

TO: Department of Psychiatry Division Chiefs and  
Division Chiefs at Affiliated Hospitals

FROM: Anke A. Ehrhardt, PhD  
Professor and Vice Chair for Academic Affairs  
Department of Psychiatry

RE: **SENIOR APPOINTMENTS or PROMOTIONS**

Commencing in the fall each year, the Department of Psychiatry Committee on Appointments and Promotions (COAP) conducts reviews of recommendations for appointments and promotions at the senior levels. If you have a candidate in your division whom you plan to nominate for promotion, please have them complete the application package. We are looking at promotions from:

- assistant professor to associate professor
- associate professor to professor
- associate research scientist to research scientist
- research scientist to senior research scientist

Additionally, if you have recruited individuals as associate professor or professor, and they were granted interim appointments at the assistant professor level, it is now time to submit applications for their senior titles. For the new hires, the senior title, if approved by all involved, will be retroactive to their respective start dates.

Due to the lengthy process involved, we have a two step review process:

Step 1:

- The division chief writes a strong, substantive, expansive nomination letter detailing the candidate's career and the contributions made by the candidate to the department, the medical center and to the field. We are particularly interested in the gains made by the candidate since his/her last promotion.
- Along with the nomination letter, we need the candidate's CV in the Columbia format, guidelines attached. All CV's must be emailed to Marguerite Salen at [ms2512@columbia.edu](mailto:ms2512@columbia.edu)
- **This material is due in the office of Marguerite Salen by the end of the first week in June .**
- The material is reviewed to determine if a full COAP review is warranted.
- If it is determined that the candidate warrants a COAP review, then we move to Step 2.

Step 2:

- **The candidate provides the remaining material, as outlined later in this memo, to Marguerite Salen by the Friday following Labor Day.**

To assist you in determining the appropriate title for your candidate, we've enclosed a copy of

the University Guidelines for Appointments and Promotions. If you have any questions regarding the process or appropriate titles, please contact Marguerite Salen at 543-5815.

All correspondence concerning academic appointments should be addressed to:

Anke A. Ehrhardt, PhD

Professor and Vice Chair for Academic Affairs and Faculty Development

Department of Psychiatry

Columbia University College of Physicians & Surgeons

1051 Riverside Drive

New York, NY 10032

Thank you for your assistance and cooperation.

AAE:mhs

Enclosures:

- ❖ Checklist
- ❖ List of documentation to be provided by Division Chief
- ❖ List of documentation to be provided by candidate
- ❖ Guidelines for Columbia University Academic Titles
- ❖ Department of Psychiatry Activities Report
- ❖ Under separate cover: CU CV guidelines

**CHECKLIST FOR SENIOR LEVEL PROMOTIONS**

- \_\_\_\_\_ **Nominating Letter from Primary Division Chief**
- \_\_\_\_\_ **Letter(s) from Director(s) of Educational Program(s)\***
- \_\_\_\_\_ **SUMMARY OF WRITTEN STUDENT TEACHING EVALUATIONS \***
- OR**
- \_\_\_\_\_ **COPIES OF A SAMPLING OF WRITTEN STUDENT EVALUATIONS OF THE CANDIDATE'S TEACHING ABILITIES\***
- 
- \*These items are not applicable for Officers of Research, i.e., Associate Research Scientist or Research Scientist.**
- \_\_\_\_\_ **Letters of support from other division chiefs (if applicable)**
- \_\_\_\_\_ **Curriculum Vitae**
- \_\_\_\_\_ **Bibliography Information Form**
- \_\_\_\_\_ **Departmental Activities Report**
- \_\_\_\_\_ **Referee List**
- \_\_\_\_\_ **Publications – 5 publications sent via email to Marguerite Salen in PDF format. No paper copies will be accepted.**

**Documentation required by the Department of Psychiatry  
Committee on Appointments and Promotions (COAP)**

**TO BE SUPPLIED BY THE DIVISION CHIEF**

**1. Nomination letter from the chief of the candidate's primary division addressed to: Anke A. Ehrhardt, PhD, Professor and Vice Chair for Academic Affairs.**

This letter should be a substantive and explicit narrative, providing documentation of the candidate's efforts in each of the following areas: research, clinical care, administration and teaching. This letter should make reference to the nominee's specific professional contributions and provide clear and convincing evidence of a national or international reputation in his/her field.

