. **DO NOT SOLICIT OR SEND ANY LETTERS.** Under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the extramural experts. It is strongly recommended that referees come from institutions other than your own and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued.

\_\_\_\_\_ For **Associate Professor/Professor** titles: Copies or reprints of three (3) of the candidate's best peer reviewed articles.

\* See **WMC Academic Staff Handbook** for detailed policies and procedures.

**APPOINTMENTS CHECKLIST\***  
**CLINICAL TRACK**  
**FULL-TIME**

**Name of Candidate:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Affiliated Hospital:** \_\_\_\_\_

**Recommended appointment:**

- \_\_\_\_\_ Instructor in Clinical [Department]
- \_\_\_\_\_ Assistant Professor of Clinical [Department]
- \_\_\_\_\_ Associate Professor of Clinical [Department]
- \_\_\_\_\_ Professor of Clinical [Department]

**Appointment Materials:**

- \_\_\_\_\_ Curriculum Vitae in Weill Cornell format
  
- \_\_\_\_\_ Letter of Nomination from the Affiliated Department Chair, including explicit recommendation of rank/title.
  
- \_\_\_\_\_ For **Instructor or Assistant Professor** title: Two letters of Recommendation from physicians at the applicant's rank or higher.
  
- \_\_\_\_\_ For **Associate Professor** title: A list of names, academic title, addresses and phone numbers of five (5) referees. **DO NOT SOLICIT OR SEND ANY LETTERS.** Under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the extramural experts. It is strongly recommended that referees come from institutions other than your own and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued.
  
- \_\_\_\_\_ For **Professor** title: A list of names, academic title, addresses and phone numbers of five (5) referees. **DO NOT SOLICIT OR SEND ANY LETTERS.** Under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the extramural experts. It is strongly recommended that referees come from institutions other than your own and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued.
  
- \_\_\_\_\_ For **Associate Professor/Professor** titles: Copies or reprints of three (3) of the candidate's best peer reviewed articles.

\* See **WMC Academic Staff Handbook** for detailed policies and procedures.

**APPOINTMENTS CHECKLIST\***  
**VOLUNTARY TRACK**

(for full-time staff paid by P.C. or part-time staff in private practice)

**Name of Candidate:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Affiliated Hospital:** \_\_\_\_\_

**Recommended appointment:**

\_\_\_\_\_ Clinical Instructor in [Department]

\_\_\_\_\_ Clinical Assistant Professor of [Department]

\_\_\_\_\_ Clinical Associate Professor of [Department]

\_\_\_\_\_ Clinical Professor of [Department]

\_\_\_\_\_ Curriculum Vitae in Cornell format

\_\_\_\_\_ Letter of Nomination from the Affiliated Department Chair, including explicit recommendation of rank/title.

\_\_\_\_\_ For **Instructor or Assistant Professor** title: Two letters of Recommendation from physicians at the applicant's rank or higher.

\_\_\_\_\_ For **Associate Professor** title: A list of names, academic title, addresses and phone numbers of five (5) referees. **DO NOT SOLICIT OR SEND ANY LETTERS.** Under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the extramural experts. It is strongly recommended that referees come from institutions other than your own and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued.

\_\_\_\_\_ For **Professor** title: A list of names, academic title, addresses and phone numbers of five (5) referees. **DO NOT SOLICIT OR SEND ANY LETTERS.** Under the auspices of the Chair of the Committee of Review, the Office of Faculty Affairs will solicit letters from the extramural experts. It is strongly recommended that referees come from institutions other than your own and not hold WMC faculty titles. Documentation of a regional, national and international reputation is highly valued.

\_\_\_\_\_ For **Associate Professor/Professor** titles: Copies or reprints of three (3) of the candidate's best peer reviewed articles

\* See **WMC Academic Staff Handbook** for detailed policies and procedures

**APPOINTMENTS CHECKLIST\***

**AFFILIATE PHYSICIAN**

(for Affiliated staff who will not teach students)

**Name of Candidate:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Affiliated Hospital:** \_\_\_\_\_

**Recommended appointment:**

- Affiliate Physician
- Senior Affiliate Physician

**Appointment Materials:**

- Curriculum Vitae in Cornell format
- Letter of Nomination from the Affiliated Department Chair, including explicit recommendation of rank/title and verifying the candidate's credentials to practice medicine.

