

Timeline for Appointment/Promotion to Professor

Step One

After the portfolio has been completed by the faculty member according to the portfolio guidelines and approved by the faculty member's Department Chair it is submitted to the Dean's Office.

Step Two

IF the portfolio is complete and correct it is reviewed by the Dean of the School of Nursing.

Step Three

If the Dean has questions or needs more information from the faculty member the portfolio will be held until those issues are resolved.

Step Four

Once the portfolio is complete and approved by the Dean she appoints an Ad-Hoc Interdisciplinary Committee to review the portfolio.

Step Five

A staff member from the Dean's office will set up an initial meeting of the appointed Ad-Hoc Committee. (NOTE: This step can take a month or more depending on the Ad-Hoc Committee's schedule).

Step Six

At the Ad-Hoc Committee's first meeting the portfolio is reviewed and the committee determines if the portfolio is ready for external review.

If so, the Ad-Hoc Committee will determine external reviewers. A staff member from the Dean's office will contact the potential external reviewers on behalf of the Dean and ask for their assistance in the review. For appointment/promotion to Professor **ten** letters of external review are required. Once the external review letters are obtained the staff member will send out copies of the faculty member's portfolio for review. The external reviewers usually have one month to review the portfolio and send an external review letter to the Dean.

Step Seven

When all external review letters have been received the Ad-hoc Committee reviews the letters and votes on the portfolio. If the vote is positive the portfolio is presented at the next School of Nursing Academic Council Meeting. If the vote is negative the portfolio will be returned to the faculty member by the Dean, who will let the faculty member know what needs to be done for their portfolio to be reconsidered.

Step Eight

The portfolio is presented to the School of Nursing Academic Council by the Chair of the Ad-hoc Committee. The Academic Council reviews the portfolio and has discussion.

Step Nine

The portfolio is presented to the School of Nursing Academic Council by the Chair of the Ad-hoc Committee at a second Academic Council meeting. The Academic Council votes on the portfolio. If the faculty member is being considered for tenure two votes will be taken. One vote is taken for appointment/promotion and one for tenure.

Step Nine

If the Academic Council vote(s) are positive and the faculty member is being considered for tenure the portfolio is presented to The Johns Hopkins University Board of Trustee's meeting (the BOT only meets four times a year).

If the faculty member is NOT being considered for tenure, they will receive a letter from the Dean within one week of the Academic Council meeting letting them know the outcome of the vote.

Step Nine

The Johns Hopkins University Board of Trustee's reviews the portfolio and votes on appointment/promotion and tenure.

Step Ten

The Johns Hopkins University President's office will notify the Dean within one week of the Board of Trustee's meeting of the outcome of the vote.

Step Eleven

The Dean will notify the faculty member of the Board of Trustee's vote on their appointment/promotion and tenure.

Approximate Time Line for Appointment/Promotion with Tenure

If the portfolio has no corrections the process takes at least eight months from the time it is submitted to the Dean's Office. (Much of this time-line is depended on the Board of Trustee's Meeting date.)

If the portfolio has to be returned for corrections the process takes at least nine months from the time it is submitted to the Dean's Office.

Approximate Time Line for Appointment/Promotion WITHOUT Tenure

If the portfolio has no corrections the process takes at least six months from the time it is submitted to the Dean's Office.

If the portfolio has to be returned for corrections the process takes at least seven months from the time it is submitted to the Dean's Office.