**2. Letter of support from educational program director\***

The Columbia University Committee on Appointments and Promotions requires specific indication of a candidate's prowess in the area of teaching. For each candidate, please provide a summary of his/her teaching activities, indicating specific courses taught and to whom. Within this Department, we are looking for letters from any one or more of the following individuals: Drs. Oquendo, Marcus, Cutler, or Guthrie.

\*Not applicable for Officers of Research, i.e., Associate Research Scientist or Research Scientist.

**3. Written Student Evaluations of Teaching Efforts of the Candidate\***

The College requires either copies of written student evaluations of the individual's teaching ability submitted by residents, fellows, or medical students, or a summary of such evaluations. The summary must include the number of students participating in the evaluation and the average grade given by the student. Teaching evaluations are essential for appointment or promotion to the associate professor or professor level, regardless of track. Absent this data, nominations cannot be considered.

\*Not applicable for Officers of Research, i.e., Associate Research Scientist or Research Scientist.

In the case of new appointments, be sure that the candidate can provide references who are in a position to provide student evaluations and/or feedback about his/her teaching efforts at institutions other than Columbia.

**4. Letter of support from other divisional chief(s)**

Should your candidate be involved in the activities of more than one division, please include a letter supporting the appointment or promotion from the appropriate division chief(s). This letter should include data mentioned in Item 1.a), above, but specific to that particular division.

**TO BE SUPPLIED BY THE CANDIDATE**

**1) CURRICULUM VITAE – must be emailed to [ms2512@columbia.edu](mailto:ms2512@columbia.edu)**

The candidate's CV must be in the University format, sample enclosed. This guideline must be followed exactly, without variation. If you have any questions concerning the preparation of the CV, please call Marguerite Salen at 212 543 5815, email address: [ms2512@columbia.edu](mailto:ms2512@columbia.edu)

**1.A) Please complete the Bibliography Information Form, attached.**

**2) LIST OF REFEREES – must be emailed to [ms2512@columbia.edu](mailto:ms2512@columbia.edu)**

We require a list of **10 impartial referees** who can be contacted to provide a thoughtful evaluation of the candidate's qualifications for promotion. The list should be reviewed by the Division Chief prior to submission:

In creating the list of 10 referees (no more than 10), please consider the following:

- The referee must hold academic rank equivalent to or higher than the title requested for the candidate.
- Be sure the referee is (a) alive and (b) not be on sabbatical during the fall/winter when the candidate's dossier will be mailed to the referee.
- **It is best to have as many extramural referees as possible**, i.e., individuals from outside the Columbia system.
- For extramural referees (outside the Columbia system), it is preferred that you list no more than two (2) referees from the same university.
- If you choose to have internal Department of Psychiatry referees, please have no more than 2 referees from within the Department of Psychiatry at Columbia.
- If you choose to have internal Columbia referees, please have no more than 2 referees from within the Columbia system (i.e., who are not in the Department of Psychiatry), for instance, referees in Neurology, Medicine or Public Health, or the Morningside campus. Check to be sure these referees do not hold interdisciplinary appointments in Psychiatry.
- Faculty members who hold interdisciplinary or adjunct appointments in the Department of Psychiatry will be counted as referees from within our department of Psychiatry, even though their primary affiliation is another department or another school.
- Faculty members in the Department of Psychiatry at St. Luke's Roosevelt Hospital Center members of the Department of Psychiatry faculty at Columbia and are counted as internal, departmental referees.
- Appointments or promotions to the *professor of clinical* title require at least 3 international referees.
- Appointments or promotions to the *clinical professor* title require that the candidate have a national reputation. Therefore, for this candidate, as many referees as possible should be from universities around the country, not just the tri-state area.
- It is acceptable to have referees who may not be in the same field as the

candidate (for instance, an epidemiologist referee for a candidate who is a psychiatrist), as long as they can knowledgeably address the candidate's current work.

