



COLLEGE OF ENGINEERING

In case of inconsistencies between Senate Document 04-04 and the College of Engineering guidelines (or College/School/Department by laws, or other rules of governance) Senate Document 04-04 prevails

**Research Faculty Positions
Associate Research Professor Mentorship, Review and Promotion Process**

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- I. All Associate Research Professors will select a designated mentor within their hiring unit and the unit responsible for their review and promotion. The selected mentor could be a member of the School Primary Committee, appropriately augmented to include Research Faculty representatives.
- II. The School Primary Committee, appropriately augmented to include Research Faculty representatives, will annually review a summary record submitted by the faculty member and presented by the mentor. The committee will provide the Head their comments and advise on the performance of the Associate Research Professor.
- III. The Head of the unit will provide written feedback to the Associate Research Professor after the annual review including a summary of the comments received from the Primary Committee and advice for continued progress.
- IV. All Associate Research Professors will be reviewed for retention in rank or promotion to Research (Full) Professor within five years of their first appointment to the Associate Research Professor rank by the School Primary Committee, appropriately augmented to include research faculty representatives. The committee will determine if the Associate Research Professor should be considered for promotion or should be retained at the Associate Research Professor rank or should be recommended for termination.
- V. If the School Primary Committee, appropriately extended to include Research faculty representatives, makes a determination that an Associate Research Professor should be considered for retention or promotion, retention or promotion document emphasizing the accomplishments in discovery will be prepared and considered by the School Primary Committee.
- VI. The School primary committee, appropriately extended to include Research faculty representatives will consider the retention or promotion document. If the committee approves the retention or promotion document, at least by a majority vote, the document will be transmitted to the Engineering Area Promotion Committee, appropriately augmented to include Associate Dean for Research and Research faculty representatives.

- VII. The Engineering Area Promotions Committee, appropriately augmented to include Associate Dean for Research and Research faculty representatives, will consider the record of the Associate Research Professor and vote to recommend promotion to the Research (Full) Professor rank or retention in the Associate Research Professor rank.
- VIII. The Head will initiate a termination process for those Associate Research Professors who are not recommended for retention in the Associate Research Professor rank or promotion to the Research (Full) Professor rank.
- IX. If the Engineering Area Promotions Committee, appropriately augmented to include Associate Dean for Research and Research Faculty representatives recommends retention as Associate Research Professor or promotion to Research (Full) Professor, and if review and approval by the Vice President of Research acting on behalf of the Provost is necessary then the document with the School primary committee and the area primary committee recommendations will be transmitted by the Associate Dean for Research, acting on behalf of the Dean, to the Vice President for Research office for approval on behalf of the Provost.
- X. If following the appropriate reviews, the recommendation to retain at the Associate Research Professor rank or promote to the Research (Full) Professor rank is approved and contingent upon the availability of external funds, the Head of the unit will draft an appropriate communication to the faculty member to be approved by the Associate Dean for Research on behalf of the Dean. Upon approval, the Head will present the communication to the Research faculty member. The communication will include an explicit statement concerning the relationship between the term of the appointment and the availability of external funds.