



Academic Council

Policies and Procedures

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**Johns Hopkins University
School of Nursing**

**Academic Council
Policies and Procedures**

I. Purpose of the Academic Council

- A. The Academic Council of the School of Nursing is established as the chief faculty advisory committee to the President, Provost, and Dean of the School of Nursing.
- B. In its advisory capacity, the Academic Council has responsibilities for the academic standards, programs, and faculty and student quality of the School. These responsibilities include:
 - 1. Faculty appointment, promotion, and tenure recommendations for approval by the President and where necessary by the Board of Trustees;
 - 2. New academic program recommendations and academic program reviews; and
 - 3. Related policies and procedures.

II. Membership

- A. School of Nursing. There will be eight (8) voting faculty representatives from the School of Nursing on the Academic Council. One of the faculty representatives shall be the Chair of the School's Faculty Assembly. In their absence the chair-elect will serve. One of the faculty representatives shall be the Chairperson of the Appointment and Promotion (A&P) Committee, who must hold the rank of Professor. The remaining faculty will become representatives through elections held as described in section III. The faculty shall hold the rank of Professor. If an insufficient number of Professors are available to serve, Associate Professors may be elected and if elected, will serve the full term.
- B. Other Divisions of Johns Hopkins University. There shall be three (3) voting faculty representatives from the other divisions: one from the School of Medicine; one from the Bloomberg School of Public Health, and one from either the Krieger School of Arts and Sciences the Whiting School of Engineering or the School of Education. These members shall be appointed by the Provost, upon the recommendation of the appropriate Dean, and serve for a period of three years.

- C. Ex-Officio Members. The President of the University, the Provost, the Vice Provost for Faculty or a designated Vice Provost mutually agreeable to the Dean and the Provost, the Dean of the School of Nursing, the Executive Vice Dean, the Assistant Dean for Academic Affairs, the Associate Dean for Community Programs and Initiatives and the Associate Dean for Research, are ex-officio members of the Academic Council, without vote.
- D. Officers. The President of the University shall be the permanent chair of the Academic Council. The Provost, or his/her designee, shall preside in the absence of the President.

III. Elections and Terms

- A. Elections will be held for the School of Nursing faculty representatives on the Council following the Faculty Assembly elections (usually in the spring). The Academic Council elections will be managed by the Office of the Dean. All Professors will be listed on the ballot. If an insufficient number of Professors are available, Associate Professors may be elected and if elected, will serve the full term. The winning faculty representatives will be the faculty members obtaining the most votes cast for each position. If there is a tie, a second ballot will be issued as a “run off” election for that position. Terms for School of Nursing elected faculty representatives must be staggered.
- B. Each School of Nursing faculty representative shall serve a term of three years on the Academic Council. A member may serve for two consecutive terms, but there after must wait at least one year before being considered for reelection. These guidelines do not apply to the Faculty Assembly Steering representatives, who hold their membership by virtue of their office of Chair and Chair-Elect of the Faculty Assembly Steering Committee.
- C. Vacancy – School of Nursing: The Dean’s Office shall hold a special election to fill interim vacancies in the elected membership of Academic Council for unexpired terms of three months or greater. If there are fewer than three months remaining in the term when the faculty representative departs, that position on Academic Council will remain vacant until the next annual election managed by the Dean’s Office, as in III.A.
- D. Vacancy – Other JHU Divisions: If there is an interim vacancy of three months or greater in the appointed membership of representatives from other divisions, the Provost shall appoint another representative from the same division as the departing representative, upon the recommendation of the appropriate Dean. If there are fewer than three months remaining in the term when the division representative departs, that position on Academic Council will remain vacant until the completion of that term, at which point the Provost will appoint another representative, as in II.B.

- E. Dual Representation: In the event that there is dual representation for voting faculty members (e.g., one person as both Chair of the Faculty Assembly Steering Committee and Chair of the A&P Committee), the Faculty Assembly Steering Committee will designate another voting faculty representative on the Council on behalf of the Faculty Assembly.

