

## Armstrong Institute Faculty Appointment Procedures

Below we outline the steps for securing an appointment as core faculty, associate faculty and visiting faculty with the Armstrong Institute (AI).

### Procedures for AI Appointment as a Core Faculty Member

- 1) Candidate completes online AI Appointment Application Package, including letter of support for faculty appointment from the candidate's division/department/school. This application is located at [hopkinsmedicine.org/armstrong\\_institute](http://hopkinsmedicine.org/armstrong_institute).
- 2) Candidate meets with the AI Director (or designee).
- 3) If approved by the Director (or designee), the candidate's online application package is submitted to the Armstrong Institute Faculty Appointment Committee (AC).
  - a) One AC member is assigned to the candidate.
  - b) If necessary, an ad hoc AC member will be appointed by the Director.
- 4) Candidate and assigned AC member meet to discuss candidacy process and responsibilities of faculty members and written information packet is given to candidate.
- 5) The candidate's online application package is distributed to all Core Faculty. Written feedback is solicited and synthesized by AI staff for distribution back to Core Faculty.
- 6) Discussion of candidate is held within the AC. A discussion is held as to whether the process for approval should go forward; this decision is relayed to the Director.
- 7) Candidate meets with several (as available) AI core faculty to discuss interests and career development plans in patient safety and quality.

- a) The AC Administrator will track the progress and facilitate the process as needed.
  - b) Feedback from faculty is given to the AC member assigned to the candidate.
  - c) All feedback will be kept confidential— that is, it will not be identified with the name of the person giving the feedback.
- 8) The assigned AC member presents the candidate's application at an AI faculty meeting along with the recommendation of the AC and final feedback is solicited.
- 9) A silent, anonymous ballot is taken. Votes of absent AI core faculty are subsequently solicited, making every effort to maintain anonymity.
- a) A 90% approval vote is required for appointment, but the official tally is never recorded. Consideration by the AC is given to the potential for the candidate engaging in productive collaboration with other AI core faculty, and for advancing the mission of the AI.
  - b) Final decision for faculty appointment rests with the AI Director.
- 10) The decision is communicated to the candidate by the AI Director in writing within 2 weeks of the final ballot.
- a) If approved, the Director and new faculty member meet again to review AI responsibilities including teaching expectations and assignment to any committees.

## Procedures for AI Appointment as an Associate Faculty Member

- 1) Candidate completes online AI Appointment Application Package, including letter of support for faculty appointment from the candidate's division/department/school. This application is located at [hopkinsmedicine.org/armstrong\\_institute](http://hopkinsmedicine.org/armstrong_institute).
  - a) Prior interactions with faculty, staff and trainees at AI Activities (e.g. Grand Rounds or Journal Club presentations) will be viewed favorably.
- 2) The Appointment Committee meets with the AI Director quarterly to review applications. The candidates will be discussed and a decision made about the recommendation. If needed, a meeting between an AC member and the candidate and/or the sponsor proposing can be arranged.
- 3) The online application package for each candidate is emailed to the AI core faculty and feedback is solicited. Candidates will be discussed at an AI faculty meeting quarterly with the recommendation of the Appointments Committee.
- 4) A silent, anonymous ballot is taken. Votes of absent AI core faculty are subsequently solicited, making every effort to maintain anonymity.
  - a) A 90% approval vote is required for appointment, but the official tally is never recorded. Consideration by the AC is given to the potential for the candidate engaging in productive collaboration with other AI core faculty, and for advancing the mission of the AI.
  - b) Final decision for faculty appointment rests with the AI Director.
- 5) The decision is communicated to the candidate by the AI Director (or designee) in writing. The letter will also contain a description of the criteria, rights and responsibilities.
  - a) The appointment becomes official after the candidate signs and returns the acceptance letter to the director.

## Procedures for AI Appointment as a Visiting Faculty Member

- 1) Candidate completes online AI Appointment Application Package, including letter of support for faculty appointment from the candidate's division/department/school. The application is located at [hopkinsmedicine.org/armstrong\\_institute](http://hopkinsmedicine.org/armstrong_institute). Application must name an AI core faculty sponsor and the requested duration of appointment.
- 2) If approved by the Director (or designee) a visiting appointment from the appropriate Division and/or Department Chair is given.
- 3) Once an appointment in one of the Schools is secured, the Director (or designee) may approve an appointment as Visiting Faculty to the AI, and will communicate this to the candidate in writing. The length of stay for visiting faculty should be discussed with the sponsor, director and faculty member, agreed upon, and included in the letter.
- 4) The Sponsor will notify all AI core faculty of the Visiting Faculty's appointment.
- 5) To enhance collaboration and collegiality, once the Visiting Faculty Member has arrived in the AI it is recommended that s/he sets up meetings with all relevant faculty and as many other faculty as desirable. It is also recommended that the Visiting Faculty Member give a talk to a broad audience such as AI Grand Rounds, or one of the Journal Clubs. If the latter venue is chosen, an invitation will be circulated to all AI Faculty to attend.