

Berman Institute Faculty Development Committee (BI FDC) – 3 December 2024, revised 19 May 2025

Leadership, membership, terms of service, and staffing: The Chair of the Berman Institute Faculty Development Committee (BI FDC) is the Associate Director for Faculty Affairs, as appointed by the Director. Membership involves all Faculty who are at senior-most rank on their track: full Professors, Professor of the Practice, Research Professors, Senior Research Associates, etc. Members' terms of service are continual except while on sabbatical or other leave. The administrative colleague assigned to support the Associate Director for Faculty Affairs will thereby hold primary responsibility for administrative support of Committee operations.

The BI FDC has three responsibilities. Some are ongoing, and some are shorter term:

1. **Appointments and Promotions:** Serve as the Berman appointments and promotions committee, according to the revised Berman Institute Faculty Policies and Procedures adopted 3 December 2024.
 - a. Appointing Berman Institute (BI) faculty, affiliates, and adjuncts
 - b. Promoting faculty whose primary appointment is at the BI
 - c. Considering status changes from affiliate to faculty
2. **Mentoring and Faculty Development:**
 - a. Create mentoring policies and expectations for all BI faculty:
 - i. Faculty whose primary appointment is outside the BI
 - ii. Faculty whose primary appointment is at the BI
 - b. Mentors must be members of the BI FDC.
 - i. For BI faculty mentees whose primary appointment is outside the BI, presume mentor should be full Professor or Professor of the Practice from within the division that houses the mentee's primary appointment.
 - c. Ensure that, per above policies, all BI faculty of appropriate rank have a BI FDC mentor
 - d. Meet as a full committee annually with each mentor to discuss the portfolio, professional progress, goals, and challenges of each BI faculty mentee.
 - e. Use all of above discussions and interactions to modify any policies, procedures, or practices periodically as appropriate
3. **Provide feedback on options and suggested approach for Dracopoulos rotating chair**
 - a. We have implemented the first cycle and named the awardee as of September 2024.
 - b. Before implementing the next cycle, projected for 2027, this committee will review the current approach and revise as needed.

Voting rules: all matters requiring a BI FDC vote will be decided by a simple majority of actively serving BI FDC members (not counting those on sabbatical or other leave at the time of voting and not counting the BI Director and the BI FDC Chair), with simple majority being defined as over half. A quorum is required for voting, defined as over half of actively serving BI FDC members (not counting those excepted above). Votes must be cast in the BI FDC meeting. **Exceptions:** electronic voting – with confidential materials to be distributed via JHOneDrive or similar, and voting to be conducted via Qualtrics or similar – may occur for matters too time-sensitive to await the next scheduled BI FDC meeting; a quorum requires all actively serving members to cast a vote, and the matter will be decided by a simple majority.