IV. Guidelines for Meetings

- A. The Academic Council shall meet once a month, at a date, time and place announced by the School of Nursing Office of the Dean, at least ten days before the meeting.
- B. A quorum shall consist of six voting members, at least four of whom shall be School of Nursing faculty members. In the case of voting on tenure, two votes will be held, one for promotion and one for tenure.
- C. Special meetings may be called by the President or Provost, or requested in writing by the Dean or by two or more faculty members to the President or Provost, at a date, time, and place announced at least five days before the meeting.
- D. Formal minutes of all meetings shall be recorded and maintained by the Office of the Dean.

V. Preparation of Agenda

- A. The Dean of the School shall be responsible for the preparation of the agenda. The agenda should be circulated to members of the Academic Council at least three days before a scheduled meeting.
- B. Any member of the Academic Council may request the inclusion of a specific item on the agenda.

VI. Committees

- A. The Academic Council may establish standing and ad hoc committees, as necessary, to carry out its activities.
- B. Committee on Faculty Appointments and Promotions: There shall be a standing A&P Committee appointed by the Dean consisting of no more than six members of the full-time faculty with the chairperson being a Professor, becoming a member of the Academic Council during her/his term of service. The A&P Committee makes recommendations regarding appointment and promotion up to but not including the rank of Professor. The A&P Committee

does not recommend tenure, but is responsible for making recommendations regarding tenure policies. Members of the A&P Committee do not have to be members of the Academic Council. The Chair of the A&P Committee represents the Committee on Academic Council. If the contract of a committee member is changed to less than 75% during the member's time in service on the Committee, the member may complete the current academic year but must then step down.

VII. Related Policies and Procedures

- A. Within its responsibilities, the Academic Council may consider and recommend appropriate policies and procedures. Upon approval, these policies and procedures shall be appended to this document.
- B. The appendices are:
 - 1. Policies and Procedures for Faculty Appointments, Promotions, and Review: Adopted June 1990, amended 11/29/94, 11/1/95, 4/19/04, 9/5/06, 5/14/07, 12/22/08, and 1/26/09.
 - 2. Faculty Grievance Policies and Procedures: Adopted October 1991, amended 9/23/05.
 - 3. Conflict of Interest and Conflict of Commitment Policies and Procedures: Adopted September 1, 2003.

VIII. Policies and Procedures Revisions

- A. These Policies and Procedures shall be reviewed annually by the Academic Council and a formal review will be placed on the May meeting agenda to determine if there are any revisions to be made. However, revision proposals may be introduced at any regular Academic Council meeting.
- B. Revision proposals must be submitted in writing to the Office of the Dean at least 10 working days before a regular Academic Council meeting. The Office of the Dean will circulate the revision proposal(s) to the members of the Academic Council within seven working days before a regularly scheduled Academic Council meeting.
- C. Approval of a revision to the Academic Council Policies and Procedures requires a two-thirds vote by the entire Academic Council.

IX. Except as otherwise stated in the Academic Council Policies and Procedures and related policies and procedures approved and adopted by the Academic Council, *Roberts Rules of Order* shall be used to conduct the business of the Academic Council.

Adopted	January 27, 1993
Amended	May 2, 1994
Amended	April 8, 1996
Amended	December 12, 2002
Amended	December 15, 2003
Amended	November 16, 2004
Amended	June 20, 2005
Amended	September 5, 2005
Amended	May 14, 2007
Amended	January 26, 2009
Amended	September 19, 2011
Amended	March 27, 2012
Amended	May 20, 2013
Amended	April 22, 2014
Amended	March 21, 2016

**The Johns Hopkins University
School of Nursing
Academic Council
Policies and Procedures for Faculty
Appointments, Promotions, and Tenure**

