

**Johns Hopkins Berman Institute of Bioethics**  
**Revised Faculty Policies and Procedures – 3 December 2024**

**I. FACULTY**

**1. Responsibilities**

- a. The primary responsibility of Berman Institute (BI) faculty is to advance the BI's mission through maintaining an active program of research/scholarship, education, and/or practice in bioethics broadly construed, together with a regular and consistent presence in the BI community.
- b. This primary responsibility – compensated with salary support under the terms set out in section I.2 below – takes the form of **baseline requirements** as follows.
  - i. Identify the BI as primary or joint University appointment.
  - ii. Demonstrate serious, on-going commitment to bioethics research/scholarship, service, and/or teaching.
  - iii. Attend monthly BI faculty meetings, semi-monthly BI Seminars, semi-annual research retreats, social events, and other BI community activities as often as possible.
  - iv. Present bioethics work periodically at faculty meetings or research retreats.
  - v. Serve upon request as mentor/advisor or thesis reader for up to three BI trainees or students during any given academic year.
  - vi. Serve as occasional guest faculty member for courses in BI-led academic programs.
  - vii. Participate upon request, and as appropriate given the individual's strengths, interests, and overall portfolio of BI-related effort, in BI public engagement activities – for example, news media interviews, participation as an expert author or co-author in op-ed pieces, or expert contributions to public symposia, chats, or panels – up to twice per academic year on average; to ensure equitable exposure and opportunity for faculty to participate in public engagement, the BI will take care to optimize inclusion of diverse areas of scholarship.
  - viii. Meet with the Director for annual review.
  - ix. For faculty not yet at senior-most academic rank: meet with BI Faculty Development Committee (FDC) mentor at least twice per year and submit materials for annual BI FDC review.
  - x. For faculty at senior-most academic rank (Professor, Professor of the Practice, Research Professor, Senior Research Associate, *etc.*): serve on BI FDC and serve upon request as BI FDC mentor for up to three earlier-career BI faculty concurrently, to be assigned according to the separate BI FDC mentoring policy and procedures, with due attention by the FDC Chair to each FDC member's overall balance of BI-related effort.
- c. A current faculty member may choose not to undertake the baseline requirements, and, consequently, not to receive the associated salary support (see I.2).
  - i. If the faculty member's primary appointment is outside the BI, they would thereby change from Faculty status to Affiliate status (as described below under section II) by mutual agreement with the Director, revisiting at each annual review with the Director the choice *either* to remain in Affiliate status *or* to return to Faculty status with the associated responsibilities and salary support.

## **2. Salary support<sup>1</sup>**

- a. Faculty who do not hold endowed chairs will receive 5%FTE salary support for meeting the baseline requirements.
- b. In addition, service as course instructor for a course in a BI-led academic program is compensated at either 7%FTE up to the NIH salary cap or \$7,000, whichever is preferred; or if there are two or more co-instructors, they will determine how to divide such compensation between/among them.
- c. Faculty may be offered additional salary support commensurate with additional responsibilities: for example, service in BI program leadership, service on BI faculty search committee(s), and other major service commitments as identified by the Director.

## **3. Faculty privileges**

- a. Faculty are eligible to apply for BI-sponsored research funding & resources, as available.
- b. When BI office and research space are available, faculty have priority.
- c. Faculty are eligible to represent BI on University Institutional Review Boards (IRBs); any monetary compensation for IRB service is outside the purview of the BI.

## **4. Appointment of faculty**

- a. Faculty with primary appointment outside BI
  - i. Appointment home: Faculty appointment is joint between the BI and one or more non-BI entities; tenure line, if applicable, is housed outside the BI.
  - ii. Eligibility criteria
    1. Terminal degree such as PhD, MD, or JD
    2. Graduate or post-graduate bioethics training, or equivalent professional experience in bioethics
    3. Excellence in scholarship and/or teaching
    4. Expected to contribute intellectually to the BI's mission, based on potential (in early career) or established record (in mid- or late career)
  - iii. Appointment process
    1. Nomination by Search Committee or in writing by a BI faculty member
    2. Submission of materials
      - a. For applicants outside JHU: submit CV and other application materials as specified in job advertisement with co-recruiting non-BI JHU division(s).
      - b. For applicants with current appointment in non-BI JHU division(s): submit CV; letter of interest (maximum 3 pages) describing applicant's contributions to bioethics scholarship (past, current, and prospective), education, and mentorship, and any relevant committee or institutional service; three selected publications or other work products; current teaching evaluations (if any); optional teaching portfolio.
      - c. The BI may request other materials during the application review process.
    3. Presentation of a talk in a BI community venue (e.g., BI Seminar, faculty meeting, research retreat, *etc.*) or by special arrangement
    4. Interview with Director and other faculty identified by Director