- It is not a good idea to use a referee with whom the candidate has not interacted in several years. For instance, it is not helpful for a referee to write that he has not been in touch with the candidate since medical school or residency training.
- It is not acceptable to list a relative as a referee.
- The Vice Chair for Education, Dr. Maria Oquendo, is not available as a referee. As Vice Chair for Education and Training in the Department of Psychiatry, Dr. Oquendo will be contacted to provide assessment of the candidate's teaching efforts in the Department.
- As with Dr. Oquendo, if you are in Child Psychiatry and Dr. Guthrie will be writing about your educational efforts, Dr. Elisabeth Guthrie cannot be used as a referee.
- The candidate's division chief is not available as a referee, as he or she will be nominating the candidate.
- Where possible, it would be best not to use a member of the Department of Psychiatry Committee on Appointments and Promotions as a referee. Please contact Marguerite Salen if you have a question about this.

### **3. FORMAT FOR LIST OF REFEREES**

The list of names must be numbered and arranged in alphabetical order. Please provide the following information:

- Referee Name, with degree (M.D., Ph.D., etc)
- Full and complete academic title of referee, i.e., Professor of Clinical Neuroscience (in Psychiatry). You may need to check with the referee's university for confirmation of the title.
- Department in which referee holds that title
- Name of Institution at which referee holds that title
- Current and accurate mailing address, including INTERNAL MAIL BOX NUMBERS, especially if the candidate is at a large institution, zip and/or postal codes
- Referee's office phone number
- Referee's email address (REQUIRED)
- Follow format of sample referee list, below

#### **Referee List—SAMPLE: follow this layout**

1. Richard Bonnie, LLB  
John S. Battle Professor of Law,  
Professor of Psychiatric Medicine,  
Director, Institute of Law, Psychiatry and Public Policy  
University of Virginia Law School

North Grounds, 580 Massie Road  
 Charlottesville VA 22903-1789  
 Ph: 434-924-3209  
 Fax : 434-924-3517  
 Email : [rbonnie@virginia.edu](mailto:rbonnie@virginia.edu)

2. Alfredo Calcedo Barba, MD  
 Profesor Titular de Psiquiatría  
 Universidad Complutense de Madrid  
 Hospital Gregorio Marañón  
 Ibiza 41  
 28009 Madrid  
[calcedo@med.ucm.es](mailto:calcedo@med.ucm.es)  
 Voice: +34-630-992720  
 Fax: +34-91-6344749

3. William T. Carpenter Jr., MD  
 Professor of Psychiatry and Pharmacology  
 University of Maryland School of Medicine  
 Director  
 Maryland Psychiatric Research Center  
 PO Box 21247  
 Baltimore, MD 21228  
 phone: 410-402-7101  
 fax: 410-788-3837  
 email: [wcarpent@mprc.umaryland.edu](mailto:wcarpent@mprc.umaryland.edu)

4. J. Richard Ciccone, MD  
 Professor of Psychiatry  
 Director, Psychiatry and Law Program  
 University of Rochester Medical Center  
 300 Crittenden Boulevard  
 Rochester, NY 14642  
 phone: 585-275-4986  
 fax: 585-273-1066  
 email: [JRichard\\_Ciccone@URMC.Rochester.edu](mailto:JRichard_Ciccone@URMC.Rochester.edu)

**4. DEPARTMENT OF PSYCHIATRY ACTIVITIES REPORT, attached.**  
 To be completed by candidate. For new appointments, this form is an indication of what you will be doing in the department, once you are hired.

**5. PUBLICATIONS**, to be provided by candidate and reviewed by Division Chief  
 a) "In press" articles may be included.

- b) Articles that have been submitted or are under review should not be included.
- c) For the five publications that you have selected, you must check your CV to be sure that each title, each list of authors, and each listing of publication and pages reads *ON YOUR CV EXACTLY AS IT DOES ON THE PRINTED PUBLICATION*. If your CV reads differently, you must adjust your CV to match the information on the publication.

## BIBLIOGRAPHY INFORMATION FORM

To be completed by candidate and submitted with CV.