I. Introduction

- A. This document sets forth the Johns Hopkins University School of Nursing policies and procedures for faculty appointment, promotion, tenure, and review, and the mutual obligations and rights of the School and faculty.
1. These policies and procedures are developed for the purpose of attracting and retaining outstanding faculty, facilitating appropriate recognition of merit in individual faculty members, and achieving the goal of excellence of the School of Nursing.
 2. All of the appointment, promotion, tenure, and review procedures and decisions of the School of Nursing will be in accordance with the stated Affirmative Action and Equal Opportunity regulations of the University.
- B. Obligations of the School of Nursing to all faculty members include:
1. Protection of academic freedom and the pursuit of knowledge.
 2. Provision of an environment which fosters intellectual growth and professional integrity and encourages scholarly pursuits and professional development.
 3. Provision of opportunities for academic and professional advancement in accordance with criteria and procedures in this document and in the Faculty Appointment and Promotion Criteria document.
 4. Provision of reasonable working conditions and facilities and appropriate compensation for services based upon resources available to the School.
 5. Review of academic and professional expectations and performance with subsequent provision of resources, encouragement, advice, and guidance.
- C. Obligations of all faculty members to the School of Nursing include:
1. Performance of assigned academic responsibilities.

2. Teaching and scholarship which reflect the highest level of professional competence and integrity, according to the Faculty Appointment and Promotion Criteria document.
3. Development of professional abilities in and resources for teaching, scholarship and research, practice, and other aspects of academic responsibility.
4. Participation in activities necessary for the development, function, and governance of the School, the University, and the community.

D. Criteria for Appointment, Promotion, and Review

1. The four major criteria outlined in the Faculty Appointment and Promotion Criteria document reflect characteristics indicative of the desired qualities for faculty. The appointment, promotion, and review criteria apply to all full-time faculty and other types of faculty appointments.
2. Any individual at or being considered for the Associate Professor or Professor rank will have made significant contributions in teaching and scholarship and have made recognized contributions in the other two criteria categories. Characteristics listed for each given rank are inclusive of all characteristics of lower ranks.

E. Appointments to full time faculty shall be designated as either

1. In the Practice/Education Track (non-tenure) or
2. In the Research/Education Track (tenure)

F. Committees

1. The Appointment and Promotion (A&P) Committee is a standing committee of the Academic Council and is chaired by a member of the School of Nursing Faculty who is a full professor. The Chairperson of the A&P Committee becomes a voting member of the Academic Council during her/his tenure as Chairperson. There shall be a standing A&P Committee appointed by the Dean consisting of no more than six members. The A&P Committee makes recommendations regarding appointment and promotion to the rank of Associate Professor. The A&P Committee does not recommend tenure, but is responsible for making recommendations regarding tenure policies.
2. Ad Hoc Committees are appointed by the Dean for the purpose of reviewing applications for appointment or promotion of faculty to the rank of full Professor. In addition, the Ad Hoc Committees review applications for

tenure for candidate Professors on the Research/Education track. The Ad Hoc Committees consist of Professors, the majority of whom have primary appointments in the School of Nursing, and are chaired by a member of the School of Nursing.

3. Ad Hoc Committees may also be appointed by the Dean or Chair of the Academic Council for faculty appeals or removal from the faculty.

II. Faculty Appointments

A. Faculty Ranks

1. Rank begins at the Assistant Professor level for the Practice/Education and Research/Education tracks.
2. Time in rank for the Practice/Education track is not counted in determining time in rank for the Research/Education track when there is a transfer from one track to the other. There is no limit on time in rank for the Practice/Education track.
3. The period during which a faculty member serves in a visiting capacity or in any part-time (less than 75% effort in the School of Nursing) capacity will not be counted as time in rank. Periods during which a faculty member is on a leave of absence (with or without pay) will not be counted as time in rank.
4. Stop the RES/EDU Track Promotion Clock: It is possible for the time in rank clock to be stopped for faculty experiencing an event as defined by the "Family and Medical Leave Act Guidelines" (FMLA, at: <http://www.dol.gov/whd/fmla/>) with or without taking a leave of absence. Such promotion clock stoppages can be for up to one year for each event, as defined by the FMLA. Under these circumstances, the clock may be stopped for a maximum of two years per promotion without shifting to part-time status, thereby extending the maximum time in rank from seven to nine years as assistant professor, and from nine to eleven years as associate professor. Exceptions to this policy are at the discretion of the dean. To stop the clock under other circumstances, such as new disabilities, or deaths of a spouse or dependent, the faculty member must make the request prior to or within 90 days of the start date of the clock stoppage through the department chair to the Dean. No retroactive clock stoppages will be considered.
5. The rank of **Assistant Professor** will not carry permanent tenure. Assistant Professors in the Research/Education track are ordinarily appointed for a period of no more than seven years from their first appointment at this rank. Appointment to Assistant Professor in either

track requires the approval of the Dean upon recommendation of the Department Chair. The A&P Committee and the Academic Council will be notified upon approval of the Dean