\* See WMC Academic Staff Handbook for detailed policies and procedures.

## WEILL MEDICAL COLLEGE DEPARTMENT CHAIRMEN

### CLINICAL DEPARTMENTS

### CHAIRMAN

<b>Anesthesiology</b>	John J. Savarese, M.D. <i>Joseph F. Artusio, Jr. Professor of Anesthesiology</i>
<b>Cardiothoracic Surgery</b>	O. Wayne Isom, M.D. <i>Professor of Cardiothoracic Surgery</i>
<b>Dermatology</b>	Richard D. Granstein, M.D. <i>George W. Hambrick, Jr. Professor of Dermatology</i>
<b>Medicine</b>	Ralph L. Nachman, M.D. <i>E. Hugh Luckey Distinguished Professor in Medicine</i>
<b>Neurological Surgery</b>	Philip E. Stieg, M.D., Ph.D. <i>Professor of Neurological Surgery</i>
<b>Neurology and Neuroscience</b>	M. Flint Beal, M.D. <i>Anne Parrish Titzell Professor of Neurology</i>
<b>Obstetrics and Gynecology</b>	Frank A. Chervenak, M.D. <i>Given Foundation Professor of Obstetrics and Gynecology</i>
<b>Ophthalmology</b>	D. Jackson Coleman, M.D. <i>John Milton McLean Professor of Ophthalmology</i>
<b>Orthopaedic Surgery</b>	Thomas Sculco, M.D. <i>Professor of Surgery</i> <i>Surgeon-in-Chief, Hospital for Special Surgery</i>
<b>Otorhinolaryngology</b>	Michael G. Stewart, M.D. <i>Chairman of Department of Otorhinolaryngology</i>
<b>Pediatrics</b>	Gerald M. Loughlin, M.D., M. Sc. <i>Nancy C. Paduano Professor in Pediatrics</i>
<b>Psychiatry</b>	Jack D. Barchas, M.D. <i>Barklie McKee Henry Professor of Psychiatry</i>
<b>Public Health</b>	Alvin I. Mushlin, M.D., Sc.M. <i>Nanette Laitman Distinguished Professor of Public Health</i>
<b>Radiology</b>	Robert J. Min, M.D., (Acting) <i>Associate Professor of Radiology</i>
<b>Surgery</b>	Fabrizio Michelassi, M.D. <i>Lewis Atterbury Stimson Professor of Surgery</i>
<b>Urology</b>	Peter N. Schlegel M.D. <i>Professor of Urology</i>

**BASIC SCIENCE DEPARTMENTS    CHAIRMAN**

<b>Biochemistry</b>	Frederick Maxfield, Ph.D. <i>Israel Rogosin Professor of Biochemistry</i>
<b>Cell and Developmental Biology</b>	Katherine A. Hajjar, M.D. <i>Professor of Cell and Developmental Biology</i>
<b>Genetic Medicine</b>	Ronald G. Crystal, M.D. <i>Bruce Webster Professor of Internal Medicine</i>
<b>Microbiology and Immunology</b>	Carl F. Nathan, M.D. <i>R.A. Rees Pritchett Professor of Microbiology</i>
<b>Pathology and Laboratory Medicine</b>	Daniel M. Knowles, M.D. <i>David D. Thompson Professor of Pathology</i>
<b>Pharmacology</b>	Lorraine J. Gudas, Ph.D. <i>Revlon Pharmaceutical Professor of Pharmacology and Toxicology</i>
<b>Physiology and Biophysics</b>	Harel Weinstein, D.Sc. <i>Maxwell M. Upson Professor of Physiology and Biophysics</i>

**WMC  
FREESTANDING DIVISION**

**CHIEF**

<b>Rehabilitation Medicine</b>	James L. Lieberman, M.D. <i>Professor of Rehabilitation Medicine</i>
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WEILL MEDICAL COLLEGE OF CORNELL UNIVERSITY  
CENTERS AND INSTITUTES

