

**Academic Council Procedures Manual**  
**Description of Academic Titles, Appointment and Promotion Policies**

*Approved by Academic Council on June 5, 2002*

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1. Preamble

The full-time, tenure-track faculty at the Schools form the academic backbone of the Institution. Collectively they are responsible for the vast majority of undergraduate and graduate teaching, and for intellectual leadership in scholarship and research. This document describes appointment and promotion policies for members of the tenure-track faculty, and also addresses certain aspects of the conditions of their employment.

In addition the Johns Hopkins University derives considerable benefits from its association at various levels and degrees with people having professional, cultural or scholarly qualifications but who, for one reason or another, are not members of the tenure-track family. They make substantial contributions to the teaching and research functions of these two divisions, and add greatly to the intellectual life of the University. Such people, in turn, value their association with the University; in some cases the associations are honorary while in others, part-time stipend or full time salary, though not tenure, may be involved. Sections of this document seek to codify the nature of the various forms of association, the University titles that should be attached to them, and the ways in which such appointments are made. All appointments are recruited in strict compliance with the University affirmative action guidelines. This document does not address joint appointments between or among teaching divisions of the University.

2. Academic Titles

The Oxford English Dictionary definition of a professor is "a public teacher of high rank, especially the holder of a University chair," and secondarily, "a grandiose title." We would insist that the Johns Hopkins University recognize only the first meaning, so the title should be accorded sparingly, in recognition of high accomplishment in teaching and, concomitantly, research. At the same time a variety of other academic titles may be appropriate for individuals having other sorts of associations with the University, as mentioned above. The following paragraphs define these academic titles in terms of the kinds of association and the levels of distinction and effort expected.

A complete list of academic positions, the procedures for approval, and the rights and privileges of each, are provided in Tables I and II of this document. These tables form an integral part of this document, and contain important information not included in the text.

Key characteristics of these positions are presented in the following paragraphs of this section. Conditions of employment, such as appointment, promotion, length of service at a given rank, and salary issues, are discussed in the following section.

2.1 Instructor, Assistant Professor, Associate Professor, Professor

These titles are awarded to the full-time, tenure-track faculty members at the Homewood Schools. The academic reputation and scholarly activities of the University depend upon these individuals. Consequently, certain responsibilities, such as eligibility to vote in Academic Council and Faculty

Assembly elections, are reserved for individuals holding these appointments. Note that the title of Instructor is used only in Assistant Professor appointment cases when the Ph.D. is forthcoming.

### 2.2 Emeritus Professor

This title may be awarded to Homewood faculty members who have retired from a full-time, tenured position as Professor. The title is granted in recognition of past accomplishment and a continuing relationship with the University. These individuals may continue to advise graduate students and to serve as Principal Investigators on grants, but cannot vote in Academic Council and Faculty Assembly elections, or in Departmental appointment and promotion decisions.

### 2.3 Academy Professor

This title may be awarded to faculty members who have retired from a full-time, tenured position as Professor, who remain active in the research community, and who participate in the activities of the Academy at Hopkins. The title is granted in recognition of the contribution that the retired Hopkins faculty member makes to the University. These individuals may continue to advise graduate students and to serve as Principal Investigators on grants, but cannot vote in Academic Council and Faculty Assembly elections, or in Departmental appointment and promotion decisions.

### 2.4 Homewood Professor

A Homewood Professor is a person of high scholarly, professional, or artistic distinction whose appointment brings luster to the University. Such people should have the caliber of members of the National Academy of Sciences or National Academy of Engineering or the equivalent international stature in the humanities and social sciences. Specific titles such as “Homewood Professor of the Arts” or “Homewood Professor of Engineering” may be accorded to individuals to indicate their particular field of distinction. They may be employed full-time at, or have retired from, another institution or a non-teaching division of the University. They may or may not receive a stipend and may or may not be compensated for their formal teaching contributions, if any.

### 2.5 University Professor

The title of University Professor may be accorded as a Presidential prerogative to a few people of unusual distinction or stature, whose association with the University is deemed to have considerable mutual benefit. Although these appointments are made directly by the President, it is hoped that informal advice concerning them might be sought from the Academic Council. An office will generally be provided and University Professors may or may not receive a stipend.

