

# Procedures for Appointment, Consecutive appointment, and Promotion of Non-Tenure Track Full Time Research Faculty in the College of Engineering

These are guidelines for implementation in the College of Engineering of Temple University policy and the provisions of the TAUP contract that apply to the appointment, consecutive appointment, and promotion of Research Non-Tenure Track faculty (hereafter Research faculty). Any provision of these guidelines found to be in conflict or otherwise out of compliance with either Temple University policy or the Temple University - TAUP contract is superseded by the pertinent policy or contract provision. In the event that a departmental personnel committee is not in existence, the functions of the committee as expressed in this document will be the responsibility of the Department Chairperson.

Research faculty members are those persons appointed to specialize in research and/or provide other contributions to the research mission of the college. Although they may in some cases be appointed to perform a combination of teaching and research, their primary activity as faculty members is research. Research faculty titles are: Research Assistant Professor, Research Associate Professor, and Research Professor. Research faculty are to be evaluated for appointment, consecutive appointment, and promotion on the basis of their contribution to the research mission, and to the educational mission as it relates to research. Each consecutive appointment, whether single-year or multiple year, is independent of any previous appointment. The term “continuing appointment” applies only to multi-year appointments that have not yet terminated.

## 1. Single Year Appointments

### A. Documentation for Appointments

In compliance with University policy, if the previous appointment was made with an Affirmative Action waiver, the position must undergo an approved search before any consecutive appointment is made. All departmental requests for a single-year appointment must be supported by a recommendation from the department Chair. Review by a departmental personnel committee also may be required at the discretion of the department.

### B. Initial Appointment Review Process

1. Documentation and review processes for initial appointments will comply with all applicable policies and guidelines established by the offices of the President and Provost as well as the office of Affirmative Action. The faculty member will provide to the departmental personnel committee a current signed CV and teaching evaluations. Initial appointment will normally require full salary support from external grant funding, research overhead funding, or a combination of these. The terminal date of an appointment will normally not extend beyond the date of termination of the funding by which the appointee’s salary is supported. Research faculty may be appointed either for academic-year (10-month) or fiscal-year (12-month) terms. Research

faculty appointed for academic-year terms will be eligible for summer salary in accordance with the policies of Temple University and the provisions of the sources of the funding that supports their salary. Research faculty normally will have had post-doc experience.

### C. Consecutive Appointment Review Process

1. Reviews for consecutive appointment for the upcoming academic year(s) will begin in the semester before the expiration of the faculty member's appointment.
2. The faculty member will provide to the chair and any departmental personnel committee a current signed CV, a self-assessment of his or her development as a researcher, copies of SPAFs and/or grant award letters, journal impact and citation analyses of his or her publications, and any other information relevant to evaluation of his or her research.
3. The supervisory faculty member will provide to the department a review of the Research faculty member's research performance during any previous appointment. For Research faculty who also teach, the department will provide to any convened departmental personnel committee (i), all CATE results for the period of the previous appointment, consistent with Presidential policy on the use of CATE forms, (ii) copies of course syllabi and previous evaluations of syllabi (when the faculty member is responsible for the creation of the syllabus), and (iii) reports of class visits by peer faculty evaluators.
4. If a departmental personnel committee reviews the candidate, its recommendation will evaluate the candidate's research and teaching if appropriate, compare the candidate's performance to departmental norms and expectations, and address areas in which improvement is needed and expected. Where available, the evaluation should include evidence for and analysis of (i) research outcomes, such as grant submissions and awards; (ii) submitted and published papers; (iii) books; (iv) evidence of recognition, such as invited talks, awards, or honors for research or other contributions. Where available and relevant, the evaluation should examine any discrepancies between peer review and CATE evaluations and include evidence for, and analysis of, (i) student outcomes, such as performance on common final exams; (ii) student publications, honors, or awards arising from coursework; (iii) evidence of achieving acceptable standards such as comparative grade distributions; (iv) evidence of self-improvement such as participation in teaching workshops or other forums; (v) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, participation in undergraduate student research, textbooks, software, service on curricular committees; and (vi) evidence of recognition, such as awards or honors for teaching or other contributions.
5. The department Chair's recommendation will (i) specify the term and classification of the requested consecutive appointment, (ii) independently evaluate the candidate's previous research performance and previous teaching performance when appropriate, (iii) address the candidate's research responsibilities for the period of the requested appointment in the context of present and anticipated future departmental fit, and when appropriate (iv) address the candidate's teaching

responsibilities for the period of the requested appointment in the context of enrollment trends and projections, and present and anticipated future departmental needs.

