

**The Johns Hopkins University
School of Nursing
Appointments and Promotions Committee**

APPOINTMENT/ PROMOTION PROCESS AND PORTFOLIO GUIDELINES

Submissions: The portfolio process should begin with the Department Chair, in consultation with the department's full professors. The portfolio will be developed by the faculty member with assistance from the Administrative Manager and approved by the Department Chair.

A portfolio is a representative sampling of a faculty member's best work. This sample should reflect the depth and breadth of one's performance according to the School of Nursing Faculty Appointment and Promotion Criteria. All faculty are expected to be actively contributing within each of the four major areas, although equal strength is not expected in all areas.

Contents

To be submitted in a single PDF file with divider pages in the following order:

1. Letter of recommendation from the Department Chair. We encourage an interactive process between the Department Chair and the faculty member in the preparation of the letter.
 - a. This letter should provide the context to address the A&P criteria for which evidence is not readily apparent in the CV. It should integrate and synthesize the evidence in the CV and include exemplary and boundary spanning examples. It does not need to repeat the entire narrative but can emphasize examples from the narrative.
 - b. This letter should also include a discussion of why this applicant merits the appointment/promotion and what will be their anticipated future contribution to the School.

2. References
 - a. Assistant Professor applicants in consultation with the Department Chair: Provide three letters of reference from individuals who can speak to how the applicant meets the A&P Criteria for rank. The letters should be from individuals external to the School of Nursing who can speak to the criteria, so that at least one of the letters addresses each criteria. Letters should be sent directly to the Dean.

 - b. Associate Professor and Professor applicants: Provide a list of five to ten potential external reviewers who meet the following criteria:
 - i. Expertise in the faculty members specialty area
 - ii. At least the rank for which the faculty member is being evaluated, and
 - iii. Preferably hold rank in peer institutions

Include name, address, phone number, fax number, and e-mail address of potential reviewers and the capacity in which the faculty member knows each potential reviewer. The list of reviewers should not include colleagues with whom one has collaborated on research or practice projects or publications. Faculty members should not contact the potential reviewers.

The Appointments and Promotions (A&P) Committee or Ad Hoc committee will add additional reviewers to the list.

3. Curriculum Vitae (CV) in School of Nursing format (guide available on the SON Intranet).
4. Faculty members being appointed or promoted to Associate Professor or Professor should write a short narrative statement (4 to 6 pages) to provide context addressing the A&P criteria for which evidence is not readily apparent in the CV. The narrative can be written in paragraph form or bullet list. Please write your narrative in the format of the categories below using these guidelines:
 - a. General description of your current position, what position and track you are applying for, and a brief overview of your activities at the JHU SON.
 - b. Scholarship Criteria (Provide a description of your program of research/focused area of practice scholarship and how you demonstrate leadership in scholarly activities including dissemination of scholarly work e.g. manuscripts under review.)
 - c. Professional Practice Criteria (How do you demonstrate leadership and relevance of work to advance the professional practice of nursing? How do you improve patient/health care by influencing practice or policy? If not fully described in the CV, the faculty practice should be described in the narrative.)
 - d. Teaching Criteria (How do you demonstrate excellence in teaching? How do you demonstrate expertise in advising and mentoring?)
 - e. Academic/Community Service Criteria (How do you provide leadership to advance the health professions and improve health? How do you provide service and leadership within the University?) What contributions do you see yourself making to the School of Nursing?
 - f. Diversity and Inclusion Statement - a statement on how you incorporate JHU SON's diversity and inclusion principles should be included in your brief description of your scholarship, practice, teaching, and/or academic/community service.
 - g. Discuss up to ten publication impact factors. (Example – An impact factor might be low, but the journal is highly ranked among those in nursing or in a nursing speciality such as *Cardiovascular Nursing Research* or in a specialty research arena such as interdisciplinary journals in violence). Impact factors are found at the following website:
<http://admin-apps.isiknowledge.com/JCR/JCR?PointOfEntry=Home&SID=4F13aOiPPNKGfBa18BB>
5. Supportive documentation should include:
 - a. A table of up to ten elected refereed publications and the community of science impact factor of the journal, if you were 1st, 2nd, 3rd, or last author, and if the paper was written with a student or junior faculty member demonstrating mentorship. The table should also include the candidate's current h-index. The Administrative Manager can assist you with the format.
 - b. Syllabi of any new courses the candidate has developed
 - c. Quantitative teaching evaluations
 - d. Peer teaching evaluations
 - e. 2-3 representative publications
 - f. Other evidence not readily apparent in the CV or the Department Chair's letter
6. Professor Portfolio's: Discussion of most cited publications is also recommended. The citation database can be found at the following website:
<http://portal.isiknowledge.com/portal.cgi?DestApp=WOS&Func=Frame>

Portfolios for appointment and promotion are due to be submitted to the Administrative Manager by September 1 each year. If there are any questions, please contact your Department Chair.

Work Flow Process for Creating a Portfolio for Appointment / Promotion

STEP ONE

The candidate is encouraged to consult with senior faculty and department chair to discuss readiness to submit portfolio.



STEP TWO

The Department Chair initiates the portfolio process with the candidate.



STEP THREE

The candidate member develops, creates, and assembles the portfolio.



STEP FOUR

The Administrative Manager will ensure the portfolio follows the curriculum vitae and portfolio format guidelines.



STEP FIVE

The Department Chair will give the portfolio final approval before it's submission to the Dean's Office.