**NAME OF CANDIDATE:** \_\_\_\_\_ **DATE PREPARED:** \_\_\_\_\_

### **Published Items:**

# peer reviewed articles \_\_\_\_\_

# books & chapters \_\_\_\_\_

# letters, reviews, editorials \_\_\_\_\_

# non peer reviewed articles \_\_\_\_\_

**Total # of publications:** \_\_\_\_\_

### **Peer reviewed articles in press/in submission/in preparation:**

# peer reviewed articles in press \_\_\_\_\_

# peer reviewed articles submitted \_\_\_\_\_

# peer reviewed articles in preparation \_\_\_\_\_

### **First or senior author information:**

# **first author** refereed articles only \_\_\_\_\_

# **first author** books, chapters \_\_\_\_\_

# **first author** non-refereed articles, reviews \_\_\_\_\_

**Total # of first authored items:** \_\_\_\_\_

*The following is for candidates under review for promotion; does not apply to new appointments.*

### **Number of items published since last promotion:\***

# peer reviewed articles \_\_\_\_\_

# books & chapters \_\_\_\_\_

# letters, reviews, editorials \_\_\_\_\_

# non peer reviewed articles \_\_\_\_\_

**Total # of publications since last promotion:** \_\_\_\_\_

# of first/senior authored peer reviewed articles since last promotion: \_\_\_\_\_

\*For example: if your last promotion was effective 7/1/99, include publications since that date.

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## DEPARTMENT OF PSYCHIATRY SERVICE ACTIVITY SHEET

Name:

Date:

Your Current Academic Title:

Check all that apply:      Columbia salaried      \_\_\_      NYPH Salaried      \_\_\_  
                                          NYSPI Salaried      \_\_\_      RFHM Salaried      \_\_\_  
                                          Solely In Private Practice      \_\_\_

**RESEARCH ACTIVITIES**

Name of Director of Service or immediate supervisor:

Department/Division:

Office Location for Research:

# hours per week in research:

Does the research involve supervision of residents, fellows, psychology interns/fellows?    Yes      No

If yes, where does this take place; check all that apply:

NYSPI

NYPH

Other Site (specify)

If yes, please describe:

**CLINICAL ACTIVITIES:\***

\*Not applicable for Officers of Research, i.e., Associate Research Scientist or Research Scientist.

Name of Director of Service or immediate supervisor:

Department/Division

Office Location for clinical work

# hours/week in clinical activities

Do your clinical activities involve supervision of medical students, residents, fellows, psychology interns/fellows or attendings? (check one)    Yes      No

If yes where does this take place; check all that apply:

NYSPI

NYPH

Other Site (specify)

Do you write in patient charts at the New York-Presbyterian Hospital (check one)?      Yes      No

Describe activities at NYPH, which require you to have an appointment to the attending staff:

To whom do you report at NYPH? Indicate immediate supervisor's name:

**Page 2 of 2****TEACHING RESPONSIBILITIES:** (Place a Y next to each teaching component) \*

\*Not applicable for Officers of Research, i.e., Associate Research Scientist or Research Scientist.

Residency Program ____ ____ (M. Oquendo)	Child Residency Program ____  (E. Guthrie)	Medical Students  (J. Cutler)
Psychoanalytic Candidates ____ Interns ____ (E. Marcus)	Consultation Liaison ____  (P. Muskin)	Psychology  (H. Schlesinger)
Social Work Students ____ (E. Golden-Roose)	Doctoral Candidates ____ (specify program)	

**DIDACTIC COMMITMENT:\***

\*Not applicable for Officers of Research, i.e., Associate Research Scientist or Research Scientist.

Course Director:

Name of Course:

Trainee type, check all that apply:

Resident

Fellow

Psychology Intern

Medical Student

# Hours of teaching per week:

**SUPERVISION:\***

\*Not applicable for Officers of Research, i.e., Associate Research Scientist or Research Scientist.

Type of supervision:

Trainee type, check all that apply:

Resident

Fellow

Psychology intern

Medical Students

# of Students

# Hours of clinical supervision per week

**ADMINISTRATIVE RESPONSIBILITIES: (DEPARTMENTAL OR UNIVERSITY COMMITTEES)**

Committee Name

Chairperson

# hours per week spent on committee work:

**OTHER ASSIGNMENTS: (INVOLVEMENT IN OTHER DIVISIONS OR DEPARTMENTS)**

Type (clinical/research):

Activities:

Director of Service:

# hours per week spent on other assignments:

Do you attend Grand Rounds regularly?    Yes    No

This information is required to identify active ongoing departmental activities and to determine continuation of academic and clinical appointment at Columbia University and the New York-Presbyterian Hospital only.

Office Location and Unit Mailbox #:

Office Phone Number:

Email address (preferred and most used email address):

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