

**Faculty Request for Approval of Proposed
Appointment at Outside Institution for
Johns Hopkins School of Arts and Sciences**

Faculty members must not accept offers of appointments at outside institutions (e.g., universities, institutes of higher education, research institutes or similar organizations) until written approval is granted by the Dean's Office. In some cases, the commitment to the outside institution may require a reduction in the faculty member's FTE appointment at KSAS. Faculty members should complete this form and submit it to their Department Administrator and/or Chair for Review before an appointment can be considered. Once the departmental review is complete, the application will be forwarded to their Vice Dean. The Dean's office will coordinate the review with other offices and make a final decision regarding the proposed appointment.

I. Faculty Member Information

Last name:

First name:

Rank:

Department:

II. Information about the position

Name of institution offering position:

Address of institution:

Contact at the institution:

Description of title offered:

Description of proposed duties (if research is included, describe the subject matter of the research, objectives of the work, collaborators, and anticipated and possible application of research results):

Time periods of performance of the proposed external faculty appointment:

Percent commitment for those periods:

Are you expected to be on site at the other institution for any of this effort? If “yes,” please describe.

How will your appointment in KSAS change as a result of accepting this position?

How will your commitments to your funded research, research staff and research collaborators be maintained during the periods of proposed external commitment?

How will your teaching duties be impacted by the external commitment?

If student training or mentoring is included, will students/trainees come to JHU?

Who are your JHU mentees during the proposed periods of external faculty appointment?

Describe how your mentor responsibilities will be covered during those periods:

Describe any and all compensation, including but not limited to reimbursement of travel expenses, honoraria, living expenses, free use of on-campus housing, salary or other payments, including amounts and the source of the funding (e.g. secondary institution, foreign institution, foreign government).

List all current funding at JHU, including name of project, name of sponsor, period of award, amount, and co-PI or other key personnel listed on the application:

List all pending funding at JHU, including name of project, name of sponsor, period of award, amount, and co-PI or other key personnel listed on the application:

Will you receive or apply for funding support for your research at the other institution? List all pending or awarded funding at other institution(s) and list all collaborators listed as key personnel in the application.

Describe any data, materials, or information (e.g. technology or expertise) that will be shared with the other institutions.

How will the institution represent your appointment on their website and in public materials? Will your JHU appointment be listed?

Signature of Faculty

Date

Signature of Department Administrator

Date

Signature of Department Chair

Date

ATTACHMENTS TO BE INCLUDED: (Note: for documents in a foreign language, attach both the original and a certified English Translation).

- Offer letter from other institution
- Any contract or agreement proposed by the other institution
- All related correspondence

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