### 2.6 Adjunct Professor

An Adjunct Professor, Adjunct Associate Professor or Adjunct Assistant Professor contributes in a part-time capacity to the research and teaching programs of either the Krieger or Whiting School and may receive remuneration for specific services performed. The rank of appointment should correspond to the faculty rank held elsewhere or its equivalent.

### 2.7 Visiting Professor

Visiting Professors, Visiting Associate Professors, Visiting Assistant Professors are faculty members who possess the credentials to be appointed as Professor, Associate Professor, and Assistant Professor

and are associated with the institution for a limited period of time. It is anticipated that they will participate in research during their residence; they may or may not receive a stipend from the grants and contracts of the departments with whom they are visiting. They may contribute to the teaching program and they may, or may not, receive a specific stipend for these contributions. Specific titles such as Poet in Residence, Dramatist in Residence, Fellow in Residence, etc., may be accorded to persons distinguished in the creative arts or have demonstrated leadership in their respective fields who are participating in scholarly activity on campus for a limited period. The rights and privileges associated with these appointments shall be the same as those granted to Visiting Professor.

### 2.8 Courtesy Appointments

Appointments as Fellow-by-Courtesy or, in the case of more senior affiliations, as Doctor of the University, may be offered to people with appropriate qualifications, with whom a department wishes to maintain scholarly contact by way of participation in colloquia, research discussions etc. No stipend or honorarium is associated with these appointments.

### 2.9 Research Faculty I: Assistant Research Professor, Associate Research Professor, Research Professor

These ranks are appropriate for individuals who will be strongly involved in research activities and who have demonstrated an interest in, and talent for, working with students and participating in the broad range of University education and service activities. Individuals occupying these ranks should have a professional stature commensurate with the corresponding tenure-track rank. It is expected that Assistant Research Professors, Associate Research Professors and Research Professors will constitute only a small proportion of the research oriented faculty and staff at Homewood. It is also expected that Research Professors will not generally be engaged in full-time teaching, although they may teach courses and advise graduate students.

Those who hold these ranks may be associated with Homewood departments, research centers, institutes, or programs. Appointments are contingent on the continuation of funding and institutional commitment to the appointee's research. Assistant Research Professors, Associate Research Professors and Research Professors are eligible for stabilization funds and may serve as principal investigators for sponsored research projects. Research Professors may hold directorships of University centers or institutes.

Candidates from the four following categories may be considered for appointment to a research professor position: (1) those who are largely funded from outside sources to support their research activities, (2) those who are research-active staff at the Applied Physics Laboratory or hold research positions at a non-JHU institution with a strong Hopkins connection, (3) tenured or tenure-track Hopkins faculty who are in the process of moving to another institution or going into retirement, and (4) candidates who have been recommended by the Dean of Arts and Sciences or the Dean of Engineering for appointment to tenured or tenure-track positions at Homewood but whose appointments have not yet been approved by the Academic Council.

### 2.10 Research Faculty II: Visiting Assistant Research Professor, Visiting Associate Research Professor, Visiting Research Professor

These titles pertain to appointments of persons who are on leave from other universities or scholarly institutions where they hold positions equivalent to those of Assistant Research Professor, Associate Research Professor, or Research Professor, respectively; whose primary efforts are in research

supported by grants and contracts; and who may also participate in the teaching activities of the University.

2.11 Research Staff I: Principal Research /Research/Associate Research/ Assistant Research Scholar/ Scientist /Engineer

These titles indicate members of the research staff of the two Homewood divisions who are employed full time and whose salary derives largely or exclusively from grants and contracts. Entry level appointments may be made at the level of Assistant Research Scholar (or Scientist or Engineer) or Associate Research Scholar (or Scientist or Engineer), as appropriate. The position of Assistant Research Scholar (or Scientist or Engineer) may alternatively indicate a one-year renewable appointment with no expectation of promotion to higher ranks in the Research Scholar (or Scientist or Engineer) sequence. Holders of these positions are expected to engage full time in research and do not normally participate in the formal teaching program of the divisions.

