

## JHUSOM – PPC Process

### Step 1

#### Intake

- Departmental processes
- Submit in RPT
- Reviewed by OFI
- Key players: Candidate, Departmental Promotional Committee, Department Director, Credentialing Officer, and OFI

### Step 2

#### Investigation, data collection, and PPC vote

- Reviewed by Dean's Office
- Reviewed by PPC sub committee or CEPC
- Voted on by PPC committee
- Key players: PPC Chair, CEPC, sub committee, and PPC Committee

### Step 3

#### Review, Votes, and approval

- Candidate presented to ABMF
- Tenure Advisory Committee
- Board of Trustees
- Key players: ABMF, TAC, and BOT

### Step 4

#### Completed

- Candidate is approved and notified
- Candidate to attend the JHU-SOM annual dinner for newly appointed and promoted professors
- Key players: PPC Coordinator and Dean's Office

# JHUSOM – Promotion Process - RPT (Intake)

## Submit an application: *Candidate*

- Departmental support throughout career
- Departmental review and approval
- Candidate works directly with the department to prepare key documents: CV, nomination letter, list of referees, citation report, and transmittal document.

## Start process in RPT: *Departmental Credentialing Officer (DCO)*

- Reviews required materials
- Creates a case on RPT and uploads content
- When ready, forwards the case to Dean's Office
- Data collection at this point is critically important for evaluating equity. In the past, this was done by hand. It needs to be digital.

## Review and approve the case: *Dean's Office (PPC Coordinator)*

- Reviews documents
- If corrections are needed, sends the case back to DCO (via RPT)
- Follow-up can be done outside of RPT
- When ready, forwards the case to Vice Dean for Faculty

## Review and approve the case: *Vice Dean for Faculty*

- Reviews and approves the case
- If there are issues with the candidate, case may be put on hold. PPC Coordinator will be informed.
- When ready, sends the case to PPC or CEPC Coordinator

## PPC process begins: *PPC Coordinator*

- Downloads the candidate's materials from RPT and saves them on Dean's Office-Shared Drive
- Informs PPC Chair of the new candidate and shares materials with PPC Chair.

## Clinical Excellence Promotions Committee process begins: *CEPC Coordinator*

- Downloads the candidate's materials from RPT and saves them on Dean's Office-Shared Drive
- Informs CEPC Chair of the new candidate and shares materials with CEPC Chair.

# JHUSOM – Promotion Process - PPC Process (Data collection/Investigation/PPC vote)

## Transparency

- PPC Chair has met and offers to meet with all departments
- Dean's Office coordinates open sessions in which PPC Chair, Dean's Office, and members of the PPC meet with faculty
- Departmental promotion committee members invited to attend PPC meetings
- Website includes info. on process, examples of candidates on each of the pathways (research, clinical, education, and program building)
- Opportunity to increase transparency by letting the candidate know where their application is in the multi-step process (without disclosing any confidential info).

## PPC Chair and Coordinator

- PPC Chair assigns a subcommittee for each candidate (1 chair and 2 members)
- Coordinator confirms subcmte for each candidate
- For candidates on the clinical excellence track, the clinical excellence promotions committee replaces the subcommittee.
- Quickly contacts the candidate's referees, and then all referees suggested in referee letters (the internal referees inform collegiality, independence and provide quick external referees)

## Subcommittee

- Works with PPC Coordinator to evaluate candidate's packet
- Identify appropriate "arms-length" referees (At least 7 substantive responses from referees not suggested by the candidate are needed)
- Prepares a report and the chair of the subcommittee presents the candidate to the full PPC.
- Suggested timeline to investigate and prepare a report is 4 months.

## PPC: Presentation and Voting

- Candidate is presented by subcmte chair and typically voted on twice.
- In some instances, the PPC asks for clarification from dept. director. This is done by the PPC Chair and can be done between 1st and 2nd vote.
- CEPC candidates are presented by a member of the CEPC, and generally have one vote.
- Exceptional candidates (long-time professors at peer institutions) may be presented directly by PPC chair.

## Referees

- Have up to 4 weeks to respond to request
- Provide recommendations in the form of a full letter or simple e-form.
- Referees may recommend other referees, and these are solicited.
- Reminders sent if the referees do not respond after 4 weeks.
- This step tends to be the biggest cause of delays for certain candidates

## Negative vote

- PPC chair reaches out to dept. director and copies Vice Dean for Faculty
- After consulting with the Vice Dean for Faculty, the department director may choose to move candidate forward to ABMF
- If candidate withdraws or the vote is negative, candidate must wait for 2 years to reapply. Two years are required as there are typically significant issues to be addressed

# JHUSOM – Promotion Process - ABMF, TAC, and BOT (Approval process)

## ABMF

- Candidate is presented by PPC Chair (First Reading) and, the candidate is formally voted on at the following meeting of the ABMF.
- Department Director must be present at the first reading to express their support and to answer questions about the candidate.



## TAC (Tenure Advisory Committee)

- Once approved by ABMF, the Dean signs a letter summarizing the deliberations and the candidate. The candidate is moved to TAC.
- TAC reviews the candidate and submits a recommendation to the President and the Board of Trustees



## Board of Trustees (BOT)

- Candidate is reviewed and voted on at the next BOT's quarterly meeting.
- Promotion is completed when the candidate is approved by BOT.



## Annual Dinner for Newly Appointed and Promoted

- Candidate attends this dinner!

Brief description of membership.

- I. Membership of the PPC comprises at least 17 but no more than 35 members, all of whom are full professors, with a broad participation across departments. The members are appointed by the Dean of the Medical School for a five-year term. Members may be invited by the Dean to continue on the PPC on an annual basis or for another five-year term after their five-year term is completed.
- II. The Chair of the PPC is generally a Department Director. The chair is appointed by the Dean of the Medical School. The Dean may also appoint a Vice Chair. This position is also generally a Department Director. The Chair and Vice Chair are appointed for a five-year terms. The Chair and Vice Chair may be invited by the Dean to continue on an annual basis or for another five-year term after their five-year term is completed.
- III. Meetings. The PPC generally meets at least once a month, on a variable schedule depending on workload, during September through June. It generally does not meet in July or August. At least half of the eligible PPC members need to vote on a candidate for a candidate to advance from the PPC to the ABMF.