6. The rank of **Associate Professor** will not ordinarily carry permanent tenure. Associate Professors in the Research/Education track are ordinarily appointed for a period of no more than ten years from their first appointment at this rank. Tenure may be recommended for Associate Professors in the Research/Education track under exceptional circumstances. The award of tenure to a faculty member assuming or remaining at the rank of Associate Professor is deemed a promotion and must be recommended by the A&P Committee and granted by the Board of Trustees. Appointment to Associate Professor in either track requires the approval of the Dean and the Academic Council upon recommendation of the Department Chair and the A&P Committee.
7. The rank of **Professor** in the Research/Education track will carry permanent tenure, except in rare situations where a special term or contractual appointment is mutually agreed upon by the Professor and the University. Appointment to Professor in either track requires approval of a majority of the Ad Hoc Committee, the Dean, the Academic Council, and, when tenure is conferred, the Board of Trustees upon recommendation of the Department Chair.

B. Other Types of Appointments

1. **Instructor** is a non-ranked, full-time appointment. This faculty member has at least a master's degree in nursing, teaches in the classroom and/or clinical setting, and actively participates in scholarly activities.
2. **Clinical Instructor** is a non-ranked, part-time or full-time appointment. This faculty member has at least a master's degree in nursing and is an expert clinician who teaches primarily in the clinical and lab setting working under the direction of a course coordinator.
3. **Joint Appointments**
 - 3a. **Joint Appointments** are for faculty members who make a significant contribution to the School of Nursing and who hold a primary appointment in another division of the University. The department and division of primary appointment in the University will determine the rank and that rank will carry over to the School of Nursing. The department of primary appointment has responsibility for the obligations involving faculty appointed in a tenure track position. Joint Appointments typically do not include salary. A letter of recommendation for joint appointment will be forwarded to the Dean by the School of

Nursing Department chair, after consultation with the appropriate Associate Dean. The Dean will forward the letter to the A&P Committee for information.

- 3b. **Joint Appointment**s also may be for individuals who make a significant contribution to the School of Nursing and who hold a primary staff appointment in a closely affiliated institution i.e. Kennedy Krieger, JHPIEGO. The Johns Hopkins Hospital. These Joint Appointments may include part-time salary. The School of Nursing may confer rank for individuals from closely affiliated institutions which do not confer rank. Upon recommendation from the Department chair, after consultation with the appropriate Associate Dean, the A&P Committee will review the portfolio for rank for those recommended for Assistant or Associate Professor. For recommendations for joint appointment at the rank of Professor, the Dean will appoint an Ad Hoc Committee to review the portfolio. Portfolios may be individually tailored. The original portfolio submission shall include a letter of recommendation from the Department Chair and a CV in the SON format. The A&P Committee or the Ad Hoc Committee may request additional materials which are part of the traditional portfolio if the materials are deemed to be necessary for the evaluation. The A&P Committee or the Ad Hoc Committee will forward its recommendation to the Academic Council for a vote for approval.
4. **Faculty Associate** appointments are extended to individuals who make special contributions to the School's teaching or research mission, such as serving regularly as preceptors or participating in research. They are not ranked and serve for a three-year period (conditional upon annual renewal by the Department Chair, after consultation with the Executive Vice Dean, Dean or designee for ongoing activity). A letter of recommendation comes from the Department Chair to the Dean who will act on the appointment.
5. **Research Associate** is reserved for faculty members whose primary responsibility is research. This appointment is for a term of one year or less, is without tenure, and does not have set limits for the number of years of service. This appointment requires recommendation by the Principal Investigator and the Department Chair and approval by the Dean, who forwards both actions to the A&P Committee and the Academic Council for their information.
6. **Adjunct Faculty** appointments are given to those who make a significant contribution to the School and whose primary position is external to the University. These appointments typically do not include

salary and are for a one-year period (conditional upon annual renewal by the Dean or Department Chair).

