

## Nominations for Research Ranks

Recommendations for research rank promotions are now being solicited. Each Assistant Scientist/Scholar and Associate Scientist/Scholar in your unit should be reviewed at this time for possible promotion. In addition, Research Associates and other appointees who devote full-time to research activities and who now appear to meet the criteria for a research rank should also be considered. If you expect to recommend anyone from your department or school for an initial research rank appointment or for a promotion, please keep in mind the following deadlines and guidelines:

**January 15<sup>th</sup>** Deadline for submitting complete dossier to the Office of the Vice Provost for Faculty and Academic Affairs, Bryan Hall 111. Dossiers should include, but are not limited to:

- Table of Contents
- Unit's description of the position
- Unit criteria
- Complete curriculum vitae
- Candidate's statement
- Personnel/Review Committee statement (with votes)
- Chair's statement (with recommendation)
- Articles, chapters, reviews, and other examples of original research/creative activity
- Documentation of the quality of the work

**Six external referee letters (three for nominations at the rank of assistant scientist/scholar) to be solicited directly by the department chair or unit head**

The qualifications for each research rank are considered roughly equivalent to the qualifications for the three faculty ranks in the area of research. A person holding a research rank should be making original, creative contributions to knowledge in his/her field. The extent of the contributions depends on the rank proposed.

Holders of a research rank may be engaged in individual, independent research or creative endeavor, or they may be making specialized contributions as part of a team effort. In evaluation for promotion, committee members consider only the research contributions (not teaching or service), even though the candidate may have done teaching and service. Some members of research teams are clearly not eligible for research ranks because they are providing only subsidiary, technical support and are not in positions to make original peer-reviewed contributions that have impact on a discipline.

Activities suitable for those in research ranks include, for example, experimental research, theoretical developments, creation of artistic works, and development of research tools or methods. Some forms of research (e.g., creative and/or developmental activities) may not necessarily result in publications in scholarly journals, but, nonetheless, may have an impact on future inquiry. For example, certain scientific or scholarly findings and technological developments might be disseminated through presentations made to professional organizations and through consultations with persons engaged in similar work at other institutions. However, depending upon the rank proposed, a nominee should have achieved or be capable of achieving a

national reputation for his/her contributions and evidence to this effect is an essential part of the dossier.

Research Ranks qualifications and procedures can be found at: <http://go.iu.edu/4iQ>

Nominations will be reviewed in the spring by the Promotion Advisory Committee, which will make recommendations to the Vice Provost for Faculty and Academic Affairs. Every effort will be made to complete the review process by early April, for actions to be effective in July.

Please call the Office of the Vice Provost for Faculty and Academic Affairs at 855-9973 or Academic Personnel Policies and Services at 855-4669 if you have any questions.

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