



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
Research (Full) Professor Mentorship, Review, and Promotion Process**

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The University policy requires that all Research faculty appointments including those at the Research (Full) Professor level be reviewed by the Engineering Area Primary Committee at least within 5 years of the appointment. Similarly, the policy allows for the establishment of named and distinguished research faculty honors. Therefore, a review of Research (Full) Professors is appropriate and positive for career development of the appointee. The procedures for such a review are summarized below.

- I. All Research (Full) Professors may select a mentor within the school or hiring unit responsible for their review and promotion prior to their consideration for retention or for named and distinguished Research faculty positions by the School Primary Committee. The designated mentor may 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 designated mentor. The committee will provide the Head their comments and advise on the performance of the Research (Full) Professor.
- III. The Head of the unit will provide written feedback to the Research (Full) Professor after the annual review including a summary of the comments received from the Primary Committee and advice for continued progress.
- IV. All Research (Full) Professors will be reviewed for retention in rank within two years of their first appointment to the Research (Full) Professor rank by the School Primary Committee, appropriately extended to include research faculty representatives. For the purposes of this review, the candidate will prepare a document emphasizing the accomplishments in discovery for consideration by the School Primary Committee. The committee will determine if the Research (Full) Professor should be retained at the Research (Full) Professor rank or be recommended for termination.

- V. If the School Primary Committee, appropriately extended to include Research faculty representatives determines by a majority vote that the Research (Full) Professor should be considered for retention the Head will transmit the document to the Engineering Area Promotion Committee, appropriately augmented to include Associate Dean for Research and Research faculty representatives for their deliberation.
- VI. The Engineering Area Promotions Committee, appropriately augmented to include Associate Dean for Research and Research faculty representatives, will consider the record of the Research Professor and vote to recommend or deny retention in the Research Professor rank.
- VII. The Head will initiate a termination process for those Research Professors who are not recommended for retention in the Research (Full) Professor rank.
- VIII. If the Engineering Area Promotions Committee, appropriately augmented to include Research Faculty representatives recommends retention as 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 from 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.
- IX. If following the review by the campus committee, VPR, and the Provost, the recommendation for retention at 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.