



### PROMOTION MATERIALS CHECKLIST for PROMOTION or NEW APPOINTMENT to ASSOCIATE PROFESSOR:

- Candidate submits information and materials online via "Nomination Manager". Candidate may establish a Nomination Manager username, and password and begin completing sections immediately upon hire.
- Candidate meets with director to discuss promotion readiness.
- Candidate may meet with internal promotions committee to discuss readiness.
- Candidate's CV must be submitted in the approved Hopkins CV format, with supplements as relevant.
- Candidate writes draft letter documenting her/his national recognition and impact for the division or department director's nomination letter (5-6 pages maximum).
- Candidate provides contact information for proposed referees.
- Departmental credentialing officer forwards:
  - a. PDF of Nomination Manager signature page signed by candidate and director
  - b. Printed copy of candidate's CV, and supplements as applicable
  - c. Director's letter nominating candidate for promotion
  - d. Departmental transmittal sheet

**Contact information:** APPC Coordinator, Brittany [Bridgeford] Groucutt, Office of the Dean/CEO, SOM 100, 410-614-0311; bbridge5@jhmi.edu

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**Contact information:** PPC Coordinator, Karen L. Parkent, Office of the Dean/CEO, SOM 100, 410-955-3180; kparkent@jhmi.edu