In exceptional circumstances, at the recommendation of the Chair of a department or the Director of a Center or Institute, the appropriate Dean may offer salary stabilization (as described below) to a Principal Research Scholar (or Scientist or Engineer). The salary stabilization feature can be withdrawn from an individual with twelve months written notice by the Dean.

2.12 Research Staff II: Adjunct Principal Research /Adjunct Research/Adjunct Associate Research/ Adjunct Assistant Research Scholar/ Scientist /Engineer

Holders of these positions contribute in a part-time capacity to the research programs of either the Krieger School of Arts and Sciences or the Whiting School of Engineering, but do not ordinarily have significant ongoing responsibilities for undergraduate or graduate students. Such affiliations may or may not involve remuneration, but such salaries as are associated with these positions will derive largely or exclusively from research supported by grants and contracts. The individual having such an affiliation is not eligible for salary stabilization.

2.13 Research Staff III: Visiting Scholar/Scientist/Engineer

A Visiting Scholar (or Scientist or Engineer) is a person who is engaged in scholarly work full or part-time on campus for a limited period.

2.14 Teaching Faculty: Associate Teaching Professor, Teaching Professor

The titles of Associate Teaching Professor and Teaching Professor are awarded to people hired to teach full-time, on a long-term basis, without tenure and without the expectation that they will participate in research to the same extent as the tenure-track faculty. It is expected that Associate Teaching Professors and Teaching Professors will have teaching experience and seniority commensurate with that of tenure-track Associate Professors and Professors, respectively, that they will be recognized for the excellence of their teaching, that they will advance the teaching mission of their academic unit, and that they will constitute only a small fraction of the faculty within any department. The titles of Associate Teaching Professor and Teaching Professor convey the privilege of applying for, and serving as Principal Investigator on, grants that support the teaching mission of their department or program.

2.15 Lecturer, Senior Lecturer, Junior Lecturer

People who teach specific courses for remuneration in the graduate or undergraduate programs of the Krieger or the Whiting Schools, whether full-time or part-time, and whose primary appointment in the

case of part-time lecturers may be at another institution or in a non-teaching division of the University, shall generally be accorded the title of Lecturer. The title of Senior Lecturer may be bestowed upon those who have taught with distinction for a period of not less than five years, or whose position at the other institution is one of appropriate responsibility and seniority. People who assist in the teaching of specific courses for remuneration in the graduate or undergraduate programs of the Krieger or Whiting Schools, whether full-time or part-time, but who do not have primary responsibility for the course in question, shall generally be awarded the title of Junior Lecturer. Such appointments shall generally be reserved for those who, for administrative reasons, cannot be appointed as graduate teaching assistants. The titles of Lecturer and Senior Lecturer convey the privilege of applying for, and serving as Principal Investigator on, grants that support the educational mission of their department or program.

### 3. Appointments and Promotions

3.1 Recommendation for appointment to any of the titles and ranks listed in Table II is made by the Department Chair or Center Director to the Dean of Arts and Sciences or the Dean of Engineering. Recommendations for appointment or promotion to any non-tenured/non-tenure track title bearing the designation of Professor, Lecturer, or Instructor require a majority vote of the tenured faculty of the department or center. For appointments to the other titles (including research scientist/scholar/engineer and post-doctoral scholar), a department or center may either require a vote of all tenured faculty or a vote of a standing subcommittee comprising not fewer than three tenured faculty. If approval is made by a subcommittee, all tenured faculty must be notified of the proposed appointment prior to the request to the dean.

The results of the department or center vote shall be communicated to the dean in the letter requesting the appointment and included in the report to the Academic Council. For most positions the Dean, if he/she approves, then makes the presentation to the Academic Council either directly or through the Appointments and Promotions Subcommittee (see sections 3.2, 3.3 and 3.4 below); and this presentation must include appropriate biographical data and bibliography (details for each category are provided in the following paragraphs). Cases where Academic Council approval (either directly or through the Appointments and Promotions Subcommittee) is not required are outlined in Section 3.3 below. As shown in Table II, most appointments with "research" in the title must receive examination and approval by the Board of Review and appointment by the appropriate Dean (exceptions to this rule are also outlined in Section 3.3 below). Procedures for appointments/promotions requiring the examination and approval by the Board of Review are outlined in Section 3.6 below.