6. The Dean will review the recommendations of the Chair and the departmental committee, and provide to the candidate and the department chair a written decision on the request for consecutive appointment.

## 2. Multiple Year Appointments

### A. Documentation for Appointments

Appointments may be made for up to five years. In compliance with University policy, if the previous appointment was made with an Affirmative Action waiver, the position must undergo an approved search before any consecutive appointment is made. If a faculty member hired as the result of a local search is a candidate for a five-year consecutive appointment, a national search for that position should be conducted before consecutive appointment. All departmental requests for multi-year consecutive appointments must be supported by the recommendation of both the department Chair and the departmental personnel committee.

### B. Initial Appointment Review Process

1. Documentation and review processes for initial appointments will comply with all applicable policies and guidelines established by the offices of the President and Provost as well as the office of Affirmative Action. The faculty member will provide to the departmental personnel committee a current signed CV, materials to demonstrate research capability and teaching evaluations when appropriate. Initial appointment will normally require full salary support from external grant funding, research overhead funding, or a combination of these. The terminal date of an appointment will normally not extend beyond the date of termination of the funding by which the appointee's salary is supported. Research faculty may be appointed either for academic-year (10-month) or fiscal-year (12-month) terms. Research faculty appointed for academic-year terms will be eligible for summer salary in accordance with the policies of Temple University and the provisions of the sources of the funding that supports their salary. Research faculty normally will have had post-doc experience. Initial multiple-year appointments will ordinarily be made for no more than 2 two years.

### C. Consecutive Appointment Review Process

1. Reviews for consecutive multiple-year appointment for the upcoming academic year(s) will begin in the semester before the expiration of the faculty member's appointment.
2. The faculty member will provide to the chair and any departmental personnel committee a current signed CV, a self-assessment of his or her development as a researcher, copies of SPAFs and/or grant award letters, journal impact and citation analyses of his or her publications, and any other information relevant to evaluation of his or her research.

3. The supervisory faculty member will provide to the department a review of the Research faculty member's research performance during any previous appointment. For Research faculty who also teach, the department will provide to any convened departmental personnel committee (i), all CATE results for the period of the previous appointment, consistent with Presidential policy on the use of CATE forms, (ii) copies of course syllabi and previous evaluations of syllabi (when the faculty member is responsible for the creation of the syllabus), and (iii) reports of class visits by peer faculty evaluators.
4. The departmental personnel committee's recommendation will evaluate the candidate's research and teaching if appropriate, compare the candidate's performance to departmental norms and expectations, examine any discrepancies between peer review and CATE evaluations, and address areas in which improvement is needed and expected. Where available, the evaluation should include evidence for and analysis of (i) research outcomes, such as grant submissions and awards; (ii) submitted and published papers; (iii) books; (iv) evidence of recognition, such as invited talks, awards, or honors for research or other contributions. Where available and relevant, the evaluation should include evidence for, and analysis of, (i) student outcomes, such as performance on common final exams; (ii) student publications, honors, or awards arising from coursework; (iii) evidence of achieving acceptable standards such as comparative grade distributions; (iv) evidence of self-improvement such as participation in teaching workshops or other forums; (v) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, participation in undergraduate student research, textbooks, software, service on curricular committees; and (vi) evidence of recognition, such as awards or honors for teaching or other contributions.
5. The department Chair's recommendation will (i) specify the term and classification of the requested consecutive appointment, (ii) independently evaluate the candidate's previous research performance and previous teaching performance when appropriate, (iii) address the candidate's research responsibilities for the period of the requested appointment in the context of present and anticipated future departmental fit, and when appropriate (iv) address the candidate's teaching responsibilities for the period of the requested appointment in the context of enrollment trends and projections, and present and anticipated future departmental needs.
6. The Dean will review the recommendations of the Chair and the departmental committee, and provide to the candidate and the department chair a written decision on the request for consecutive appointment.