**Center for Aging Research and Clinical Care**

Co-Director - Mark Lachs, M.D.  
*Associate Professor of Medicine*

Co-Director – Ronald D. Adelman, M.D.  
*Associate Professor of Medicine*

**Center for Complementary and Integrative Medicine**

Director – Mary Charlson, M.D.  
*William T. Foley Distinguished Professor of Medicine*

**Center for the Study of Hepatitis C**

Executive Director – Charles Rice, M.D.,  
*Maurice R. and Corinne P. Greenberg Chair of Virology (Rockefeller University)*

Medical Director – Ira T. Jacobson, M.D.,  
*Vincent Astor Distinguished Professor in Clinical Medicine (Weill Medical College of Cornell University)*

**Center for Vascular Biology**

Director – David P. Hajjar, Ph.D  
*Frank H.T. Rhode Distinguished Professor of Cardiovascular Biology and Genetics*

**Institute for Computational Biomedicine**

Director – Harel Weinstein, D.Sc.  
*Maxwell M. Upson Professor of Physiology and Biophysics*

**Institute for Reproductive Medicine**

Executive Director of the Women’s Service Center - Zev Rosenwaks, M.D.  
*Revlon Distinguished Professor of Reproductive Medicine in Obstetrics and Gynecology*

Executive Director of the Men’s Service Center - Marc Goldstein, M.D.  
*Professor of Urology*

**Sackler Institute for Developmental Psychobiology**

Director – B.J. Casey, Ph.D.  
*Sackler Professor of Developmental Psychobiology*

**Ansary Center for Stem Cell Therapeutics**

Director –Shahin Rafii, M.D.  
*Arthur B. Belfer Professor in Genetic Medicine*

## SAMPLE AFFILIATED CHAIR'S LETTER TO WMC CHAIR

### Recommending Candidate for a FACULTY Title (Associate Professor/Professor)

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Letters for Associate Professor/Professor must **explicitly** mention the candidate's achievements in **the following areas**:

1. Experience and reputation as a **teacher**
2. Record of **research** scholarship
3. Involvement in **administration**
4. Excellence in **clinical care**

\_\_\_\_\_, M.D. Chair  
Department of \_\_\_\_\_  
Weill Medical College of Cornell University  
1300 York Avenue, Box \_\_\_\_  
New York, NY 10021

Dear Dr. \_\_\_\_\_:

#### **Paragraph #1:**

I would like to nominate Dr. \_\_\_\_\_ as \_\_\_\_\_ at Weill Medical College of Cornell University at \_\_\_\_\_ Hospital. I have enclosed his/her Curriculum Vitae.

#### **Paragraph #2:**

Include a **summary of the candidate's educational background**, e.g., medical school, residency and fellowship training.

#### **Paragraph #3:**

Discuss the **candidate's teaching experience**. In addition, **you should outline your anticipated teaching role for the candidate with WMC medical students**, e.g., community-based office teaching, Problem Based Learning (PBL) tutor, physical diagnosis teaching, clerkship ward attending, clerkship tutor, etc. Residency teaching roles should also be mentioned.

#### **Paragraph #4:**

Discuss the **candidate's research contributions and their impact locally, regionally and nationally**.

#### **Paragraph #5:**

Outline the **candidate's contributions to excellence in clinical care**.

#### **Paragraph #6:**

Reference the **administrative contributions** to the department, the Affiliated institution and WMC (if any).

**Paragraph #7:**

Describe the **candidate's reputation regionally, nationally and internationally**, including memberships in professional organizations and recognition by professional organizations by honors or awards.

For the above reasons, I believe Dr. \_\_\_\_\_ deserves appointment as \_\_\_\_\_ at Weill Medical College of Cornell University at \_\_\_\_\_ Hospital.

