HOMEWOOD ACADEMIC COUNCIL
Ad hoc Committee Appointment and Promotions Checklist

Please review the attached checklist during preparation of the dossier to ensure all necessary items are present. Guidelines and rules concerning the solicitation of letters from external referees and the confidentiality of the review are provided in the Academic Council Procedures Manual and at http://sites.jhu.edu/council/appoint.

Ad hoc Committee Report

- The ad hoc committee report should provide a critical but balanced evaluation of the candidate’s scholarship and research
  - The report should indicate those points made by the referees that the committee found most persuasive—both for and against the promotion or appointment
- The report should describe how referees were selected and include the following information
  - Biographical information for all referees contacted by the ad hoc committee (e.g. membership in a National Academy, chaired professorships, editorial appointments, major prizes or awards)
  - The role of the department liaison in the selection of referees
  - Documentation of correspondence with the referees, such as sample letters or emails to late respondents. (If phone calls are placed, these too must be documented with extreme care taken not to lobby for or against the candidate). The actual correspondence may be included as appended items
  - All substantial affiliations with the candidate should be reported (e.g. thesis or postdoctoral advisor, research collaborator, co-author, faculty colleague)

Appended items

- At least ten (10) substantive referee letters must be provided for promotions or appointments to tenured Associate or Full Professor. *In the case of promotion to Associate Professor without tenure, eight (8) substantive letters must be provided.
  - If the department has solicited external letters, the number of letters obtained by the ad hoc committee must be at least equal to the number obtained by the department. All letters solicited by the department must be included in the report.
  - Referees should carry the rank of Professor or the equivalent; in cases where a letter is solicited from a referee carrying a lower rank, an explanation must be provided in writing.
  - Concerning the opinions of the referees, the letter writer should:
    - Address the accomplishments of the candidate compared with those of others in the same discipline
    - Provide evidence that the candidate will become a leader in his or her field

Departmental Dossier

- An up-to-date curriculum vita and publication list should be provided, which should include:
  - ALL of the applicable items on checklist
- The Departmental Assessment should include:
  - The candidate’s role in the strategic plan for the department
  - The candidate’s significant interactions outside the department
  - A summary teaching assessment in which the quality and quantity of teaching is evaluated (summary teaching evaluations should be included whenever possible)
  - For promotion only—describe any variance from normal promotion schedule

For appointments only

- An affirmative action should be completed with the following issues addressed:
  - Efforts to recruit women and minorities
  - Specific measures taken to ensure that the search process was as inclusive as possible
- For target of opportunity appointments, the justification for a targeted hire should be explained
Candidate:  
Rank:  
Department:  
Effective Date:  

**Ad hoc Committee**

**Report**

- Ad hoc committee recommendation
- Report describing how referees were selected and their appropriateness
- List of referees from whom letters were requested
- Biographical information for all referees
- Inclusion of documented contributions of departmental liaison
- Report describing pursuit of letters from late respondents
- Possible reasons for failure of referees to respond
- Justification for using referees with same rank as candidate (if any)
- List of substantial (known) affiliations between candidate and referee

**Appended items**

- Table of referees with affiliation and response status (see sample)
- Letters from referees
- Sample letter to referees
- Number of letters received
  - Departmental letters _____
  - Ad hoc committee letters _____
  - Total letters _____
  (minimum of 10* substantive letters; at least half from the ad hoc committee)
- Other communication with referees (i.e. declines, emails, etc.)
- Other (e.g. letters of appraisal from scholars holding a lower rank than candidate)

**Departmental Dossier**

- Curriculum vitae (current as of time of HAC meeting)

*Professional recognition*

- List of awards, prizes, fellowships (if any)

*Publications and Presentations*

- Co-authors and page numbers for all scholarly publications or DOI** for unpaginated web publications

*Teaching information*

- List of courses taught each semester
- Number of students/class

*Advisory information*

- Past PhD (& MS) students (if applicable)

- Present PhD (& MS) students (if applicable)

*List of Service*

- Service to department (list)
- Service to university (list)
- Service to the profession (list)

*Research Funding (if applicable)*

- List of grants and contracts with PI status, agency, dates and levels of funding
- List of fellowships or other scholarly support

*Other Scholarly and Technical Output (if applicable)*

- List of patents
- Software and other technical work
- Artistic work

**Additional Candidate Information (optional)**

*Research and Scholarship information*

- Statement of research or scholarly accomplishments and goals
- Description of work in progress or in press
- Status of book manuscripts (if applicable)

*Teaching information*

- Statement of teaching accomplishments and goals
- Sample course syllabi

**Departmental Assessment**

- Department Letter (including number of voting faculty, tally of vote, and an explanation of any variance from normal promotion schedule)
- Scholarly achievements of candidate as seen by members of department
- Research area fits with long-range plans of department, Hopkins
- Summary teaching assessment
- Minority report (if any)

**For Appointments Only**

- Affirmative Action report
- Copy of advertisements
- List of journals in which advertisements were placed
- Copies of correspondence with relevant departments in the field
- Steps taken to make the search process inclusive to women and minorities

**DOI** = Digital Object Identifier (see http://www.doi.org/).