- *Adjunct Faculty appointments without rank.* A letter of recommendation from the Department Chair, after consultation with the relevant Associate Dean will be forwarded to the Dean for approval. The Dean will forward his/her action to the A&P Committee and Academic Council for their information.
- *Adjunct Faculty appointments with rank.* These appointments may be at the rank of Assistant Professor, Associate Professor or Professor, according to the procedures outlined in A 5-7 above. In cases of exemplary meritorious academic achievement, appointment at the rank of professor may be recommended to the Academic Council by the Dean. Unanimous agreement of the Academic Council voting membership is required for approval.
- *Adjunct Faculty appointments without rank for clinical preceptors.* Clinical preceptors working with JHUSON students can be appointed as an adjunct faculty for a one-year term with renewal when working with students. Clinical preceptors can be appointed as joint faculty for one year if the preceptor is currently working for the University in another division or in a closely affiliated institution, i.e., Kennedy Krieger, JHIEGO, The Johns Hopkins Hospital. The Course Coordinator is responsible for providing the names of the preceptors to the Program Director to appoint them as adjunct faculty three times a year by the fifth week of the semester. Adjunct Faculty Status is a one year appointment with no monetary remuneration.

7. **Lecturer** appointments may be granted for a specified period of time, not to exceed one year. A letter of recommendation from the Department Chair, in consultation with the Executive Vice Dean, will be forwarded to the Dean who will then forward the letter to the A&P Committee and to the Academic Council for its information. This title may be given to newly hired faculty until their rank is approved by the Academic Council, which usually is within one year.
8. **Professor Emeritus** appointments may be made at the time of retirement of full-time faculty members who, prior to her/his retirement, usually has achieved the rank of full professor. This appointment is recommended by the Chair of the Department to the Dean and voted on by the Academic Council and the Board of Trustees.

III. Faculty Reappointment

A. Full-Time Ranked Faculty

1. Term of reappointment of full time faculty (75% or more effort and primary appointment in the School of Nursing) is determined by the Dean.
 2. Each member of the full-time faculty with a term appointment must be notified at least twelve months in advance of the expiration of that term if a reappointment is not to be made.
- B. Faculty without Rank
1. Instructors who will be full-time will have a single-year contract that may be renewed annually. The annual review of instructors will be conducted by the Department Chair after consultation with the Program Directors and the Executive Vice Dean. A decision about contract review will be made after consultation. Instructors will be notified by April 15 if a reappointment for the following academic year is not to be made.
 2. Clinical Instructors will be part-time with a single-year or specific semester contract or full-time with a single-year contract. A letter of recommendation from the Department Chair will be forwarded to the Dean. The A&P Committee and the Academic Council will be notified for its information. The annual review of full-time clinical instructors will be conducted by the Department Chair after consultation with the Program Directors and the Executive Vice Dean. A decision about contract review will be made after consultation. Clinical Instructors will be notified by April 15 if a reappointment for the following academic year is not to be made.

IV. Faculty Promotions & Tenure

- A. Assistant Professor
1. For Instructors who were hired through the Full-time Faculty Search process, a request for promotion from Instructor to Assistant Professor shall be submitted by the Department Chair with portfolio to the Dean of the School of Nursing, who will forward the materials to the A&P Committee (see A&P Portfolio Guidelines).
 2. For Instructors who were hired without going through the Full-time Faculty Search process, an application for a ranked faculty position must be submitted and, if selected for interviewing, the applicant will go through the search process. If hired for a full-time faculty position, the applicant will submit an Assistant Professor portfolio through their Department Chair to the Dean of the School of Nursing. Upon receipt of such a request, the Dean will review and make the final decision regarding the promotion. The A&P Committee and the Academic Council will be notified of the decision.

