

JHUSOM Professorial Promotions Process - 2015

- Department Director sends nomination letter to Dean requesting new appointment or promotion for faculty member along with CV, 4-5 best papers, citation report, and up to 10 potential referees (of which no more than 3 are “internal,” i.e. current Hopkins faculty).
- After review of the nomination materials, the Dean will forward the packet to Professorial Promotions Committee (PPC). The PPC reserves the right to refuse to appoint a subcommittee if it thinks the candidate’s credentials are not sufficient for new appointment or promotion to Professor. In this case, the PPC Chair will contact the Dean and the Department Director with the PPC’s concerns or issues.
- PPC Coordinator checks packet for required information and CV for correct format and prepares materials for the next PPC agenda. **Note:** the PPC generally meets 22 times between September and June; it does not meet during July or August.
- PPC reviews the candidate packet and appoints a PPC member as the subcommittee chair and 2-3 other JHU-affiliated Professors who do not hold a primary appointment in the candidate’s primary department as subcommittee members. **Note: Subcommittee membership is highly confidential and hopefully known only to PPC.**
- Subcommittee meets to review candidate and selects approximately 10-20 additional referees not on Department’s referee list. Because ABMF prefers at least 7 substantive responses from the subcommittee’s set of requests, the subcommittee generally must identify at least 15 additional referees.
- PPC Coordinator sends out requests to referees as suggestions are made, after ascertaining to the best knowledge available that the referee is a full professor or the equivalent, if non-academic.
- Subcommittee reviews received letters/emails and when at least 7 substantive responses have been received, the subcommittee chair writes a formal report with its recommendation to full PPC. Subcommittee chair presents the report in person to full PPC. Subcommittees are encouraged to complete their work within 4-6 months after being confirmed. **Note:** this 4 month guideline is a PPC self-suggested target date not required by any Hopkins policy. *The 4 months start on the date that the subcommittee is given its target date and sent its packet of materials.*
- PPC discusses and takes an initial vote on the subcommittee’s recommendation. PPC members who are in the candidate’s primary department are recused from discussion immediately prior to the vote. A PPC member who is also the Department or Division Director of the candidate is recused from all discussion and votes. Any PPC member who has a special relationship with the candidate may recuse him/herself from the votes.
- At the next possible PPC meeting, the subcommittee chair again presents the candidate and reiterates the subcommittee’s recommendation. A second vote is taken after discussion. Each PPC member has one vote of which (usually) the second vote is counted. (In the event of absence from the second vote, then the first vote is counted.) A total vote is compiled for the candidate. In the event of a tie (split) vote, the subcommittee chair’s vote is decisive. The total votes are recorded as “in favor,” “against,” “recused,” or “absent.”
- If the total vote is positive for recommending the Professorial rank, the PPC contacts the Department Director to schedule the presentation of the candidate to the full ABMF (Advisory Board to the Medical Faculty). The Department Director is required to attend the ABMF meeting in person. After the PPC Chair presents the candidate’s credentials, the Director is asked to add any additional information to the recommendation. The ABMF considers the recommendation over the next month. If there are any controversies or questions about the candidate’s promotion or appointment raised at the meeting or at any time during the month, the Dean may “open” the candidate’s file in the Dean’s Office. All Directors, except members of the candidate’s primary department, will be alerted that the file is open and urged to view the materials available to the PPC, including referee letters. At the next ABMF meeting, the candidate, whose file was opened, will be presented again in full. The Director may make additional remarks before being recused. The ABMF will discuss the candidate again and take a secret paper ballot vote. If the vote is positive for promotion, the recommendation goes to the JHUSOM Board of Trustees for approval after whose vote the appointment at professor rank is effective. If there are no controversies regarding the candidates, the ABMF will hold an up or down vote en bloc for all PPC candidates who were presented the month before.
- If the PPC does not recommend promotion after the first vote, the PPC Chair (or designee if the Chair was recused) will contact the Department Director to advise him/her of a likely unfavorable outcome, and will give the Director the opportunity to withdraw the nomination or to go ahead with the second vote. If the second vote is against promotion, the PPC Chair will inform the Dean and the Director of the reasons for not recommending promotion. The PPC Chair will contact the Director regarding the next steps for the candidate. The Director can resubmit the candidate again for promotion two or more years after the date of the second negative vote or withdrawal of the nomination. The Director can also appeal and ask that the candidate be presented to the full ABMF for a vote. The

process for this candidate is similar to that of a candidate whose file is opened for a controversy after presentation.

- Upon being notified that a faculty member being reviewed for promotion has accepted a position (other than adjunct) at another institution, the PPC will suspend further active consideration. If the candidate for any reason does not assume the new position and remains at Hopkins, the Director should request that the PPC resume consideration of promotion without prejudice. **Faculty members who have accepted positions at other institutions should not be proposed for consideration for promotion.** Such proposals will be treated in the same fashion as those already under review, i.e., the proposal will be held with no active review.
- If allegations about possible misconduct (professional, research or personal) are brought against a candidate at any time during the PPC's process, the candidate will be placed on HOLD and the Dean will be contacted for guidance on the issue. If the candidate must be remanded for disciplinary action, the process will be suspended until the Dean's Office gives the PPC the okay to resume and continue the process without prejudice.
- The Board of Trustees (BOT) hold 4 major meetings a year (March, May, October and December). The BOT will also agree to hold special email ballots during the summer for ABMF candidates approved in June. Candidates are asked not to change their letterhead, business cards, CVs or websites until they have received a formal letter from the Dean congratulating them on their new title as Professor.