At the request of the Dean and with the approval of Academic Council, a Center, Institute, or Program may be given the right to make requests for teaching appointments (non tenure track Lecturer and Senior Lecturer) directly to the Dean (and then to Council), on an on-going basis. A proposed appointment as Homewood Professor, Adjunct Professor (all ranks), Visiting Professor (all ranks), Fellow-by-Courtesy, Doctor of the University and Postdoctoral Fellow should be supported by a curriculum vitae and, for appointments as Homewood Professor, by three outside letters of recommendation solicited by the proposer.

3.2 Recommendation for appointment as Professor Emeritus, Homewood Professor, or Academy Professor is made by the Department Chair to the Dean. Recommendations from departments must be made with the approval by vote of the tenured department faculty, the outcome of which is recorded in the written request to the Dean. The Dean, if he/she approves, then makes the presentation to the Academic Council through the Appointments and Promotions Subcommittee; this presentation must include appropriate biographical data and bibliography. The full Academic Council approves appointments of Homewood Professors. The full Academic Council and Board of Trustees approve

appointments of Professors Emeritus. Appointments of Academy Professors are approved by the Appointments and Promotions Subcommittee.

3.3 Appointments as Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Senior Lecturer, Lecturer, Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor will be approved by the Academic Council's Subcommittee on Appointments and Promotions. The committee will report its action to the Council. In cases of uncertainty, the committee may bring the case to the full Council.

When no University funds are involved, or when the term of appointment is less than a semester or the equivalent, appointments as Lecturer, all Adjunct faculty appointments with the exception of Adjunct Professor, and all Visiting faculty appointments with the exception of Visiting Professor, are normally made by the Deans and reported to the Academic Council as information items only.

Even when no University funds are involved or even when the term of appointment is less than a semester, Adjunct Professor and Visiting Professor appointments are approved by the Academic Council's Subcommittee on Appointments and Promotions which reports its action to the Council. In cases of uncertainty, the Subcommittee may bring the appointment to the full Council.

Appointments as Assistant Research Scholar (or Sci. or Engr.), Associate Research Scholar (or Sci. or Engr.), Assistant Research Professor, Visiting Assistant Research Professor, Visiting Scholar (or Sci. or Engr.), Adjunct Assistant Research Scholar (or Sci. or Engr.), Adjunct Associate Research Scholar (or Sci. or Engr.), Fellow-by- Courtesy, Doctor of the University, and Postdoctoral Fellow are normally made by the Deans and reported to the Council as information items only.

Candidates for Research Scholar (or Scientist or Engineer) and Principal Research Scholar (or Scientist and Engineer) will be examined and approved by the Board of Review and appointed by the appropriate Dean.

3.4 Recommendation for appointment as Assistant Professor is made by the Department Chair (with the approval of the tenured department faculty) to the Dean of Arts and Sciences or the Dean of Engineering. If approved by the Dean the appointment materials are then forwarded to the Academic Council. The appointment materials must include appropriate biographical data (and include: letter from chair, three letters of recommendation, affirmative action report, and teaching evaluations-if possible.) Note that the title of Instructor is used only for Assistant Professor appointments when the Ph.D. is forthcoming.

3.5 For appointment or promotion to the rank of Associate Professor or Professor, the Department Chair (with the approval of the tenured department faculty) requests the Dean of Arts and Sciences or the Dean of Engineering to appoint an Ad Hoc Committee to make recommendation to the Academic Council. Detailed appointment and promotion guidelines are outlined in a separate Council document entitled Appointment and Promotion Procedures.

### 3.6 Research Faculty -- Appointments and Promotions

The positions and procedures described below establish an orderly succession of ranks through which the University can recognize the contributions of its research faculty and their professional development.