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<sup>1</sup> For faculty who hold endowed chairs, the extent to which their performance of BI baseline requirements and any additional activities is supported by their endowment and/or by some increment of further salary support may vary with the terms of the endowment and should be negotiated with the BI Director.

5. BI FDC vote (per voting rules set out in separate 'Berman Institute Faculty Development Committee' document) following evaluation of submitted materials, lecture, and interview reports
  6. BI FDC report and recommendation to Director
  7. Director's approval
  8. Memorandum of Understanding (MOU) with non-BI JHU division affirming primary faculty appointment there
- iv. Institutional responsibilities
1. Administrative and financial responsibilities are negotiated between the BI and the non-BI entity/ies).
  2. While the promotion and (if applicable) tenure decision process is ultimately controlled by the non-BI entity and its parent division, BI mentorship is also important, and the BI Director may help to inform promotion/tenure recommendations.
  3. Joint appointment to the BI is without tenure implications.
- v. Terms of appointment: The BI Director will review appointment status annually to determine if continuation of the BI faculty appointment is mutually beneficial.
- b. Faculty with primary appointment at BI: Research Professor track
- i. Ranks and qualifications
1. Assistant Research Professors contribute intellectually to advancing the BI's mission through securing grants for their own work, and/or through participating in research, scholarship, and academic programs led by other BI faculty.
  2. Associate Research Professors contribute intellectually to advancing the BI's mission through leading research, scholarship, and/or educational activities with national or international significance in their focus area of bioethics.
  3. Research Professors contribute intellectually to the BI's mission through leading research, scholarship, and/or educational activities at an outstanding level of accomplishment, with national and international significance in their focus area of bioethics.
- ii. Appointment home: Primary JHU appointment is in the BI.
- iii. Eligibility criteria: Same as for faculty with primary appointment outside BI (above).
- iv. Appointment process
1. Follow Steps 1 and 3-7 as for faculty with primary appointment outside BI (above; Step 8 does not apply)
  2. Submission of materials
    - a. All applicants submit CV; letter of interest (maximum 3 pages) describing their contributions to bioethics scholarship (past, current, and prospective), education, and mentorship, and any relevant committee or institutional service; three selected publications or other work products; current teaching evaluations (if any); optional teaching portfolio; and at least 2 letters of recommendation, at least one of which is from an individual outside JHU.
    - b. The BI may request additional materials during the application process.
- v. Institutional responsibilities
1. All administrative and financial responsibilities are within the purview of BI.
  2. Promotion is within the purview of the BI Director and FDC.

