

CRITERIA FOR APPOINTMENT AND PROMOTION: RESEARCH TRACK (CAREER TRACK/NON-TENURE ELIGIBLE), BIO5 INSTITUTE (*INTERIM*)

January 8, 2018

The BIO5 Institute Research Track has been developed to recognize those faculty members whose primary contribution is to the research mission of the BIO5 Institute. Research Track faculty must have demonstrated potential for, or achieved excellence in, the initiation, direction, and completion of research projects. In addition, Research Track faculty are expected to demonstrate mentorship in the context of research. Research Track faculty may also have teaching responsibilities, and may have service responsibilities to the profession, university, and community.

In general, Research Track faculty should be appointed in the BIO5 Institute only when there is a reason this appointment is more appropriate than appointment in a department or college. The reason may include, but is not limited to: A highly collaborative or interdisciplinary research program; a research area which is well aligned to a BIO5 Institute strategic research area but not well aligned to any one department or college; or a significant responsibility to a BIO5 Institute administrative or service facility.

Research Track faculty are career track faculty, non-tenure-eligible. The policies for appointments are included in Chapter 3 of the University Handbook for Appointed Professionals (UHAP). The initial appointment of Research Track Professor is made by the Director of the BIO5 Institute and will be at the rank of Assistant Research Professor, Associate Research Professor, or Research Professor depending on qualifications.

Qualifications for Appointment by Rank

Appointment to Research Assistant Professor

Appointment at the rank of Research Assistant Professor requires the demonstration of promise for excellence in research. An individual typically must hold a doctoral degree or its equivalent of professional and/or technical experience, and have completed a period of postdoctoral fellowship or other relevant experience. The individual must engage in a quality program of collaborative research, which is disseminated in oral and/or written forms. They must participate in mentoring, or demonstrate promise to mentor students, post-docs and/or junior colleagues in the context of research. They must have potential for project leadership, or their efforts must be a vital and integral part of a collaborative research project. They must demonstrate promise to obtain external funding as principal or co-investigator. Faculty with teaching responsibilities must have evidence of teaching effectiveness as documented by student evaluations or letters of recommendation, and a demonstrated understanding of curriculum design and outcomes assessment as evidenced by a teaching statement or portfolio.

Appointment/Promotion to Research Associate Professor

Appointment at, or promotion to, the rank of Research Associate Professor requires excellence in research, as evidenced by publication in the peer-reviewed journal literature and ability to obtain external funding. There should be evidence of project leadership, or that efforts are a vital and integral part of a collaborative research project, and evidence that this level of accomplishment will continue. In addition to meeting the qualifications for Research Assistant Professor, as Research Associate Professor should have a national reputation. Candidates at this rank must have some evidence of high quality mentoring of students, postdoctoral fellows, and/or junior research colleagues. Faculty with teaching responsibilities must demonstrate effectiveness and excellence in teaching as evidenced by excellent student, administrative, and peer evaluations; contributions to curriculum development, outcomes assessment, and/or instructional innovations that build on such practices to improve student success; and effective advising, mentoring, and/or student-support activities. Faculty with service responsibilities must demonstrate participation in BIO5 Institute and/or university governance, interdisciplinary partnership, and/or outreach activities, and service as a reviewer for grants, competitions, awards, and publications, within the program, institution, and profession, as appropriate for their position and workload.

Appointment/Promotion to Research Professor

Appointment at, or promotion to, the rank of Research Professor requires a sustained and recognized record of excellence and accomplishment in research, in addition to meeting the qualifications for Research Associate Professor. Individuals should have a robust publication record in the peer-reviewed journal literature, evidence of sustained ability to obtain external funding, and evidence of translation of their research which may be through patents, industry interaction, clinical provider interaction, or community engagement. They should have evidence of sustained project leadership, or that efforts are a vital and integral part of multiple collaborative research projects. Their national reputation should be evidenced by invitations to present lectures and seminars outside the UA, activity in editorial and peer-review activities, or leadership in technical societies. Evidence of excellence in research mentoring must be demonstrated. Faculty with teaching responsibilities should demonstrate a sustained and high level of excellence in teaching, as evidenced by: recognition such as teaching awards; innovations in instruction; impact on curricular practices and teacher development programs; publications, grants, reports, presentations, and other contributions to the scholarship of teaching; and/or leadership of curricular reforms, outreach programs, and/or interdisciplinary initiatives. Faculty with service responsibilities must demonstrate excellence and leadership roles in service activities, in addition to the criteria for Associate Research Professor.

Annual Performance Review

Renewal of the appointment in all ranks will be based upon the annual performance review by the Director of the BIO5 Institute with assistance of an annual review committee. The process begins with the faculty member and Director meeting to discuss goals for the next year. At the

end of the evaluation period, the faculty member prepares an annual review portfolio. The annual review committee reviews the portfolio and makes a recommendation. The Director reviews the portfolio and this recommendation, which is advisory. The Director writes a letter of evaluation, and meets with the candidate to discuss the review and goals for the next year.

Generally, the standard for renewal at the assistant research professor level includes at least one external grant application as principal or co-investigator every year, as well as one peer-reviewed paper or conference proceeding, adjusted for FTE. The standard for renewal at associate research professor or research professor level generally includes at least one funded external project and multiple instances of dissemination per year, adjusted for FTE, while maintaining the standards of excellence described in the appointment/promotion criteria above, including the standards for excellence in teaching and service, if applicable.

Promotion Timeline and Process

Research Track faculty may be initially appointed in the BIO5 Institute at any rank, appropriate to their qualifications. They may also be more senior or more junior relative to the qualifications for that rank at the time of appointment. For this reason, there is no fixed period for review for promotion. Rather, goals for career and rank advancement will be discussed between the faculty member and Institute Director at the time of initial appointment and at annual reviews. In general, review for promotion from Assistant to Associate Research professor will occur at six years in the rank of Assistant Research Professor or equivalent experience, unless the faculty member declines, in which case review is extended one year at a time up to an additional six year. Similarly, review for promotion from Associate to Full Research Professor will occur at six years in the rank of Associate Research Professor or equivalent experience, unless the faculty member declines, in which case review is extended one year at a time. Candidates prepare a dossier for promotion that includes only those sections that are relevant to the duties that the candidate has been assigned. Templates and documentation to prepare the dossier are available from the Vice Provost for Faculty Affairs. In addition to the standard template requirements, BIO5 research faculty should include three (3) to five (5) letters from collaborators.

In any given year, the timeline for submission is as follows:

- Dossier submitted to BIO5 Director: April – June
- External Reviewer Letters requested by BIO5 Director: within one (1) month of dossier submission
- BIO5 Faculty Committee reviews completed dossier: within one (1) month of receipt of external reviewer letters
- Dossier with final approvals and recommendations submitted to RDI: no later than September 15th
- Dossier submitted to Vice Provost for Faculty Affairs: no later than December 15th.