

**Guidelines for the Promotion/Appointment of  
Associate Teaching Professors and Teaching Professors  
in  
The Whiting School of Engineering and the Krieger School of Arts and Sciences**

Johns Hopkins University  
Approved by AC on May 4, 2011  
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## **I. Overview**

The purpose of this document is twofold. The first is to specify the primary duties and responsibilities of Associate Teaching Professors (hereafter, ATP) and Teaching Professors (TP). The second is to clarify the procedures and requirements for appointment to these ranks in the Whiting School of Engineering (WSE) and the Krieger School of Arts and Sciences (KSAS), including Advanced Academic Programs (or AAP). The guidelines provided herein should be read in conjunction with the [Titles Document](#), which Homewood Academic Council provides for “an orderly succession of ranks through which the University can recognize the contributions of its teaching staff and their professional development.”

The primary responsibility of persons appointed to the ATP and TP ranks is to assist in the teaching mission of the schools and programs named above. These individuals are full-time non-tenure track instructors, hired to teach on a long-term basis, in positions commensurate with their qualifications. Council specifies that these ranks are meant to be accorded to “only a small number of faculty distinguished by their excellence and experience in teaching, and by their capacity for advancing the broad teaching mission of the department, center, program or institute in question.” Council further requires that “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, and that they will advance the teaching mission of their academic unit.”

The normal progression from Junior Lecturer to Lecturer to Senior Lecturer is based on distinction in teaching and on seniority. These positions may be held by both full-time and part-time faculty. The titles Associate Teaching Professor (ATP) and Teaching Professor (TP) are for full-time faculty whose primary role in the School is associated with our educational mission and who, by virtue of their pedagogical expertise, creativity, external reputation and leadership and/or their prior professional careers, merit a higher level of recognition than the rank of Senior Lecturer confers. “It is not expected that all Senior Lecturers will be considered for promotion to the

ranks of Associate Teaching Professor and Teaching Professor.” Faculty that hold the ranks of Associate Teaching Professor or Teaching Professor enhance the reputation of the university in ways beyond their excellence in the classroom. In particular, Teaching Professors should enjoy an external reputation comparable with faculty holding the tenured full Professor rank.

## **II. Career Paths**

There are two progressions that lead to the Associate Teaching Professor and Teaching Professor ranks.

*Academic Track.* The first path is a natural progression through the Lecturer and Senior Lecturer ranks. Whereas a Senior Lecturer is expected to be an excellent instructor, student advisor, and to be otherwise engaged with student learning activities, an ATP/TP will also be involved in curriculum development, pedagogical innovation, program leadership, and/or scholarship in the academic discipline or the pedagogy of that discipline.

*Professional Track.* A second route to the rank of Associate Teaching Professor and Teaching Professor is open to professionals who choose to focus their careers more on teaching than research, as would be expected in a tenure track position. These ranks may therefore be suitable for professionals who choose the academy as a second career, bringing their prior expertise and reputation with them. In either case, an applicant to the rank of Associate Teaching Professor must have a minimum of five years of classroom teaching experience at Johns Hopkins University or comparable universities.

### **Promotion or Appointment to Associate Teaching Professor: Academic Track**

*Criteria.* Candidates to the rank of Associate Teaching Professor are Senior Lecturers at JHU or individuals who have held similar ranks at another college/university with a minimum of five years of distinguished teaching record. The successful ATP candidate is an excellent instructor, has developed new courses/curricula, and serves in an academic leadership role. Where it is required, the successful candidate must be able to supervise Lecturers and Senior Lecturers in the discharge of their duties.

*Procedure.* The department chair (or designee) submits a cover letter indicating the responsibilities of ATPs in the department and the candidate’s qualifications for this rank and attaches supporting evidence. This includes the candidate’s CV, a teaching dossier (per Academic Council procedures), and at least three reference letters from referees who are familiar with the candidate’s role as an educator. These letters are

solicited by the chair (or designee) and not by the candidate. Of the three letters, one must come from a referee external to JHU; a second should come from either an external referee or a faculty member in another department at JHU; the third letter can be either internal or external to JHU. The letters should be from referees of the rank of Associate Professor, Professor, Teaching Professor, or the equivalent; in cases where a letter is solicited from a referee carrying a lower rank, an explanation for this exception must be provided in the cover letter. These letters are not to be shared with the candidate, but the candidate may suggest possible referees.