3. Primary appointment to the BI is without tenure implications.
- vi. Terms of appointment
    1. Appointment at all ranks is to a rolling three-year term, renewable annually based on performance, BI needs, and availability of funding.<sup>2</sup>
      - a. For Assistant and Associate Research Professors: The Director and BI FDC will use annual reviews to evaluate performance and provide guidance on goals for advancement to the next rank.
      - b. For Research Professors: Annual review is with the Director only.
    2. The Director must provide at least two years' notice if the appointment will not be renewed.
- c. Faculty with primary appointment at BI: Research Associate track
    - i. Ranks and qualifications
      1. Faculty at Research Associate rank support the BI's research, service, or education enterprises.
      2. Faculty at Research Associate II rank demonstrate sustained achievement in support of the BI's research, service, or education enterprises.
      3. Faculty at Senior Research Associate rank demonstrate sustained leadership and distinguished achievement in support of the BI's research, service, or education enterprises.
      4. Research Associates at all ranks may also undertake their own independent bioethics projects, as funding and available effort allow.
    - ii. Appointment home: Primary JHU appointment is in the BI.
    - iii. Eligibility criteria: Master's degree (at minimum) in a relevant field
    - iv. Appointment process
      1. Nomination in writing by a BI faculty member, with letter of recommendation detailing the duties the nominee will perform, rationale for the appointment in terms of the BI's mission, and commentary on the nominee's qualifications
      2. Submission of CV and three selected publications or other work products
      3. Director's approval (appointment not subject to BI FDC review)
    - v. Institutional responsibilities: Same as for Research Professor track (above).
    - vi. Terms of appointment
      1. Appointment at all ranks is to a rolling three-year term, renewable annually based on performance, BI needs, and availability of funding.<sup>3</sup>
        - a. For faculty at Research Associate and Research Associate II ranks: The Director and BI FDC will use annual reviews to evaluate performance and provide guidance on goals for advancement to the next rank.
        - b. For faculty at Senior Research Associate rank: Annual review is with the Director only.
      2. The Director must provide at least two years' notice if the appointment will not be renewed.

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<sup>2</sup> Because the BI can offer only annual contracts per HR policy, the contractual implementation of the three-year rolling appointment must occur on an annual basis.

<sup>3</sup> See footnote 2 above.

## 5. Promotion of faculty

- a. Faculty with primary appointment outside BI: promotion is within the purview of the non-BI entity. As noted above (I.4.a.iv.2), while the promotion and (if applicable) tenure decision process is ultimately controlled by the non-BI entity and its parent division, BI mentorship is also important, and the BI Director may help to inform promotion/tenure recommendations.
- b. Faculty with primary appointment at BI: Research Professor track (see description of ranks and qualifications at I.4.b.i above)
  - i. Promotion from Assistant Research Professor to Associate Research Professor
    1. Timing: Assistant Research Professors are eligible for promotion to Associate Research Professor after six full years in rank. Consideration for promotion can occur earlier under exceptional circumstances (e.g., if the candidate has served previously in an equivalent rank position or has previously held equivalent rank responsibilities). Appointments have no maximum limit for years of service in rank before seeking promotion.
    2. Submission of materials: Candidate submits materials to BI FDC (via the BI FDC Chair) by September 1.
      - a. CV
      - b. Personal statement (maximum 3 pages) describing candidate's contributions to bioethics scholarship (past, current, and prospective), education, and mentorship, any relevant committee or institutional service, and evidence of national or international leadership
      - c. Current teaching evaluations
      - d. Summary table of up to ten refereed publications or books/book chapters, listing citations, the faculty member's specific contribution as co-author (for any items not single-authored), and any distinctions earned (such as best-paper-of-the-year prize, inclusion in anthologies, book prizes, or similar)
    3. Evaluation
      - a. BI FDC reviews submitted materials and votes (per voting rules set out in separate 'Berman Institute Faculty Development Committee' document) to recommend to the Director one of the following options:
        - Promotion
        - Invitation to re-apply for promotion after two additional years in rank
        - Staying on in same rank subject to standard terms of appointment
      - b. Director's determination.
    4. Communication: Director informs the candidate of the decision.
  - ii. Promotion from Associate Research Professor to Research Professor
    1. Timing: Same as for promotion from Assistant Research Professor to Associate Research Professor.
    2. Submission of materials: Candidate submits materials to BI FDC by September 1.
      - a. CV
      - b. Personal statement (maximum 3 pages) describing candidate's contributions to bioethics scholarship (past, current, and prospective), education, and mentorship, any relevant committee or institutional service, and evidence of national and international leadership
      - c. Current teaching evaluations

