

**Criteria* for Appointment, Reappointment and Promotion of Research Faculty
in the Non-Tenured Track (NTT) - CY and AY
Department of Chemical Biology, Ernest Mario School of Pharmacy**

Appointment

The main criteria for appointment at each of the five ranks in the NTT Research Title Series includes a doctoral degree (Ph.D. and/or M.D., or equivalent), high-level accomplishments in research and scholarship, recognition in the field commensurate with rank, recommendations from external reviewers, and a source of funding. Criteria for accomplishments in teaching and service are also considered. The criteria are described in detail below under each rank.

Reappointment

The criteria for reappointment include the continued need for the position, availability of funding and exceptional performance in the existing position including research productivity and service, in accordance with the mission of the department and the School, as appropriate to the level of the appointment. Reappointments are made upon review and positive recommendation of the Departmental Reappointment Committee and Chair of the Department, and approval of the Dean of the Ernest Mario School of Pharmacy.

Promotion

The evaluation for promotion is based primarily on high-level accomplishments in research and scholarship. Contributions to teaching and service will also be considered. A description of the criteria used to assess excellence in scholarship, teaching and service can be found at the end of this document. Promotion is also contingent on the continued need for the position and the availability of funding.

After six years in a given rank, NTT research faculty are evaluated for promotion to the next level. NTT research faculty can request to be evaluated earlier if they feel they have made extraordinary progress and meet the promotion criteria applicable to the next position.

Ranks in the NTT Research Title Series:

Research Associate: The individual considered for appointment at this rank should normally hold a doctoral degree in the life sciences or a related field and several years of postdoctoral research experience.

Assistant Research Professor: The individual must hold a doctoral degree and have significant postdoctoral research experience. Compelling evidence of accomplishments in research and scholarship are also required.

Associate Research Professor: The main criterion is excellence in research and scholarship. Promotion to this rank requires that the individual has an exemplary record of publication of original research in their field and has developed significant and sustained external funding to support their research. Significant accomplishments in the activities specified under the criteria of teaching and service will strengthen a candidacy for promotion to NTT Associate Research Professor, but cannot replace excellence in scholarship and research as a justification for promotion.

Research Professor: For promotion to this rank an individual should have made substantial progress in research and scholarship and demonstrated further distinction beyond that required at the Associate Research Professor level. The main criteria include an individual having steadily contributed a high volume of important and original research publication in their field of research and maintained a high level of external funding to support their research program. Recognition for scientific excellence on a national level is expected, as indicated by appointment to prominent positions (editorial boards, review committees) and invitations to speak at major meetings and research institutions. Significant accomplishments in the activities specified under the criteria of teaching and service will strengthen a candidacy for promotion to NTT Research Professor, but cannot replace excellence in scholarship and research as a justification for promotion.

Distinguished Research Professor: The criteria for promotion to NTT Distinguished Professor are significantly higher than those applied in promotion to Research Professor. Promotion to this rank is reserved for those faculty members who have achieved scholarly eminence in their discipline and fields of inquiry. Only those faculty members who have demonstrated outstanding achievement in those areas by earning significant recognition inside and outside the University are eligible for promotion to Distinguished Professor. Typically, such recognition is reflected in national and international reputation in the individual's discipline. Significant accomplishments in the activities specified under the criterion of teaching and service will strengthen a candidacy for promotion to NTT Distinguished Research Professor, but cannot replace excellence in scholarship and research as a justification for promotion.

Description of the criteria used to assess excellence in scholarship, teaching and service

Scholarship: Active scholarship should be the fundamental responsibility of all NTT Research faculty members. Scholarship, including basic and applied research, means detailed study, including development of theory, observation and/or experimentation designed to make substantive, original contributions to knowledge in that field. Quality of scholarship is measured by peer recognition, impact and importance to the development of the field, refereed publications, such as journal articles and books of high quality, and through securing external funding through research awards and/or competitive fellowships appropriate to the faculty member's field of study. Publication of original, high-quality scholarship in non-peer-reviewed outlets can also demonstrate scholarly accomplishment when such publication is best to achieve effective dissemination or translation of findings to diverse audiences. Quality of scholarship and research accomplishments are also demonstrated by speaking invitations at major organized scholarly and professional meetings at the national or international level; invitations to lecture in professional and other public forums; and appointment to prestigious service positions in the relevant scientific field (editorial boards, review or overnight or advisory committees, etc.). Significant additional contributions appropriate to a research program or project(s) include generating independent research ideas in coordination with a principal investigator, project director or chair and demonstrating a high level of initiative and ability to work independently.

Teaching: Although not required or expected from NTT Research Associates or NTT Research Professors at any level, contributions to teaching will strengthen a candidacy for promotion. Teaching includes classroom and laboratory instruction (credit or non-credit); supervision of research by undergraduates, graduate students and postdoctoral trainees; serving on graduate student thesis committees; academic advising and acting as a mentor; improvement and enrichment of course offerings and other instructional activities within

the faculty member's discipline or profession; participation in interdisciplinary courses, honors courses, special courses and other courses offered through the undergraduate colleges, graduate school and other units of the University; and writing of textbooks and the development of other instructional materials to enhance education in the faculty member's discipline or profession. Effective teachers must demonstrate depth and breadth of knowledge in their discipline, must communicate this knowledge to others and must give evidence of a continuing development of their knowledge so as to insure their continued effective teaching over the duration of their appointment. Staying informed of advances and current thinking in their subject and relating them to their teaching in a meaningful and balanced way is important. Effective teachers communicate enthusiasm for their subject and have a responsibility to create a positive environment for learning and one that stimulates imaginative thinking. They maintain a critical attitude toward their teaching and strive continuously to improve it.

Service: Contributions that a faculty member makes to the academic profession, to the University and to society at large will strengthen a candidacy for promotion. Contributions to the advancement of the academic or clinical profession are most typically demonstrated by active participation in professional and scholarly associations; by service on editorial boards and as a reviewer of scholarly works and proposals; by participation on expert review committees, such as the National Institute for Health (NIH), National Science Foundation (NSF) or other review panels and research committees of various federal and state organizations. Contributions to the effective operation of the University at all levels are most typically demonstrated by significant academic and professional service to the department, the discipline, the faculty, the undergraduate colleges, the graduate programs, the campus, or the University as a whole, through activities such as contributions to important committees and other activities in support of the academic mission of the University. Contributions to society at large are most typically demonstrated through the application of the faculty member's academic expertise and particular professional skills to the solution of international, national, state, county and local problems and by service for the public good on governmental and other special committees, boards, agencies, civic groups and commissions.

*Criteria was adapted and developed in accordance with common standards used in other departments in the University.