

**HOMEWOOD ACADEMIC COUNCIL**  
**Associate Teaching Professor and Teaching Professor 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* [ACPM] available at <http://sites.jhu.edu/council/appoint>, and the *Academic Council Guidelines for the Promotion/Appointment of Associate Teaching Professors and Teaching Professors* [ACG] available at <http://sites.jhu.edu/council/teachfac.html>

### Departmental Dossier

A letter from the Department Chair (or Director of a Center, Program, or Institute approved to make such requests) to the appropriate Dean. The letter should include:

- A request for the appointment or promotion specifying the requested title, start date, and term of appointment consistent with Academic Council Procedures Manual, and title table therein, available at <http://sites.jhu.edu/council/titles>.
- The rationale for the proposed appointment or promotion
- The responsibilities of this rank (ATP or TP) in the department and the candidate's qualifications for this rank
  - In the case of a department, the letter must contain a summary of the faculty's views about the candidate's contributions to teaching
  - an explanation of why, in the case of full-time appointments, the teaching in question should not be carried out by tenure-track faculty
  - a report of the vote of the tenured faculty within the department
- In the case of a center, program, or institute the letter must contain
  - an assessment of the candidate's teaching, including the views of the teaching faculty in the center at or above the rank of the position sought
  - a list of the members of the center, program, or institute's internal appointment and promotion committee of faculty, the majority of whom are tenured faculty in the Homewood Schools
  - a report of the vote of the internal appointment and promotion committee
- The candidate's significant interactions outside the department, if applicable.
- A 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
- The letter should provide a critical but balanced evaluation of the candidate's qualifications under the specific *Criteria* for the position as specified in the *Academic Council Guidelines for the Promotion/Appointment of Associate Teaching Professors and Teaching Professors*.
- The letter should summarize the required referee letters. *Note: Request letters to referees should closely follow examples approved by the Academic Council. The rank of an external reviewer should be equivalent to or higher than that held by the candidate at the time of nomination.* The letter should indicate those points made by the referees that the committee found most persuasive—both for and against the promotion or appointment.
- The letter should include the following information
  - Table of referees with affiliation and response status
  - How referees were selected
  - How the number, rank, and institution referees meet the requirements for the position as specified in the *Academic Council Guidelines for the Promotion/Appointment of Associate Teaching Professors and Teaching Professors*.
  - Biographical information for all referees contacted by the department or center (e.g. institutional affiliation, rank).
  - The role of the candidate, if any, in the selection of referees.
  - List of documents provided to the referees.

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- **All substantial affiliations with the candidate should be reported (e.g. thesis or postdoctoral advisor, research collaborator, co-author, faculty colleague)**

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.

A minority report, if any.

**Teaching Dossier**

A teaching dossier should be provided, as required by the ACPM, the ACG, containing at least

An up-to-date **curriculum vitae** and publication list should be provided, which should include:

- **ALL** of the applicable items on checklist

**A teaching statement**, detailing the candidate's teaching philosophy and classroom practice, pedagogical accomplishments, program coordination (if applicable), curriculum development, staff mentorship (if applicable), and goals, and discussing how or she or he will continue to advance the teaching mission of the Department (center, program, or institute)

Selected course syllabi.

**A teaching evaluation summary**, compiled by the Department, of all available evaluations for courses taught at Johns Hopkins or at previous institutions.

Copies of **selected relevant publications**.

**Other materials** (e.g., department service, outreach activities, etc.).

**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

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Candidate:

Rank:

Effective Date:

Department:

**Department Dossier**

- Department Letter** addressing
  - Requested title, start date, term
  - Rationale for appointment/promotion
  - Responsibilities of proposed rank
  - Qualifications for proposed rank
  - For Departments:
    - Summary of faculty view of candidate's contribution to teaching
    - If full-time, why not tenure-track
    - number of voting faculty, tally of vote
  - For Centers/Programs/Institutes:
    - Summary of faculty view of candidate's contribution to teaching
    - List of internal appointment and promotion committee
    - number of voting faculty, tally of vote
  - Candidate's external interactions (if applicable)
  - Teaching assessment, summarizing course evaluations
  - Explanation of any variance from normal promotion schedule
  - Evaluation of the candidate's qualifications under the specific *Criteria* set forth in ACPM and ACG.
  - Summary of referee letters
  - Referee information
    - Number of referees
    - Table of all referees requested, with affiliation and response status
    - How referees were selected and their appropriateness
    - Compliance of referee number, rank, and institution with ACG requirements
    - Biographical information for all referees
    - Candidate role in the selection of referees
    - List of documents provided to the referees.
    - List of substantial (known) affiliations between candidate and referee

**Appended items**

- Sample letter to referees
- Letters from referees
- Other communication with referees (i.e. declines, emails, etc.)
- Other (e.g. letters of appraisal from scholars holding a lower rank than candidate)

**Correspondence with Referees**

**Minority Report**, if any

**Teaching Dossier**

**Curriculum vitae:**

*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

*Program Management* (if applicable)

Number of courses supervised

Number of staff supervised

Description of staff mentorship activities

*List of Service*

Service to department (list)

Service to university (list)

Service to the profession (list)

*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

**Teaching Statement**

**Selected course syllabi**

**Teaching Evaluation Summary** prepared by the department

**Selected relevant publications**

**Other materials**

**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>).