- d. Summary table of up to twenty refereed publications or books/book chapters, listing citations, the faculty member's specific contribution as co-author (for any items not single-authored), and any distinctions earned (such as best-paper-of-the-year prize, inclusion in anthologies, book prizes, or similar)
  - 3. Evaluation: Same as above (from Assistant to Associate)
  - 4. Communication: Director informs the candidate of the decision.
- c. Faculty with primary appointment at BI: Research Associate track (see description of ranks and qualifications at I.4.c.i above)
  - i. Promotion from Research Associate to Research Associate II
    - 1. Timing: Research Associates are eligible for promotion to Research Associate II after approximately five years of exemplary performance in rank. Consideration for promotion can occur earlier under exceptional circumstances (e.g., if the candidate has served previously in an equivalent rank position or has previously held equivalent rank responsibilities, or if they have advanced considerably in the complexity of responsibilities they hold). Appointments have no maximum limit for years in rank before seeking promotion.
    - 2. Submission of materials: Candidate submits materials to BI FDC when ready
      - a. CV
      - b. Personal statement (maximum 3 pages) describing candidate's sustained achievements and vision for future contributions in support of the BI's research, service, or education enterprises, as well as any independent bioethics projects.
      - c. Summary table of publications or other work products demonstrating quality and quantity of accomplishment
    - 3. Evaluation: Same as above (for promotions on Research Professor track)
    - 4. Communication: Director informs the candidate of the decision.
  - ii. Promotion from Research Associate II to Senior Research Associate
    - 1. Timing: Same as for promotion from Research Associate to Research Associate II.
    - 2. Submission of materials: Candidate submits materials to BI FDC when ready
      - a. CV
      - b. Personal statement (maximum 3 pages) describing candidate's sustained leadership, distinguished achievements, and vision for future contributions in support of the BI's research, service, or education enterprises, as well as any independent bioethics projects.
      - c. Summary table of publications or other work products demonstrating effectiveness of leadership, and quality and quantity of accomplishment
    - 3. Evaluation: Same as above (for promotions on Research Professor track)
    - 4. Communication: Director informs the candidate of the decision.

## **II. AFFILIATES**

### **1. Responsibilities**

- a. Affiliates help to advance the BI's mission through their own research, scholarship, teaching, committee service (IRBs, hospital ethics committee, ISCRO, *etc.*), or other professional practice.
- b. Meet with the Director for annual review.

## **2. Salary support**

- a. No salary support
- b. If an Affiliate is invited to offer a course in the Berman Institute MBE program, compensation will be determined by the Director.

## **3. Affiliate privileges**

- a. Affiliates are not obligated but are welcome to attend BI faculty meetings, seminars, research retreats, social events, and other BI community activities.
- b. Affiliates may present bioethics work periodically at faculty meetings or research retreats, serve upon request as mentor/advisor/reader for BI trainees or students, serve as occasional guest faculty for courses in BI-led academic programs, or participate in BI public engagement as appropriate to their expertise and experience, but are not required to make any of these kinds of contributions.
- c. Although human resource constraints preclude the option for Affiliates to participate in the formal BI FDC mentorship system (described in separate BI FDC mentoring policy and procedures), Affiliates are welcome to seek informal mentorship from BI colleagues.

## **4. Appointment of affiliates**

- a. Appointment home: primary JHU appointment is outside the BI
- b. Eligibility criteria
  - i. Full-time or part-time JHU faculty or, as appropriate to advance specific aspects of the BI's mission, full-time University-level JHU official
  - ii. On-going research/scholarship, education, and/or practice in bioethics broadly construed, and serious interest in joining the BI's intellectual community
  - iii. Documented program of, or clear vision for, bioethics-related activity in sphere(s) of interest relevant to the BI's mission
- c. Appointment process
  - i. Nomination in writing by a BI faculty member
  - ii. Submission of CV and three selected publications or other work products
  - iii. Interview with Director and other faculty identified by Director
  - iv. BI FDC vote (per voting rules set out in separate 'Berman Institute Faculty Development Committee' document) following evaluation of submitted materials and interview reports
  - v. BI FDC report and recommendation to Director
  - vi. Director's approval
  - vii. A current faculty member whose primary appointment is outside the BI may choose to change from Faculty status to Affiliate status by mutual agreement with the Director, as described at I.1.c.i above.
- d. Institutional responsibilities
  - i. The BI has no administrative or financial responsibilities for Affiliates.
  - ii. Promotion of affiliates is outside the BI's purview.
- e. Terms of appointment: The BI Director will review appointment status annually to determine if reappointment is mutually beneficial.

