

Approved by EAPC on March 10, 2011

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

Assistant Research Professor Mentoring, Review, and Promotion Process

COLLEGE OF ENGINEERING

- I. All Assistant Research Professors must select a mentor within their hiring unit and the School responsible for their review and promotion. The selected mentor can be a member of the School primary committee, appropriately augmented to include at least one Associate Research Professor or Research (Full) Professor.
- II. The augmented School primary committee, hereafter referred to as the APC, will perform an annual review of a summary record submitted by the faculty member. Where possible, Research Faculty members serving on the APC will be affiliated with the School. Otherwise, appropriate Research Faculty representatives will be nominated by the School Head and approved by the Associate Dean for Research on behalf of the Dean of Engineering.
- III. The Head of the School will provide written feedback to the Assistant Research Professor after the annual review, including a summary of the comments received from the primary committee and advice for continued progress.
- IV. All Assistant Research Professors will be reviewed by the APC for retention in rank or promotion to Associate Research Professor within five years of their first appointment to the rank of Assistant Research Professor. The review will be initiated during the fourth year of the faculty member's appointment as an Assistant Research Professor to ensure completion before five years. The committee will determine whether the Assistant Research Professor should be considered for promotion, retained at the Assistant Research Professor rank, or recommended for termination. Candidates for promotion to the rank of Associate Research Professor must have a significant and sustained record of independence, scholarly accomplishment, and externally funded research. The review will emphasize independent accomplishments in discovery, and include documentation of supervision or co-supervision of graduate students and engagement in professional activities.
- V. If the APC makes a determination that an Assistant Research Professor should be considered for retention or promotion, a retention or promotion document, emphasizing the accomplishments in discovery and including

- documentation of supervision or co-supervision of graduate students and engagement in professional activities, will be prepared and considered by the APC
- VI. The APC will consider the retention or promotion document. If the committee approves the retention or promotion document by at least a majority vote, the document will be transmitted to the Engineering Area Promotion Committee, appropriately augmented to include the Associate Dean for Research and at least one Associate Research Professor or Research (Full) Professor (This augmented committee is hereafter referred to as the AEAPC).
 - VII. The AEAPC will consider the record of the Assistant Research Professor and vote on recommendation to promote to the Associate Research Professor rank, retain in the Assistant Research Professor rank, or terminate.
 - VIII. A termination process described in an accompanying engineering document will be initiated for those candidates not recommended for retention or promotion at the end of five years in rank as an Assistant Research Professor.
 - IX. If the AEAPC recommends retention as Assistant Research Professor or promotion to Associate Research Professor, the document and the recommendations of the APC and AEAPC will be transmitted by the Associate Dean for Research to the Provost for review by Panel C, according to university guidelines (Senate Document 04-04).
 - X. If following the appropriate reviews, the recommendation to retain at the Assistant Research Professor rank or promote to the Associate Research Professor rank is approved, and contingent upon the availability of external funds, the Head of the School will draft an appropriate communication to the faculty member to be approved by the Associate Dean for Research on behalf of the Dean of Engineering. 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