B. Associate Professor

1. At the end of the fifth year in the Research/Education track for rank of an Assistant Professor, the Department Chair will request the faculty member to submit materials for consideration of promotion to Associate Professor to the Dean who will forward the materials to the A&P Committee by September 1 of the sixth year (see A&P Portfolio Guidelines).
2. If the candidate chooses to not submit materials, the usual course will be the award of a one-year terminal contract for the seventh year.
3. For promotion to Associate Professor in the Practice/Education track the faculty member will initiate the process with their Department Chair.

C. Professor with Tenure

1. At the end of the eighth year in rank of an Associate Professor in the Research/Education track, the Department Chair will request the faculty member to submit materials for consideration of promotion to Professor with tenure to the Dean who will name an Ad Hoc Committee and forward the materials by September 1 of the ninth year (see A&P Portfolio Guidelines). If the faculty member feels ready for promotion prior to the eighth year the faculty member can submit materials to the Department Chair for consideration.
2. If the candidate does not choose to submit materials, the usual course will be the award of a one-year terminal contract for the tenth year.
3. In the rare case of a Professor in the Research/Education track without tenure, a request for tenure of such a Professor in the Research/Education may be made by the Department Chair to the Dean of the School of Nursing. Upon making such a request, the Department Chair will submit supporting materials to the Dean who will forward them to an Ad Hoc Committee.

D. Professor without Tenure

1. For promotion to Professor in the Practice/Education track the faculty member will initiate the process with their Department Chair. The Chair will forward a letter of support with supporting materials to the Dean who will appoint an Ad Hoc Committee.

2. In rare situations, a Professor on contract may request consideration for tenure directly to the Dean. If the Dean approves, he/she will ask for materials to be submitted by the candidate to an Ad Hoc Committee.

E. Early Consideration for Promotion

1. A faculty member may apply earlier than the ordinary time in rank for promotion. A request for early consideration for promotion may be made by the Department Chair to the Dean of the School of Nursing.
2. Upon making such a request, the Department Chair will submit supporting materials to the Dean who will forward them to an appropriate committee for the rank as described in B and C above.
3. A faculty member may submit a request for early promotion directly to the Dean. If the Dean approves, he/she will ask for materials to be submitted by the candidate to the appropriate committee (either the A&P Committee for promotion to Associate Professor or the Ad Hoc Committee for promotion to Professor). The Dean will inform the committee that the materials are being submitted.

V. Promotion Review Process

A. Request for Collateral Information

1. Upon receipt of the candidate's materials, the appropriate committee will request any collateral information deemed necessary to conduct the review.
2. Promotion to Associate Professor, promotion to Professor and awarding tenure requires external review.
3. The faculty member will submit a list of possible reviewers to the appropriate committee. The committee selects a minimum of five reviewers who are at the Associate or Professor level, not all of whom are required to be on the candidate's list. Reviewers must be recognized in an area of the candidate's expertise and qualified at or above the requested appointment level.

B. Review of Materials

1. Upon receipt of the candidate's materials and collateral information the appropriate Committee will review the individual's performance in and contributions to scholarship, teaching, practice, and service to the School, University, and community, according to the Faculty Appointment and Promotion Criteria document.

C. Vote and Recommendation to Academic Council

1. Each Assistant Professor portfolio will be discussed for a minimum of one meeting of the A&P Committee.
2. Each Associate Professor portfolio will be discussed for a minimum of two meetings of the A&P Committee.
3. The appropriate committee will conduct a secret ballot regarding its recommendation for promotion and/or tenure.
4. A majority approval is necessary for a recommendation for promotion and/or tenure.
5. The Chair of the appropriate committee will send a written recommendation to the Academic Council with a copy to the Dean.
6. If A&P or an ad hoc committee votes not to appoint or promote, a copy of the candidate's portfolio should be kept by the Dean's office for five years.

