



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 Selection and Hiring Process

- I. The Head of a hiring unit will initiate the process by submitting a written request to the Associate Dean for Research and Entrepreneurship to establish a Research Faculty position and the desired rank. Along with the request, proof of available external funding for at least 1 year and potential for stable external funding for up to 3 years should be demonstrated. The request should include the names of individuals proposed to serve on the search committee and the nature of the search.
- II. The Associate Dean for Research will generally respond within 48 hours of receipt of a complete request.
- III. If the response is positive, the Head of the unit will start advertisement/posting of the position process OR a request for an exemption from advertisement/posting with the Affirmative Action Office at Purdue.
- IV. The Search Committee will determine the candidates that should be invited for an interview and seminar and communicate that list to the Head of the hiring unit. The Head or the search committee (following the unit's own faculty hiring process) will organize the interview and seminar process.
- V. The Head will seek feedback from all faculty members who attend the seminar and those on the interview schedule of the candidate in addition to the feedback from the search committee.
- VI. The Head of the school or hiring unit will make a decision to proceed with an offer to a candidate, terminate the hiring process, or re-open the search process to identify other candidates.
- VII. If the decision is to proceed with an offer, the Head will provide required documentation to the Strategic Oversight Committee and the Associate Dean for Research using a Research Faculty version of the College of Engineering web-based tool. The Strategic Oversight Committee usually responds with a decision within 48 hours. The Head will draft an offer letter and request approval from the Associate Dean of Research acting on behalf of the Dean. The offer letter will include information about the terms and conditions of the employment and the review, retention and promotion policy. The offer letter will include an explicit statement concerning the relationship between the term of employment and the availability of supporting funds.

- VIII. If the decision is positive and if prior approval from the Vice President for Research is required, then the Associate Dean for Research will send a request for approval to the Vice President for Research and the appointment will proceed if VPR approval is received. If prior approval from the Vice President for Research is not required, then the Associate Dean for Research will inform the Head of the Strategic Oversight Committee decision to proceed with the offer letter to the candidate with copies to the Associate Dean for Research, the School Business Office, and the College of Engineering Business Office.
- IX. If the position is at the Assistant Research Professor level, the School Primary Committee, appropriately augmented to include Research Faculty representatives, will review the faculty member's record for retention in rank or promotion to Associate Research Professor, contingent upon the availability of external funding, within five years of the appointment. If the appointment is at the Associate Research Professor level, the School Primary Committee, appropriately augmented to include Research Faculty representatives, will review the faculty member's record for retention in rank or promotion to Research (Full) Professor level, contingent upon the availability of external funding, within five years of the appointment. If the appointment is at the Research (Full) Professors level, contingent upon the availability of funds, the School Primary Committee appropriately augmented with Research Faculty Representatives will evaluate the faculty member's record for retention at the Research (Full) Professor rank, within two years of the appointment. This committee may also recommend consideration of the Research (Full) Professor for a named Research Faculty position using the prevalent guidelines for such an appointment.
- X. The Head will issue an offer letter to the research faculty member of renewal in rank or promotion to a new rank contingent upon the availability of external funds for the support of such an appointment. The offer letter will include an explicit statement concerning the relationship between the term of the offer and the availability of external funds. The letter will include cc to the Associate Dean of Research, the School Business Office, and as well as the College of Engineering Business Office.