### **Promotion or Appointment to Teaching Professor: Academic Track**

*Criteria.* Candidates are Associate Teaching Professors in WSE, and KSAS, including AAP (or individuals holding a comparable rank at another college/university with a minimum of five years of teaching experience). The successful candidate has met all the criteria for the ATP rank. In addition, the successful candidate must have demonstrated excellence in curriculum development, pedagogical innovation and program coordination. Where it is required, the successful candidate must be able to supervise ATPs in the discharge of their duties.

*Procedure.* The department chair (or designee) submits a cover letter indicating the responsibilities of TPs in the department and the candidate's qualifications for this rank and attaches supporting evidence. This includes the candidate's CV, copies of the candidate's scholarly publications, evidence of pedagogical innovation and curriculum development, information on scholarly activities (such as presentations at conferences), and a teaching dossier. In addition, the department will solicit at least five letters from referees who can attest to the candidate's qualifications for the rank of Teaching Professor including their reputation in pedagogy and curriculum development, and how the candidate enhances the reputation of the university. At least three of the five letters must come from referees external to the candidate's home institution. The letters should be from referees of the rank of Associate Professor, Professor, Teaching Professor, or the equivalent; in cases where a letter is solicited from a referee carrying a lower rank, an explanation for this exception must be provided in the cover letter. The candidate may suggest names of referees, but the chair should include responders not suggested by the candidate. The letters (and the identities of the referees) are not shared with the candidate.

### **Promotion or Appointment to Associate Teaching Professor: Professional Track**

*Criteria.* Candidates are leading professionals in their fields who seek full time teaching positions at WSE, KSAS, or AAP. They enhance our teaching mission by dint of their work experiences and expertise in professional training and development.

Candidates should have strong teaching experience at JHU, comparable institutions, or industry. Where it is required, the successful candidate must be able to supervise Lecturers and Senior Lecturers and/or professionals of lower ranks in the discharge of their duties.

*Procedure.* The department chair (or designee) submits a cover letter indicating the responsibilities of ATPs in the department and the candidate's qualifications for this rank and attaches supporting evidence. This includes the candidate's CV, teaching dossier, and at least three reference letters. The reference letters may be from referees suggested by the nominee, but they are to be solicited by the department chair and the contents of the letters (and the identities of the referees) are not shared with the candidate. It is expected that letter writers will be experienced teachers and leaders in the field. No more than two letters may be from the candidate's home institution. The letters must be from professionals of appropriate rank and status.

### **Promotion or Appointment to Teaching Professor: Professional Track**

*Criteria.* Candidates are national/world-leading scholars or professionals of exceptional reputation. They should have a minimum of five years of teaching experience at JHU or comparable universities/colleges. Their professional experience and stature will enhance the reputation of their home schools. Where it is required, the successful candidate must be able to supervise Lecturers and Senior Lecturers and/or professionals of lower ranks in the discharge of their duties.

*Procedure.* The department chair (or designee) submits a cover letter indicating the responsibilities of TPs in the department and the candidate's qualifications for this rank and attaches supporting evidence. This includes the candidate's CV, articles in national media about the candidate, evaluations from prior teaching experiences, and five reference letters. The reference letters may be from referees suggested by the nominee, but they are to be solicited by the department chair and the contents of the letters (and the identity of the respondents) are not shared with the candidate. It is expected that letter writers will be experienced teachers and leaders in the field. No more than two letters may be from the candidate's home institution. The letters must be from professionals whose rank or status in the appropriate fields is deemed higher than that of the applicant. The referees are to address the candidate's national stature as scholar or in their chosen professions. The applicant must also demonstrate excellence in teaching.

### **III. Letters and Additional Information from the Chairs**

- Letters from the Chair Requesting Such Appointments/Promotions

The letter from the Chair requesting appointment or promotion to either ATP or TP must also contain (i) a summary of the voting faculty's views about the candidate's contributions to teaching, (ii) a record of the vote taken by the voting faculty (with details on the date and procedures used), and (iii) an assessment of the candidate's teaching and how this impacts the Department's educational programs.

- Additional Qualifications

Consistent with the spirit of the present General Guidelines, Departments may wish to further specify additional criteria that they would like their candidates to possess and what the contents of the "teaching dossier" should contain. Although these Department Guidelines necessarily serve as reference for describing the qualifications required for ATP and TP in their own setting, they must not conflict with the letter and spirit of the Homewood-wide Guide. In this event, the Department Guidelines must be attached as supplements to dossiers requesting appointment.

*Guidelines, as approved by Academic Council on May 4, 2011, and as revised on April 4, 2012 and January 24, 2018.*