### III. ADJUNCT FACULTY

#### 1. Responsibilities

- a. Adjuncts are faculty from other academic institutions invited by the Director, in consultation with the BI FDC, to contribute to the BI's mission in specified, sustained ways – such as by regularly offering a course needed in the BI MBE curriculum or regularly contributing essential elements to JHU bioethics training programs led by BI faculty. (Standard research roles, such as being a Co-Investigator on a project with a BI Principal Investigator, do not suffice for adjunct faculty status.)
- b. Meet with the Director for annual review.

#### 2. Salary support

- a. No salary support.
- b. If Adjunct Faculty are appointed as a function of their offering a course in the Berman Institute MBE program, compensation will be determined by the Director.

**3. Adjunct privileges:** Adjuncts are not obligated but are welcome to attend BI faculty meetings (substantive component), seminars, research retreats, social events, and other BI community activities.

#### 4. Appointment of adjuncts

- a. Appointment home: primary faculty appointment or position outside JHU.
- b. Ranks and titles: BI titles for adjunct faculty members will carry over from their faculty rank at the home institution housing their primary appointment: e.g., Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor; faculty who have retired (including those who have become Emeritus/a) at another university will be designated at the rank they held at time of retirement.
- c. Eligibility criteria:
  - i. Faculty appointment or emeritus/a status at a university of reputable standing.
  - ii. Documented capacity and willingness to contribute, in ways specified by invitation, to the BI's mission and intellectual life.
- d. Appointment process: Same as for Affiliates (above).
- e. Institutional responsibilities: The BI has no administrative or financial responsibilities for Adjuncts.
- f. Terms of appointment: Same as for Affiliates (above).

### IV. JHU EMERITI FACULTY

#### 1. Responsibilities:

- a. Emeriti faculty have no fixed responsibilities but may be invited on an *ad hoc* basis to participate in activities such as BI public engagement, guest lectures for courses in BI-led academic programs, etc.
- b. Meet with the Director upon request by either the faculty member or the Director.

**2. Salary support:** None

#### 3. Emeriti faculty privileges

- a. Emeriti faculty are not obligated but are welcome to attend BI faculty meetings, seminars, research retreats, social events, and other BI community activities.
- b. Emeriti faculty are not members of the BI FDC.



#### **4. Appointment of emeriti faculty**

- a. Appointment home: BI emeriti faculty appointments are within the purview of the BI and are without implications for emeriti faculty appointments in other JHU divisions.
- b. Eligibility criterion: Retired JHU faculty, having served as BI faculty at the senior-most rank on their faculty track at the time of retirement
- c. Appointment process: By mutual agreement between the retiring faculty member and the BI Director
- d. Institutional responsibilities: None
- e. Terms of appointment: Same as for Affiliates (above).

### **V. VISITING FACULTY**

#### **1. Responsibilities**

- a. Visiting faculty are expected to attend BI faculty meetings (substantive component), seminars, and research retreats, during their period of local residence.
- b. Visiting faculty are expected to present once in the BI Seminar Series during their period of local residence and in a research retreat if one is scheduled during their visit.
- c. Visiting faculty are expected to make themselves available to BI students and trainees for informal consultation during their period of local residence.

#### **2. Salary support**

- a. No salary support
- b. If Visiting faculty are appointed as a function of their offering a course in the Berman Institute MBE program, compensation will be determined by the Director.

#### **3. Visiting faculty privileges**

- a. Visiting faculty are not obligated but are welcome to attend BI social events and other BI community activities held during their period of local residence.
- b. Visiting faculty are not voting members of the BI FDC.

#### **4. Appointment of visiting faculty**

- a. Appointment home: Visiting faculty do not hold any primary appointment at JHU.
- b. Eligibility criteria
  - i. Faculty appointment at a university of reputable standing, or comparable bioethics-related position with a government, multinational, or private-sector organization.
  - ii. Documented capacity and willingness to contribute in significant ways to the BI's mission and intellectual life.
- c. Appointment process
  - i. Nomination in writing by current BI faculty member
  - ii. Director's determination
- d. Institutional responsibilities: None
- e. Terms of appointment
  - i. Visiting faculty join the BI community in physical residence for a minimum of one month.
  - ii. Length of appointment will vary based on the needs of the visiting faculty member and the BI and will be specified in writing in advance of the appointment.