D. Review by Academic Council

1. Upon receipt of the recommendation of the appropriate committee and the dossier of information, the Academic Council will review the request for appointment or promotion and/or tenure at its next meeting.
2. The consideration of promotion to Professor with or without tenure will be made at two consecutive meetings of the Academic Council. At the first meeting, the recommendation of the Ad Hoc Committee will be presented and discussed.
3. Further review and discussion, if any, and action on the recommendation will occur at the next meeting of the Academic Council or at a special meeting for that purpose if a regular meeting is not scheduled during the subsequent month.

VI. Academic Council Recommendation

E. The Academic Council may recommend, not recommend, or recommend deferring promotion and/or tenure.

1. **Recommend Promotion and/or Tenure.** If Academic Council recommends the candidate for promotion and/or tenure, the steps in VII below will be followed for candidate notification. In exceptional circumstances, the Academic Council may recommend tenure at the

Associate Professor rank of a tenure track faculty member. The recommendation of tenure of a faculty member assuming or remaining at the rank of Associate Professor is deemed a promotion and must be an outcome of the procedures outlined above.

2. **Not Recommend Promotion and/or Tenure.** If Academic Council does not recommend the candidate for promotion and/or tenure, the steps in VII below will be followed for candidate notification. The candidate may accept, appeal, remain in rank, or fulfill her/his annual contract and receive a letter for her/his terminal year.
 - a. In the case of a non-tenured Professor on the Research-Education track, the faculty member may continue employment under contract at the Dean's discretion.
 - b. In the case of a non-tenured Professor on the Research-Education track on contract, the faculty member may request reconsideration for tenure three years after Board denial.
3. **Recommend Deferral.** If the Academic Council recommends deferral, it must request additional information be gathered and then stipulate reconsideration of the entire dossier by the A&P Committee or the Ad Hoc Committee in the case of Professors. The Committee doing the reconsideration must forward a written recommendation to Academic Council in a timely manner. Academic Council will then proceed as in V.B. above.

VII. Candidate Notification

- A. The candidate will be informed in writing within one week by the Dean of the final recommendation made by the Academic Council.
- B. If the Academic Council recommends tenure, the recommendation is forwarded to the Board of Trustees for final approval.
 1. The candidate will be notified in writing of the Board's approval or denial. The decision of the Board of Trustees is final.

VIII. Candidate Appeals

- A. If the Academic Council does not recommend promotion, the faculty member may appeal to the Dean.

1. If the Dean concurs with the Academic Council, then there will be no further action within the School.
2. The Dean may decide that there is reason to appoint a special Ad Hoc Committee to review the evidence and the appeal. If the Ad Hoc Committee concurs with the Academic Council, there will be no further action within the School. If the Ad Hoc Committee does not concur, it will send its report to the Academic Council which will reconsider the application as in section VI above. The candidate will be informed in writing of the decisions of the Dean, the Academic Council, and if convened, the Ad Hoc Committee.
3. If the outcome of the appeal process is to not recommend promotion, the faculty member may appeal to the Provost stating the grounds for appeal: procedural error or substantial new evidence of scholarship and/or professional standing. No appeal may be made based solely on the candidate's disagreement with the decision or evaluation of her/his scholarship or standing. The decision by the Provost will be final.

IX. Related Policies and Procedures

A. Faculty Search

1. In cases of a new or vacated faculty position at the rank of Associate Professor or above, in either track, the Department Chair and the Executive Vice Dean will confer and request of the Dean that a search for the position be initiated based upon the programmatic and strategic needs of the school.
2. The Dean appoint an appropriate search committee. The Search Committee will be responsible for advertising the position, screening candidates, arranging for appropriate interviews, and forwarding its recommendations to the Dean.
3. Data gathered during the search process will support establishment of track and rank by the bodies as outlined in this document.
4. Affirmative Action reports will accompany all recommendations from the Search Committee to the Dean.

B. Annual Review of Faculty

1. Part-time faculty and Clinical Instructors with teaching responsibilities will receive an annual review of academic performance by the Program Director or designee, in consultation with the Department Chair in cases when the faculty is assigned to a Department.