#### **Career Progression-Research Professor Line**

A Department Chair may initiate a candidate's appointment or promotion to the ranks of Assistant Research Professor, Associate Research Professor or Research Professor by addressing a letter to the appropriate Dean. This letter should be accompanied by the candidate's vita, and it should include a statement from the department giving the reasons for such appointment or promotion and containing a summary of the faculty's views about the candidate's contributions to research and teaching. The letter to the Dean should specifically describe the vote of the tenured department faculty with respect to the appointment or promotion. Promotion or appointment to the rank of Assistant Research Professor or Associate Research Professor requires three letters from outside reviewers; for promotion or appointment to full Research Professor, five letters from outside reviewers. For promotion or appointment to Assistant Research Professor or Associate Research Professor, the letter-writers should hold the rank of Associate Professor or higher or have research experience comparable to that of an Associate Professor. For promotion or appointment to Research Professor, the evaluators should hold the rank of full Professor or have research experience comparable to that of full Professor. For new appointments to the ranks of Assistant and Associate Research Professor, the department may forward letters originally submitted by the candidate for the position. In the case of promotions to the ranks of Associate and full Research Professor, and in the case of new appointments to the rank of full Research Professor, these letters must be solicited by the department. The department may, at its discretion, garner its letters from a list of names provided to them by the candidate for appointment or promotion. In cases of Associate Research Professor and Research Professor appointments the dean will then forward the promotion/appointment materials to the Board of Review for examination and approval. Based on the Board's recommendation, the dean will proceed with the appropriate appointment/action. Assistant Research Professor appointments are made by the appropriate dean and reported to the council as an information item only. External letters do not have to be solicited for appointments of tenured or tenure-track Hopkins faculty making a career transition to or from Hopkins.

Assistant and Associate Research Professors can be re-appointed to second 1 and 3 year terms, respectively, by the dean. This action is reported to the Council as an information item only. Re-appointments beyond 2 terms need to be evaluated once again by the Board of Review, on the basis of evidence presented by the department concerning the degree of participation in the department's activities and/or the extent of ongoing external research support. Similarly, a Research Professor may be re-appointed to a second 5 year term by the Dean; re-appointments after 2 terms need to be evaluated by the Board of Review.

### **Salary Stabilization**

The positions of Assistant, Associate and Full Research Professor are eligible for salary stabilization. Because of the academic component of these positions, it is recognized that Research Professor may obtain some portions of their salary as compensation for performance of specific academic services. This compensation will not count toward salary stabilization eligibility nor will it count as salary stabilization.

On a case-by-case basis an individual holding the position of Principal Research Scholar (or Sci. or Engr.) may also be eligible for salary stabilization.

Salary stabilization is intended to provide salary support for a member of the research staff during an interim period when insufficient suitable grant or contract funds are available to support that individual's salary. The amount of salary stabilization available to a member of the research staff depends on two components: length of service in the Homewood divisions, and the external funding which previously had supported that individual's salary. Salary stabilization credits are accrued

monthly, with each month's accrual equal to one day times the fraction of full-time equivalent salary supported by external funds.

The maximum rate of pay provided by the University for purposes of salary stabilization will be 75% of the individual's current FTE salary.

A member of the research staff may only draw on accrued salary stabilization at a rate of 75% of current salary until salary stabilization available to that individual is exhausted.

Research staff are not paid for unused accrued salary stabilization upon termination of employment in the Krieger School of Arts and Sciences or the Whiting School of Engineering. Accrued amounts of salary stabilization are not transferable to other divisions of the University.

### 3.7 Research Staff -- Appointments and Promotions

As with the research faculty, the positions and procedures described below establish an orderly succession of ranks through which the University can recognize the contributions of its research staff and their professional development.

#### **Career Progression-Research Scholar (or Scientist or Engineer) Line**

Holders of Research Scholar (etc.) appointments are normally associated with a member of the tenure-track faculty or with Homewood research centers, institutes, or programs. Like Research Professors, their appointments are contingent on the continued funding and institutional commitment to the appointee's research. They may serve as principal investigators on grants and contracts, and in exceptional cases, persons holding the rank of Principal Research Scholar (or Sci. or Engr.) may be eligible for stabilization funds.

