

Armstrong Institute Member and Faculty Appointment Procedures

Below we outline the steps for securing an appointment as a core or affiliate member, or as core, affiliate or visiting faculty with the Armstrong Institute (AI). Members are those with essential roles in quality and safety who do not hold a faculty appointment at any of the JHU schools. Principal faculty members are hired to join the Institute and are not discussed here.

Procedures for AI Appointment as Core/ Affiliate Member or Faculty

- 1) Candidate completes online AI Appointment Application Package, including a letter of support for appointment from the candidate's division/department/school. The letter of support demonstrates that the candidate's supervisory chain is aware of, and supports the appointment. The application is located at:
https://www.hopkinsmedicine.org/armstrong_institute/
- 2) Candidate must identify a willing AI sponsor. This person must be Core faculty or a Core member. This person should be named on the application but does not write a letter. The candidate should contact the sponsor about their willingness to serve before listing his/her/their name on the application.
- 3) The candidate's received online application package is forwarded to the Armstrong Institute Member Review Committee (MRC). One MRC member is assigned to present the candidate to the committee.
- 4) Discussion of the candidate's application, service and experience is held within the MRC. The committee decides whether the process for approval should go forward.
- 5) Candidate meets with AI sponsor and receives "How to get involved" document. The two should discuss the candidate's career development plans in patient safety and quality.
- 6) The FRC Administrator will track the application's progress and the successful candidate's time for renewal.
- 7) Feedback from FRC is given to the AI Sponsor to relay to the candidate at initial acceptance and upon appointment renewal.
- 8) All feedback will be kept confidential - that is, it will not be identified as to who offers the feedback.
- 9) The decision will be communicated to the candidate by the AI Director in writing, via email, as soon as possible after approval.
- 10) The new AI Member should contact the Research in Progress planners to schedule a self-introduction to the rest of the AI membership. Attendance at faculty meetings and AI Patient Safety Grand Rounds is expected.

Procedures for AI Appointment as a Visiting Faculty Member

There are two routes by which a candidate may receive a Visiting Faculty appointment with the Armstrong Institute for Patient Safety and Quality: 1) The candidate must have a preexisting Visiting faculty appointment within a department of Johns Hopkins University; OR 2) the candidate must identify a member of the Armstrong Institute Principal Faculty who is willing to host their visit.

Case 1, Pre-existing visiting appointment at Johns Hopkins.

- 1) Candidate completes online AI Appointment Application Package. This application is located at: https://www.hopkinsmedicine.org/armstrong_institute/.
- 2) The application must include a letter of support for an AI appointment from the division /department / school (the visiting faculty's supervisor) that the candidate is visiting. This letter should confirm the pre-existing visiting status, its expected duration, and permission to join the Armstrong Institute as visiting faculty.
- 3) The application must name an AI sponsor from among the core faculty. The visiting scholar should request sponsorship from the AI Core Faculty member prior to listing his/her/their name.
- 4) The AI Sponsor will notify all AI Core faculty of the Visiting Faculty's appointment.
- 5) To enhance collaboration and collegiality, once the Visiting Faculty Member has arrived in the Armstrong Institute, it is recommended that s/he sets up meetings with all relevant faculty and as many other faculty as desirable. It is also recommended that the Visiting Faculty Member give a talk to a broad audience such as AI Research in Progress (RIP) seminars. A special invitation will be circulated to all AI Faculty to attend.

Case 2: De Novo Visiting Appointment with Armstrong Institute

- 1) In some cases, a Principal Faculty member of Armstrong Institute may identify a candidate for Visiting Faculty who they would like to bring to campus to work with Armstrong.
- 2) These cases are rare and require demonstration of a funding source for the Visitor as well as other review by JH Human Resources.