

GRI OPERATING POLICY AND PROCEDURE  
GOPP 13-01  
**Guidelines for Promotion of Research Faculty**

**Purpose**

The purpose of this GRI Operating Policy and Procedure (GOPP) is to establish a policy for the promotion of research faculty.

**Review**

This GOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the GRI Management Team (Director and Associate Directors who are faculty).

**Criteria for Promotion**

Promotion is based upon performance and demonstrated competence and not on length of service. However, a reasonable period of time must have elapsed to demonstrate competence and performance. Newly-hired research faculty must complete at least three years (i.e., must have three annual reviews on file) before application for promotion, unless stated otherwise in the offer letter.

***Promotion from Assistant Research Professor to Associate Research Professor***

For promotion from Assistant Research Professor to Associate Research Professor, an individual must be deemed excellent in research and at least satisfactory in all other applicable areas. Generally, a minimum of five years of relevant experience as an assistant research professor or equivalent is expected. Evidence of developing a national reputation is required. The process of developing national reputation can be evidenced by activities such as publishing in national or international journals or refereed proceedings and serving on national level committees. In general, the external evaluation letters will be used to determine national reputation.

***Promotion from Associate Research Professor to Research Professor***

For promotion from Associate Research Professor to Research Professor, an individual must be deemed excellent in research and at least satisfactory in all other applicable areas. Generally, a minimum of five years of relevant experience as an associate research professor or equivalent is expected. Evidence of having established a national reputation is required. A national reputation can be evidenced by accomplishments such as publications in national or international journals or refereed proceedings, chairing national level committees, and receiving national professional awards. In general the external evaluation letters will be used to determine national reputation.

**Guidelines for Evaluation of Performance**

In general, research faculty are expected to obtain more extramural research funding than tenure-track faculty at the same level. Supervision of graduate students is encouraged of research faculty, while taking into consideration the challenges of off-campus faculty to do such.

Research faculty should annually complete the appropriate review form of their activities, productivity, creativity, and professional development and should be reviewed on an annual basis by the appropriate supervisor.

### **Faculty Promotion Committee**

A Faculty Promotion Committee consisting of 3 research / extension faculty, with staggered three-year terms, will be elected by the GRI Faculty. A Research / Extension Professor must be chair of the committee. Only Research / Extension Professors should evaluate promotion to Research / Extension Professor. In the case where the committee consists of less than 3 Professors and a candidate is seeking promotion to Professor, the evaluation committee will be all Professors in GRI. If less than 3 Professors are faculty members in GRI, the Institute Director will appoint enough Professors from other units to create a committee with 3 members. Research / Extension Professors from units with similar missions will be sought.

### **Promotion Process**

Research faculty should prepare a promotion package using the university faculty promotion and tenure application form.

External evaluation letters from industrial, government, and academic personnel at peer institutions capable of evaluating the applicant's performance and potential will be requested by the Institute Director in collaboration with the Chair of the Faculty Promotion Committee. At least 3 external letters must be included in the package that is sent to the appropriate university VP. All external letters that are received by the Institute Director must be included in the package. The Faculty Promotion Committee will review the package, compose a recommendation, and forward to the Institute Director. The Institute Director should evaluate the applicant's package and submit the package with his / her recommendation to the appropriate VP.

In summary, the appropriate VP should expect a package with:

- A cover letter from the faculty member requesting promotion
- The university P&T application
- An evaluation letter from the Institute's Faculty Promotion Committee
- An evaluation letter from the Institute Director
- At least 3 external evaluation letters
- Appendices:
  - Curriculum vitae

Per university guidelines, samples of work and any supporting advisory documentation are not forwarded to the VP.

## Components of Teaching, Research, and Service

The following items represent the framework to evaluate a faculty member's performance in the areas of teaching, research, and service. Every attempt will be made to characterize an individual's entire contribution to the Institute, University, and the profession.

- Teaching
  - Awards and honors
  - Publication of a textbook or monograph
  - Journal publications
  - Conference papers submitted, accepted, presented
  - Proposals submitted/funded (as Principal Investigator, co-PI, investigator) including amount and sources of funding
  - Formal lecture courses
  - Student credit hour production
  - Lectures
  - Supervision of laboratory work
  - Course notes
  - New course development
  - Course coordination
  - Major course revisions
  - Problem sets
  - Design component of subject
  - Teaching evaluations
  - Supervision of undergraduate research projects
  - Advising of undergraduate students
  - Letters of support from former students
  - Other contributions to teaching
  
- Research
  - Number and quality of research proposals submitted
  - Number of research proposals funded.
  - Awards and honors
  - Books and chapters in books
  - Journal papers published
  - Other peer reviewed scientific and technical literature published
  - Conference papers published
  - Contract reports
  - Patents and other intellectual property
  - Proposals submitted/funded (as Principal Investigator, co-PI, investigator) including amounts and sources of funding
  - Supervision of Doctor of Philosophy Dissertations
  - Supervision of Master of Science Theses
  - Number of graduate students graduated

- Graduate students supported by faculty research program
- Undergraduate students involved in faculty research program
- Development of an experimental facility
- Other contributions to research
  
- Service
  - Awards and honors
  - Membership/activity in professional societies including offices held
  - Organization of sessions, symposia, or conferences
  - Certification and licensing
  - Editorships
  - Reviews for journals and conferences
  - Contributions to assessment and program development
  - Committee service to the institute, university, and the profession
  - Serving as committee chair
  - Leadership in design competitions
  - Student organization faculty advisor
  - National proposal review board participation
  - Student recruitment
  - Mentoring of students and faculty
  - Outreach to K-12
  - Outreach to industry
  - Other contributions to service

### **Schedule for Promotion Decisions**

Email notification of intent to request promotion must be submitted to the Institute Director by August 1.

Preliminary promotion request application must be submitted to the Institute Director by August 15.

Application for promotion must be submitted to the Institute Director by September 1 so that external review letters can be obtained in time to meet the university deadlines.

### **Approved:**

**Robert J. Moorhead**  
**GRI Director**  
**29 September 2020**