The discharge of teaching tasks on a routine basis is not expected from appointees to Research Scholar (etc.) positions, nor is it generally compatible with their status. Occasionally, Research Scholars (etc.) may be appointed, on a strictly voluntary basis, to teach specific courses. Since this is not normally a responsibility of Research Scholars (etc.), the granting of additional compensation is appropriate. Research Scholars (etc.) may routinely interact with graduate students working on similar or related research projects, but this does not constitute a formal teaching responsibility, and does not qualify as grounds for entry to the Research Professor line. Adherence to these guidelines is particularly important since Research Scholars' (etc.) salaries are derived from external grants and contracts which may not permit support for teaching activities.

Recommendations for the appointment and promotion of Research Scholars (etc.) should be made by the unit with which the candidates are associated. In the case of a department, the recommendation should come from the faculty or a faculty committee; in the case of a research center or institute, from an internal promotion committee. Appointments at the rank of Assistant Research Scholar (or Scientist or Engineer) and appointments as (or promotion to) Associate Research Scholar (or Scientist or Engineer) are made by the appropriate Dean and reported to Academic Council as information. Except for one-year renewable appointments, holders of the rank of Assistant Research Scholar (or Sci. or Engr.) normally become eligible for promotion during their fourth year in rank. Holders of the rank of Associate Research Scholar (or Sci. or Engr.) normally become eligible for promotion during their sixth year in rank. Promotion to Principal Research Scholar (or Sci. or Engr.) normally would not occur until after three years in rank as Research Scholar (or Sci. or Engr.).

This time may be shortened to take account of previous experience and seniority at another institution, or in consideration of special circumstances such as exceptional performance, all of which must be documented in the request for promotion.

Should promotion be denied after the normal period in rank, it may be reconsidered after an additional two years. The reconsideration may be requested by the candidate or by the Chair or Director of the research unit to which the candidate belongs.

As appropriate to the rank in question, criteria for promotion may include experience and proficiency in the discharge of duties, autonomy in the setting of goals and priorities, independence in the conduct of work, ability to manage a substantial portion of a research project, and ability to supervise the work of subordinates such as technicians or less senior members of the research staff.

All requests for promotion or appointment to the ranks of Research Scholar (or Sci. or Engr.) and Principal Research Scholar (or Sci. or Engr.) will be evaluated by the Board of Review, which will make recommendations to the appropriate Dean. For each candidate, the Board will require the following:

- A copy of the candidate's vita.
- A copy of the request for promotion or appointment prepared by the candidate's direct supervisor, the appropriate Department Chair, or Center Director. This request must include a description of the performance and activities of the candidate, and an account of the candidate's role in the research group along with any other information that may be relevant to the promotion/appointment.
- A letter to the Dean expressing the views of the Chair, Director, or supervisor concerning the candidate.
- Three evaluation letters for promotion to or appointment as Research Scholar (or Sci. or Engr.) and five for promotion to or appointment as Principal Research Scholar (or Sci. or Engr.). These letters need not come from outside the University. For new appointments to the rank of Research Scientist/Scholar/Engineer, the department or research unit may forward letters originally submitted by the candidate for the new position. In the case of promotions to the ranks of Research Scholar (or Sci. or Engr.) and Principal Research Scholar (or Sci. or Engr.), and in the case of new appointments to Principal Research Scholar (or Sci. or Engr.), the letters must be solicited by the department or research unit. The department or research unit may, at its discretion, garner its letters from a list of names provided to them by the candidate for appointment or promotion.
- For promotion/appointment to Research Scholar (or Sci. or Engr.) the letter-writers should hold the rank of Associate Professor or higher or have research experience comparable to that of an Associate Professor. For promotion/appointment to Principal Research Scholar (or Sci. or Engr.), the evaluators should hold the rank of full Professor or have research experience comparable to that of a full Professor.

On the basis of these materials, the Board of Review will arrive at a recommendation. The materials and the recommendation will pass to the appropriate Dean who will proceed with the appointment as appropriate. Reappointments at the same rank need not come before the Board of Review.