2. Each full-time faculty member with teaching responsibilities, including tenured faculty, will receive an annual review of academic performance by the Department Chair. This review will serve as a guide to full-time faculty members for meeting the criteria for promotion, merit, and goal-setting for the following year. It also will serve as a guide to administration regarding reappointment of full-time faculty.
3. Faculty incompetence, neglect of duty, or misconduct in office will constitute just cause for termination of the appointment of a faculty member. Terminations for cause will be initiated by the Dean after consultation with the Department Chair, the Executive Vice Dean and/or the Associate Dean of Research.

C. Removal of Tenure Faculty

Faculty members with tenure may be removed from the faculty for just cause or because of financial exigency of the School of Nursing.

1. **Dismissal for Just Cause.** Incompetence, neglect of duty, or misconduct in office will constitute just cause for termination of the appointment of a faculty member. Terminations for cause will be initiated by the Dean after consultation with the Department Chair and the Executive Vice Dean and/or the Associate Dean of Research. Written notice of the charges will be given to the accused faculty member. A special Ad Hoc Review committee will be appointed by the Chair of the Academic Council. This committee will be composed of no more than three members, all of whom are Johns Hopkins University faculty with the same or higher rank as the accused faculty member, and at least one of whom is from the School of Nursing Academic Council. This committee will gather all relevant information related to the dismissal. The faculty member will be given an opportunity to present a response and supporting information to the Ad Hoc Review committee. The committee will make a recommendation to the Academic Council regarding whether or not there is sufficient evidence to support the termination. Prior to making a decision, the Academic Council will hear from the Ad Hoc Review Committee and the faculty member. If the Academic Council finds that just cause for termination exists, the faculty member may file an appeal in writing with the Provost of the University within fourteen days of the receipt of the decision of the Academic Council. The appeal should state the grounds for the appeal: procedural error or substantial new evidence. No appeal may be made based solely on the candidate's disagreement with the decision. The decision by the Provost will be final. A decision by the Provost affirming the finding that just cause for termination exists and that tenure should be revoked will be forwarded to the President for submission to the Board of Trustees for final action.

2. **Financial Exigency.** When, in the judgment of the Dean, a state of financial exigency in the School of Nursing exists or is imminent, the Dean will so inform the Academic Council. The Council will then elect four of its members to a Fiscal Committee. The Dean will also be a member of this Committee, but without vote, and act as its chair. The Committee will consider the magnitude of the existing or imminent financial exigency and the extent of the reduction, if any, needed in the fiscal obligations of the School, as well as the means by which such reductions are to be effected. The findings of this Committee and its recommendations will be reported in writing to the Academic Council.

Any case involving the termination of the appointment of a tenured faculty member for financial exigency will be submitted to a special faculty committee established by the Academic Council and reporting to it. The findings of the Academic Council with its recommendations will be forwarded to the President for submission to the Board of Trustees for final action.

- D. **Transfer to another Track.** In rare circumstances, faculty appointed in one track may, at the beginning of an academic year, request the Department Chair to recommend a transfer to the other track. A letter of recommendation to the Dean from the Department Chair and a CV will be submitted to the Dean. The recommendation letter should include the rationale for the change in track and should demonstrate that the criteria for the new track have been met. The Dean will forward the request to the A&P Committee for evaluation of appropriate rank in the new track. It is the prerogative of the A&P Committee to request additional materials which are part of the traditional portfolio if the materials are deemed to necessary for the evaluation. The A&P Committee will forward its recommendation to the Academic Council.

X. Procedure for Changes

- A. These guidelines and criteria will be reviewed every five years by the A&P Committee and the Academic Council.
- B. Proposed changes or additions concerning policies and procedures will first be reported to the Faculty Assembly and then forwarded for approval by a two-thirds vote of those Academic Council members present and eligible to vote at its next meeting. All working documents of the A&P should have an automatic date feature.

Adopted June 1990

Amended 11/29/94, 11/1/95

Amended April 19, 2004

Amended September 5, 2006

Amended May 14, 2007

Amended November 26, 2007
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Amended January 26, 2009
Amended May 20, 2013
Amended April 22 2014
Amended March 21, 2016