Sincerely yours,

**Your Name, Chair**  
**WMC Academic Title**  
**Department of \_\_\_\_\_**  
**\_\_\_\_\_ Hospital**

## SAMPLE AFFILIATED CHAIR'S LETTER TO WMC CHAIR

### Recommending Candidate for a **FACULTY Title (Instructor/Assistant Professor)**

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\_\_\_\_\_, M.D. Chair  
Department of \_\_\_\_\_  
Weill Medical College of Cornell University  
1300 York Avenue, Box \_\_\_\_\_  
New York, NY 10021

Dear Dr. \_\_\_\_\_:

#### **Paragraph #1:**

I would like to nominate Dr. \_\_\_\_\_ as instructor in or assistant professor of\* [Department] at Weill Medical College of Cornell University at \_\_\_\_\_ Hospital. I have enclosed his/her Curriculum Vitae.

#### **Paragraph #2:**

Include a **summary of the candidate's educational background**, e.g., medical school, residency and fellowship training.

#### **Paragraph #3:**

Emphasize the **candidate's teaching experience and your anticipated teaching role for the candidate with WMC students**, e.g., community-based office teaching, physical diagnosis teaching, clerkship ward attending, clerkship preceptorship, etc. In addition, resident teaching roles should be mentioned.

#### **Paragraph #4:**

Mention any **research or writing** performed by the candidate.

#### **Paragraph #5:**

Discuss your **knowledge of the candidate's clinical skills** and any other personal insights you have into the candidate's suitability for a WMC faculty appointment.

For the above reasons, I believe Dr. \_\_\_\_\_ deserves appointment as \_\_\_\_\_ in [Department] at Weill Medical College of Cornell University at \_\_\_\_\_ Hospital.

Sincerely yours,

**Your name, Chair  
WMC Academic Title**

**\*If full-time salaried by a Cornell affiliated institution: Instructor in Clinical [Department] or Assistant Professor of Clinical [Department]. If self-employed or member of a P.C: Clinical Instructor in [Department] or Clinical Assistant Professor of [Department].**

**SAMPLE AFFILIATED CHAIR'S LETTER TO WMC CHAIR**

Recommending Candidate for **AFFILIATE PHYSICIAN**

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\_\_\_\_\_, M.D. Chair  
Department of \_\_\_\_\_  
Weill Medical College of Cornell University  
1300 York Avenue, Box \_\_\_\_\_  
New York, NY 10021

I am writing to nominate Dr. \_\_\_\_\_ as an Affiliate Physician of the Weill Medical College of Cornell University based at \_\_\_\_\_ Hospital.

(Paragraph specific to the individual candidate: Mention clinical activity in the community; need for candidate to be able to admit sick patients; evidence of continuing medical education effort; or other characteristics that distinguish the candidate and are the reasons why the candidate is desired on the medical staff.)

Since anyone teaching Cornell medical students must have a faculty appointment, Dr. \_\_\_\_\_ will not have independent teaching responsibility for Cornell students.

**Your name, Chair**  
**WMC Academic Title**  
**Department of \_\_\_\_\_**  
**\_\_\_\_\_ Hospital**

## CURRICULUM VITAE

Name:

Date of Preparation: \_\_\_\_\_

### **A. GENERAL INFORMATION**

Office address:

Office telephone:

Office fax:

Home address:

Home telephone:

Cell phone

Beeper

Email:

Citizenship:

If not a U.S. Citizen, do you have  
an

Immigrant visa or \_\_\_yes \_\_\_no

Non-immigrant Visa\_\_\_yes \_\_\_no

### **Optional Information:**

Birth date:

Birth place:

Social Security Number:

Marital status:

Spouse's name:

Children's name and ages:

Race/Ethnicity:

### **B. EDUCATIONAL BACKGROUND**

*(Degree(s) (B.A. and above), institution name and location, dates attended, and date(s) of award).*

*If you have an international medical degree, indicate whether or not it has been converted to the*

M.D. by New York State Department of Education.

