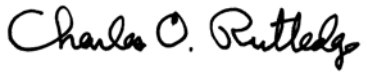


TO: Deans, Department Heads, Center Directors

FROM: Charles O. Rutledge, Interim Vice Provost for Research 

Date: May 2, 2005

RE: Establishment of Research Faculty Positions

Cc: Directors of Financial Affairs and Departmental Business Managers

At the January 24, 2005 meeting of the University Senate, the proposal was approved to establish the position of Non-Tenure Track Research Faculty within Purdue University. The details of the Senate approval can be found at:

<http://www2.itap.purdue.edu/faculty/documents/Minutes012405.pdf> (beginning on page 18).

Requests for the establishment of research faculty positions must originate within an academic unit or center. Requests from a department must have approval by the Department/School Head, School/College Dean and Vice Provost for Research. Requests for School/College-based centers must have approval by the center director, Dean, and Vice Provost for Research. Requests originating from a multidisciplinary center must have center director and Vice Provost for Research approval.

It is expected that the first research faculty appointments will begin with the Fall semester of 2005, at which time the necessary system changes and appointment processes for research faculty will be implemented. While appointments cannot be effective until Fall 05, the process to request approval to establish research faculty positions may begin immediately. Units interested in establishing research faculty positions should document the following aspects of the research faculty positions as appropriate to their unit:

- General requirements for appointment to the research faculty (educational background, professional expertise, etc.)
- Guidelines for annual review, reappointment, and promotion
- Unit voting privileges
- Other unit specific guidelines or considerations

Each unit's guidelines and requirements for research faculty must also be consistent with the overall university guidelines for establishment of research faculty positions as outlined in the University Senate minutes. Colleges/Schools may desire to establish a uniform set of standards for research faculty positions in all departments within the college/school where such an approach is appropriate. Requests to establish research faculty positions within a unit should

indicate approval by the appropriate department head, center director, or dean. Requests should then be forwarded to Dr. Charles Rutledge, Interim Vice Provost for Research, for approval.

Requests to appoint specific individuals to research faculty positions within a unit cannot be made until the overall approval to have such positions is in place. Specific faculty hires should follow the normal search and screen processes in place for tenure/tenure track faculty hires.

However, during this transitional period it is possible that research faculty hires will be desired from among current university staff. Similarly, the creation of a specific research faculty position may be associated with specific extramural funding, and the participation of a specific individual. In these cases, requests to appoint specific individuals to research faculty positions that are not the result of a competitive search should be made to Diana Prieto, Director of the Affirmative Action Office (AAO), prior to any commitments being made to a specified candidate. AAO will provide a search waiver form for requesting the appointment of a specific individual. The form will request a description of the responsibilities of the position, a description of the source(s) of funding used to support the position, and an explanation for why the individual should be appointed to the position without conducting a competitive search.

Detailed implementation guidelines regarding the appointment process, employment policies, template offer letters and business/HR processes for research faculty positions are under development. These guidelines will be communicated to you and your business offices as soon as they are complete.

Questions may be directed to Dr. Peter Dunn, Associate Vice Provost for Research pedunn@purdue.edu or Liz Rulli, Director of Financial Affairs for the OVPR lrulli@purdue.edu.