PROMOTIONS - Research Professors & Research Scientists

I. Introductory Statement

Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments. This document is intended to set forth institutional policy for the promotion of non-tenure track research faculty and staff. Additional policy statements shall be adopted by departments and schools and shall be consistent with general University policy.

II. Criteria for Promotion

Each research faculty and staff member who receives an appointment as Research Professor, Scientist, or R&D Scientist/Engineer shall be provided by the appropriate Unit Director/Department chair at the time of appointment, a copy of the approved promotion guidelines with respect to research or creative achievement and service that he or she is expected to meet in order to be recommended for promotion to a higher rank. Research faculty members holding joint academic appointments must be informed in writing at the time of their appointment precisely what role each of the units in the appointment will have with regard to decisions concerning promotion and be provided with promotion guidelines of each unit. Generally, faculty holding joint titles seek promotion in both titles concurrently. The unit’s promotion guidelines for research faculty and staff should state the unit’s standards and procedures for promotion in cases of joint titles.

III. Promotion in Rank

When a research faculty member is being considered for promotion, his or her contributions should be assessed in regard to the role assigned at the time of appointment with subsequent written modifications. Favorable action should result when the individual has demonstrated a level of competence and distinction appropriate to the proposed rank. Both because experience is of value in itself and because for promotion there should be evidence of continued excellence and productivity, minimum periods of service in one rank will be expected before promotion to the next. While the requirement for minimum service in an academic rank is not absolute and rigid, exceptions will be made only on the basis of documented exceptional performance. Credit for time in rank on the basis of professional experience shall be negotiated at the time of employment.

A. From Research Assistant Professor to Research Associate Professor: The general requirement is that one should serve five years in the lower rank before being considered for promotion.

B. From Research Associate Professor to Research Professor: The general requirement is that one should serve six years in the lower rank before being considered for promotion.
C. Research Scientist and R&D Engineer track time in rank will be established by each unit in its Promotion Guidelines document.

D. In addition to minimum time in rank requirements, each unit with these positions should establish criteria and expectations for each rank to (a) guide personnel in their professional development and (b) provide guidance to committees to assess each candidate for promotion.

E. All promotion requirements will be documented by the unit and communicated through the reporting chain of the unit as well as to the Vice Chancellor for Research and Sponsored Programs and Office of the Provost.

IV. Procedure

A. Application: A person desiring to seek promotion must file an application by September 1 with his or her department chair or unit director.

B. Preparation of the Promotion Dossier: Appropriate guidelines for the preparation of the electronic promotion dossier shall be available in the Office of the Provost/Vice Chancellor for Academic Affairs. Preparation of the promotion dossier is the responsibility of the person who is making the application. The Unit Director/Chair shall cooperate with the faculty member especially in providing relevant items which are more easily available to the Director/Chair. Each unit or department endorsement shall establish timetables for submission of the various parts of the application.

C. Forwarding the Dossier: Every promotion dossier, unless withdrawn by written request to the Unit Director/Chair, shall move through the entire promotion review process. The dossier shall include the prescribed recommendation forms, which shall be available from the Office of the Provost/Vice Chancellor for Academic Affairs.

D. Informing Candidate of Progress of Each Step: A person who is being considered for promotion shall be notified in writing at each stage of the process of the recommendation made at that stage. The Director/Chair shall notify the person no later than the time the recommendation is sent to the dean or when appropriate, Vice Chancellor for Research.

Likewise, before or at the time of sending the recommendation forward, the Academic Dean (if applicable), the Dean of the Graduate School (if applicable), and the Provost/Vice Chancellor for Academic Affairs will each notify the applicant and all other offices involved thus far in the administrative chain of his or her recommendation. The notice will include the recommendation of any committee which gives advice on the promotion application.
E. **Timetable:**
   On or before September 1--faculty member's application to department/unit head; on or before November 21--department's/unit's recommendation to appropriate dean; on or before January 3--dean's recommendation to the Vice Chancellor for Research; on or before January 15--Vice Chancellor for Research's recommendation to the Provost/Executive Vice Chancellor for Academic Affairs; on or before March 20--Provost/Executive Vice Chancellor for Academic Affairs' recommendation to the Chancellor; on or before March 31--Chancellor's final action except as provided below to allow time for appeal.

F. **Advisory Committee to the Dean/Director:** A dean/director may use and consult appropriate committees for advice in arriving at a recommendation on a promotion application.

G. **Support and Research Review Committee:** A campus committee shall review all applications at such time as the applications are sent forward from the Vice-Chancellor for Research to the Provost/Vice Chancellor for Academic Affairs, and its report shall go to the Provost/Vice Chancellor for Academic Affairs.

H. **Provost/Vice Chancellor for Academic Affairs:** If the Provost/Vice Chancellor for Academic Affairs elects to act contrary to the recommendation of the director/chair, dean, or Vice-Chancellor for Research, prior to making his or her own decision, the Provost/Vice Chancellor will hold a meeting with the director/chair and dean concerned unless it is the director/chair’s or dean’s personal review.

   The recommendation of the Provost/Vice Chancellor for Academic Affairs shall be forwarded to the candidate. If the recommendation is a positive one, a recommendation shall also be sent to the Chancellor accompanied by recommendations and reports from all entities listed prior to this section.

   In the event of a negative recommendation on the part of the Provost/Vice Chancellor for Academic Affairs, the Provost/Vice Chancellor for Academic Affairs shall inform the candidate of his or her recommendation in writing. On request by the candidate, the Provost/Vice Chancellor shall provide in writing the reasons which contributed to his or her recommendation.

I. **Chancellor:** After receiving the recommendations and reports on each candidate from the individuals and committees listed above, including the Promotion Appeals Committee when it is utilized, the Chancellor shall take final action on each promotion application by March 31, except when a negative recommendation from the Provost/Vice Chancellor for Academic Affairs causes a delay. The Chancellor will notify each candidate in writing of the final action taken on his or her application for promotion and will supply copies of this notice to each reviewing officer. When an application is disapproved, the Chancellor, upon request, will provide the candidate with reasons for the disapproval.
When all actions have been completed, the recommendation forms will be filed with Human Resources except in cases, as described above, when dossiers are held for one year in the Office of the Provost/Vice Chancellor for Academic Affairs. Promotions will be effective with the start of the next contract year of each person promoted in rank.

V. Appeal Process
   Tenure and Promotion Appeals Committee: The composition, scope of activities, and procedures are specified in Item V. of the Tenure Policy

VI. Revisions
   Revision to this promotion policy shall be made only after consultation with the Council of Academic Administrators.