In some cases, appointees in the Research Scholar (etc.) line may be eligible for appointment to appropriate positions in the Research Professor line. The promotion/appointment criteria, procedures, and the materials required are identical to those discussed above with respect to appointments or promotions within the Research Professor line.

Recommendation for appointments as Adjunct Principal Research Scholar (or Sci. or Engr.), Adjunct Research Scholar (or Sci. or Engr.), Visiting Research Professor, and Visiting Associate Research Professor is made by the Department Chair to the appropriate Dean. This letter should be accompanied by the candidate's vita and it should include a statement from the department (or center) giving the reasons for such appointment. The Dean will then forward the materials to the Board of Review for examination and approval. Based on the Board's recommendation, the Dean will proceed with the appropriate appointment/action.

### 3.8 Teaching Staff - Appointments and Promotions

The positions and procedures described below establish an orderly succession of ranks through which the University can recognize the contributions of its teaching staff and their professional development. Additional information may be found in the document “Guidelines for the Promotion/Appointment of Associate Teaching Professors and Teaching Professors.”

#### **Career Progression-Teaching Professor Line**

A Department Chair or Director of a Center, Program, or Institute approved to make such requests may initiate a candidate’s appointment, renewal or promotion to the ranks of Junior Lecturer, Lecturer, Senior Lecturer, Associate Teaching Professor or Teaching Professor by addressing a letter to the appropriate Dean, who, if he or she approves, will then forward the case to the Academic Council. This letter should include a statement from the department, or center, program or institute giving the reasons for such appointment or promotion. This letter should be accompanied by the candidate’s vita and supporting documents described below. In the case of a department, the letter must contain a summary of the faculty’s views about the candidate’s contributions to teaching, and an explanation of why, in the case of full-time appointments, the teaching in question should not be carried out by tenure-track faculty. In the case of a department, such appointments must be approved by majority vote of the tenured and tenure-track faculty within the department. In the case of a center, program or institute the director must give reasons for the appointment or promotion and provide 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. Each center, program or institute appointing this type of faculty must have an internal appointment and promotion committee of faculty, the majority of whom are tenured or tenure-track faculty in the Homewood Schools, and which, by simple majority, must approve of appointments and promotions to the ranks of Senior Lecturer, Associate Teaching Professor and Teaching Professor. Any request for an appointment or promotion to the ranks of Associate Teaching Professor or Teaching Professor must be accompanied by a list of the members of this committee.

It is not expected that all Senior Lecturers will be considered for promotion to the ranks of Associate Teaching Professor and Teaching Professor. As described above (Section 2.14), these ranks are meant to be accorded only to a small number of faculty distinguished by their excellence and experience in teaching, and by their capacity for advancing the teaching mission of the department, center, program or institute in question.

Departments, centers, programs or institutes that wish to initiate appointments or promotions to the rank of Associate Teaching Professor or Teaching Professor should consult the “Guidelines for the Promotion/Appointment of Associate Teaching Professors and Teaching Professors” and the “Teaching Faculty Checklist” (available at <http://sites.jhu.edu/council/>) for descriptions of the eligibility requirements for these ranks and the materials to be included with the request for appointment or promotion. For the ranks of Junior Lecturer, Lecturer and Senior Lecturer, no letters of reference are required. However, a teaching dossier and evaluations of teaching should be submitted, with an explanation if these are not available.

Appointments as Teaching Professor and Associate Teaching Professor will be approved by the full Academic Council upon review of the teaching dossier, departmental letter, and letters of evaluation . Appointments as Senior Lecturer, Lecturer, Junior Lecturer will be approved by the Academic Council’s Subcommittee on Appointments and Promotions. The committee will report its action to the Council. In cases of uncertainty, the committee may bring the case to the full Council.

#### 4. Multiple Appointments

A single person may, for specific reasons, simultaneously hold multiple appointments in these specific categories for a limited time. In such cases, the rights and privileges accorded shall be the union of those associated with the separate appointments, that is, the granting of a right or privilege associated with one appointment shall overrule its denial in another. Multiple appointments can be held for a maximum of one year.

**ATTACHMENTS BELOW**