

## HOMEWOOD ACADEMIC COUNCIL Appointment and Promotion Checklist

Please review the attached checklist during preparation of the dossier to ensure all necessary items are present. Guidelines and rules concerning the solicitation of letters from external referees and the confidentiality of the review are provided in the Academic Council Procedures Manual and at <http://sites.jhu.edu/council/appoint>.

### Ad hoc Committee Report

- The ad hoc committee report should provide a critical but balanced evaluation of the candidate's scholarship and research
  - The report should indicate those points made by the referees that the committee found most persuasive—both for and against the promotion or appointment
- The report should describe how referees were selected and include the following information
  - Biographical information for all referees contacted by the ad hoc committee (e.g. membership in a National Academy, chaired professorships, editorial appointments, major prizes or awards)
  - The role of the department liaison in the selection of referees
  - Documentation of correspondence with the referees, such as sample letters or emails to late respondents. (If phone calls are placed, these too must be documented with extreme care taken not to lobby for or against the candidate). The actual correspondence may be included as appended items.
  - All substantial affiliations with the candidate should be reported (e.g. thesis or postdoctoral advisor, research collaborator, co-author, faculty colleague)

### Appended items

- At least ten (10) substantive referee letters must be provided for promotions or appointments to tenured Associate or Full Professor. \*In the case of promotion to Associate Professor without tenure, eight (8) substantive letters must be provided.
  - If the department has solicited external letters, the number of letters obtained by the ad hoc committee must be at least equal to the number obtained by the department. All letters solicited by the department must be included in the report.
  - Referees should carry the rank of Professor or the equivalent; in cases where a letter is solicited from a referee carrying a lower rank, an explanation must be provided in writing.
  - Concerning the opinions of the referees, the letter writer should:
    - Address the accomplishments of the candidate compared with those of others in the same discipline
    - Provide evidence that the candidate will become a leader in his or her field

### Departmental Dossier

- An up-to-date curriculum vita and publication list should be provided, which should include:
  - **ALL** of the applicable items on checklist
- The Departmental Assessment should include:
  - The candidate's role in the strategic plan for the department
  - The candidate's significant interactions outside the department
  - A summary teaching assessment in which the quality and quantity of teaching is evaluated (summary teaching evaluations should be included whenever possible)
  - *For promotion only*—describe any variance from normal promotion schedule

### For appointments only

- An affirmative action should be completed with the following issues addressed:
  - Efforts to recruit women and minorities
  - Specific measures taken to ensure that the search process was as inclusive as possible
- For target of opportunity appointments, the justification for a targeted hire should be explained.

**HOMEWOOD ACADEMIC COUNCIL**  
**Appointment and Promotion Dossier Checklist**

Candidate: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Number of letters received:**

Departmental letters \_\_\_\_\_  
Ad hoc committee letters \_\_\_\_\_  
Total letters \_\_\_\_\_

**Department**

**Department request letter**

- Number of voting faculty with tally of vote
- Explanation of any variance from normal promotion schedule
- Scholarly achievements of candidate as seen by members of the department
- How research area fits with long-range plans of the department and University
- Minority report

**Curriculum vitae** (current and dated)

***Awards and recognition***

- List of awards, prizes and fellowships

***Publications and presentations***

- Co-authors and page numbers for all scholarly publications or DOI for unpaginated web publications
- Description of work in progress or in press
- Status of book manuscripts
- List of invited talks and presentations

***Teaching information***

- List of courses taught each semester with number of students

***Advisory information***

- Past PhD & MS students
- Present PhD & MS students

***Research***

- List of grants and contracts with PI status, agency, dates and levels of funding
- List of fellowships or other scholarly support

***List of service***

- Department
- University
- Profession

***Other scholarly and technical output***

- List of patents
- Software and other technical work
- Artistic work

**Referee letters**

- Referee list (use template)
- Referee bios (include those who declined/ did not respond)
- Sample letter to referees
- Referee letters
- Referee declinations
- Additional communication with referees

**Candidate statements**

- Research accomplishments and goals
- Teaching accomplishments and goals  
Service (optional)

**Teaching**

- Teaching evaluations
- Teaching evaluation summary (promotions only- use template)
- Sample course syllabi (optional)

**EEO (appointments only)**

- Affirmative Action report
  - Copy of advertisements
  - List of journals in which advertisements were placed
  - Copies of correspondence with relevant departments in the field
  - Steps taken to make the search process inclusive to women and minorities
  - Long list of candidates
  - List of candidates interviewed
- OR-
- Explanation of circumstances of search (i.e. target of opportunity)

**Select publications**

**Book reviews or Reader's Reports**

**Ad Hoc Committee**

**Ad hoc committee report**

- Evaluation of dossier
- How referees were selected and their appropriateness
- Substantial (known) affiliations between the candidate and referees
- Contributions of the departmental liaison
- Pursuit of letters from late respondents
- Possible reasons for failure of referees to respond
- Justification for using referees with the same rank as the candidate
- Recommendation (based on entire dossier)

**Referee letters**

- Referee list (use template)
- Referee bios (include those who declined/ did not respond)
- Sample letter to referees
- Referee letters
- Referee declinations
- Additional communication with referees

**Updated Material**

- Current CV at time of HAC presentation
- Current teaching evaluation summary at time of HAC presentation