### **3. Promotion during a Multiple Year Appointment:**

#### A. Nominations for Promotion

A Research faculty member who is initially appointed as a Research Assistant Professor may be considered for promotion to Research Associate Professor after 5 years total university research beyond

the post-doctoral level, with at least 3 of those years being at Temple University. A Research faculty member who is initially appointed as a Research Associate Professor may be considered for promotion to Research Professor after 10 years total university research beyond the post-doctoral level, with at least 6 of those years being at Temple University. Nomination for promotion may be made by the department Chair, by any other member of the Department faculty, or by the candidate: If the nomination is made by another faculty member, the candidate must agree to the nomination, in writing, for the promotion process to begin. In accordance with Article 15.A.1.(b), promotion to Research Associate Professor or Research Professor will be based upon a record of high quality research, and the potential for continued contributions to research and the educational mission of the college as it relates to research. Acceptable evidence of these qualities is described in the President's Guidelines for the Review of Tenure and Promotion Applications, pp. 13-17. The candidate's application for promotion will be reviewed by the departmental personnel committee and the department Chair, and will be forwarded to the Dean for decision.

#### B. Promotion Process

1. The candidate for promotion to Research Associate Professor or Research Professor will provide to the departmental personnel committee a current signed CV, a self-assessment of his or her development as a researcher, copies of SPAFs and award letters, journal impact and citation analyses for his or her publications, any other information relevant to evaluation of his or her research. When appropriate, the candidate will also provide a teaching portfolio developed according to guidelines, including a self-assessment of his or her development as a teacher.
2. The supervisory faculty member will provide to the department a review of the Research faculty member's research performance during any previous appointment. For Research faculty who also teach, the department will provide to the departmental personnel committee (i), all CATE results for the period of the previous appointment, consistent with Presidential policy on the use of CATE forms, (ii) copies of course syllabi and previous evaluations of syllabi (when the faculty member is responsible for the creation of the syllabus), and (iii) reports of class visits by peer faculty evaluators.
3. Both the departmental personnel committee and the department Chair will write independent recommendations that evaluate the candidate's development as a researcher and teacher if appropriate, addressing areas of achievement and strength, areas where further improvement is needed or possible, and future contributions the candidate may be expected to make to the department. The reviews should compare the candidate's performance to departmental norms and expectations, and address areas in which improvement is needed and expected. Where available, the evaluation should include evidence for and analysis of (i) research outcomes, such as grant submissions and awards; (ii) submitted and published papers; (iii) books; (iv) evidence of recognition, such as invited talks, awards, or honors for research or other contributions. Where available and relevant, the evaluation should examine any discrepancies between peer review and CATE evaluations and include evidence for, and analysis of, (i) student outcomes, such as performance on common final exams; (ii) student publications, honors, or awards arising from coursework; (iii) evidence of achieving acceptable standards such as comparative grade

distributions; (iv) evidence of self-improvement such as participation in teaching workshops or other forums; (v) evidence of contributions to the educational mission, including but not necessarily limited to pedagogical articles or books, development of teaching materials, participation in undergraduate student research, textbooks, software, service on curricular committees; and (vi) evidence of recognition, such as awards or honors for teaching or other contributions.

4. The Dean's decision will be communicated in writing to the candidate and the department. Promotion, if approved, will be effective as of the beginning of the next academic or fiscal year.

#### **4. Performance review for faculty members on multi-year appointments**

Research faculty members on multi-year appointments who are not in the last year of their current appointment will be reviewed annually by both the department chair and the Dean (or Dean's designee). The faculty member will provide to the departmental Chair a current signed CV, a self-assessment of his or her development as a researcher, copies of SPAFs and award letters, journal impact and citation analyses for his or her publications, any other information relevant to evaluation of his or her research. The department Chair will provide to the Dean a copy of these materials together with teaching materials when appropriate. The Chair will write an evaluation of the faculty member's research, comparing the candidate's performance to departmental norms and expectations, and addressing areas in which improvement is needed and expected. The Chair's evaluation will also describe the candidate's research responsibilities for the coming year, and discuss any present and anticipated future departmental fit that may affect the possibility of future consecutive appointment.

#### **5. Annual review meeting**

After the review processes described above have been completed, in accordance with Article 15.8 of the TAUP contract, the Dean or the Dean's designee will meet with each Research faculty member to discuss the results of the review process, including the decision on consecutive appointment where applicable. A written summary of the meeting will be given to the faculty member, and a copy placed in the faculty member's personnel file.