<i>Degree</i>	<i>Institution name, city and state</i>	<i>Dates attended</i>	<i>Year Awarded</i>
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**C. PROFESSIONAL POSITIONS AND EMPLOYMENT**

*(In chronological order beginning with post-doctoral training positions; include full titles, ranks and inclusive dates held)*

**Post-doctoral training including residency/fellowship**

<i>Title</i>	<i>Institution name, city and state</i>	<i>Dates held</i>
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**Academic positions (teaching and research)**

<i>Title</i>	<i>Institution name, city and state</i>	<i>Dates held</i>
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**Hospital positions (attending physician, if applicable)**

<i>Title</i>	<i>Institution name, city and state</i>	<i>Dates held</i>
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**Employment (other than positions listed above)**

*Title*

*Institution name, city and state*

*Dates held*

**D. LICENSURE, BOARD CERTIFICATION, MALPRACTICE (if applicable)**

**Licensure**

*State*                      *Number*                      *Date of Issue*                      *Date of last registration*

DEA number:

**Board Certification**

*Name of specialty*                      *Board Certificate #*                      *Date of Certification*

**Malpractice insurance**

Do you have Malpractice insurance? \_\_\_Yes \_\_\_No

Name of Provider(*give full name of provider*):

Premiums paid by:

(*self/ group/ institution (give name of group/institution)*)

**E. PROFESSIONAL MEMBERSHIPS (medical and scientific societies)**

*Member/officer*                      *Name of Organization*                      *Dates held*

**F. HONORS AND AWARDS**

*Name of award*                      *Date awarded*

**G. INSTITUTIONAL/HOSPITAL AFFILIATION**

Primary Hospital Affiliation:

Other Hospital Affiliations:

Other Institutional Affiliations:



WMC				Does the activity involve
Current effort	percent	%		Student/Researchers? (Yes/No)
Teaching				
Clinical Care				
Administration				
Research				
	Total		100%	

**J. RESEARCH SUPPORT (past and present)**

*(Summarize past research support and list the following for current extramural and intramural research funding)*

<i>Source</i>	<i>Amount</i>	<i>Date</i> <i>(Duration of Support)</i>	<i>Name of</i> <i>Investigator</i>	<i>Principal</i>
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*Individual's role in project including percent effort*

**K. EXTRAMURAL PROFESSIONAL RESPONSIBILITIES**

**L. BIBLIOGRAPHY**

*Entries should follow the standard format, listing all authors, complete titles and inclusive pagination. **Number the entries and put your name in bold type.** The listings must be organized in chronological order within the following categories:*

*Articles in professional peer-reviewed journals – include only articles that have been published or are in press. Articles submitted for publication should not be included.*

**Peer Reviewed Articles**

*(Doe J, Ford A, Smith J. Measuring the activities of daily living. N Eng J Med 1994; 331:778-84.)*

**Books, Book Chapters and Reviews**

*(Doe J. Title of Book. New York, NY: Cornell University Press; 1998)*

Abstracts: (Optional, not encouraged)

Presentations: (Optional, not encouraged)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **AFFILIATIONS**

Weill Medical College of Cornell University

March 3, 2006

### **Domestic Affiliations**

Amsterdam Nursing Home\*  
Burke Rehabilitation Hospital\*  
Burke Medical Research Institute  
Cayuga Medical Center  
Community Health Network\*  
Hospital for Special Surgery\*  
Lincoln Medical and Mental Health Center  
Memorial Sloan Kettering Cancer Center  
New York Community Hospital of Brooklyn\*  
New York Downtown Hospital\* +  
New York Hospital Medical Center of Queens\*  
New York Methodist Hospital\*  
NewYork-Presbyterian Hospital\*  
Northern Westchester Hospital\*  
Rogosin Institute\*  
St. Barnabas Hospital\*  
Strang Cancer Prevention Center  
The Brooklyn Hospital Center\*  
The Methodist Hospital (Houston, Texas)  
University Group Medical Associates  
Westchester Square Medical Center\*  
Wyckoff Heights Medical Center\*

### **International Affiliations**

American Hospital of Paris (France)  
American Hospital, Istanbul (Turkey)  
Bugando University/Medical Center (Tanzania)+  
Group Florence Nightingale Hospitals (Turkey)  
Hallym University Medical Center (South Korea)  
Hospital das Forças Armadas Brasília (Brazil)  
Klinikum der Rechts der Isar/Technischen Universität München (Germany)  
St. Luke's Medical Center (Philippines)\*

\* member of the NewYork-Presbyterian Healthcare System

+ in process for signature