

Contract Faculty Guidelines

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Guidelines for Producing Job Descriptions for Contract Faculty

Professorial duties normally include teaching, advising, scholarly or creative work, and service to the program, department, school, and/or University. Not all faculty members are assigned all of these responsibilities. The emphasis given to each responsibility varies among the different units of the University, and even among the various positions within a department or school. Responsibilities may be readjusted after the initial appointment, in response to changing programmatic needs; such changes would normally be made by joint agreement between the faculty member and her/his program director, chair, or dean. In any case, a job description or appointment letter should be on file at the time of first appointment that includes, at a minimum, the teaching load and any additional duties assigned at that time.

Job descriptions should also clearly specify the expectations for the faculty member's performance. If the position is anticipated to be renewable, the criteria for reappointment should also be indicated therein. At the time of the first reappointment review, the job description should be used as the basis for evaluating the faculty member's performance. Subsequent to the review, the job description should be revised and updated to include any additional duties the faculty member has taken on during the period of first appointment or will take on after reappointment. The revised job description then becomes the basis for evaluating performance for subsequent reappointment reviews.

Job descriptions should thus include:

- Enumeration of teaching responsibilities by hours and/or number of courses
- Clear indication of additional expectations for advising (e.g., office hours, writing recommendations), if any
- Requirements for attending program/department/school meetings, if any
- Responsibilities for curricular and program development (e.g., placement, workshops, training), if any
- Responsibilities of departmental/school/university service (e.g., committee work, recruitment of graduate students), if any
- Responsibilities for research/scholarship/creative activity, if any
- Criteria for reappointment if the position is renewable.

For current faculty

Where they do not already exist, job descriptions for all contract faculty who hold at least half-time appointments should be developed in consultation between faculty members and their program/department chair. They should be submitted for approval to the appropriate dean by [date to be inserted] and kept on file in the appropriate dean's office.

For new faculty

Job descriptions should be prepared in concert with the position description that is used to advertise the job opening. They should be submitted to the appropriate dean at the time that the request for authorization to hire is filed.

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Reappointment Procedures for Full-time Contract Faculty

These procedures govern reappointment reviews for full-time contract faculty on multi-year contracts. They may also govern reappointment reviews for part-time contract faculty, where appropriate.

Evaluative criteria for reappointment

For reappointment outside the tenure structure, the Handbook states that the criteria will include consideration of “the candidate's teaching, scholarship and/or creative work; the educational and service needs of the academic unit; and university needs” (V.A.6.a, b). At the time of hire, the department/program/school will have specified the contract faculty member’s duties and responsibilities, including teaching load, as well as the expectations for her/his performance in an appointment letter or job description. If the position is anticipated to be renewable, the criteria for reappointment would also be indicated therein. At the time of the first reappointment review, the job description thus becomes the basis for evaluating the faculty member’s performance. Assuming the candidate is reappointed, her/his job description is thereafter revised to reflect any changes in duties and responsibilities, which should be duly noted in her/his new letter of appointment.

Reappointment with promotion review

Insofar as possible, reviews for promotion should be timed to coincide with the reappointment review so as not to duplicate time and effort within a short span. Programs, departments, or schools that anticipate that they will seek to recommend a contract faculty member for a promotion involving the constitution of an *ad hoc* committee should initiate the process with the Office of the Dean of Arts and Sciences or Provost’s Office no later than one year before the faculty member’s contract is scheduled to expire.

Institutional Need

Reappointment is conditional on continued curricular or programmatic need for the position in question, as determined by the appropriate dean. Faculty who are not going to be reappointed because of a lack of continuing need should be given as much notice as possible. If it is known prior to October 1 of the last year of an existing appointment that a position is going to be terminated on this basis, then the faculty in question should be so informed, and the process below will not be undertaken. If the decision to terminate a position because of lack of continuing need is made after the process below has begun, the process may be terminated. Under this circumstance, faculty who have previously been reappointed to a multi-year contract will normally be entitled to a post-termination employment year.

Process

1. In the fall, the appropriate dean’s office sends a memo to the department chair/program director, informing him or her that a contract review and recommendation for reappointment must be completed for faculty whose contract termination dates require a recommendation during the current academic year. The contract faculty member also receives a copy of that memo.

2. The memo should also indicate the materials that the candidate must submit to the department chair/program director for the reappointment review, which includes for every candidate an up-to-date *curriculum vitae*. The materials submitted for the review should enable the unit faculty to evaluate the contract faculty member's performance based on the criteria for reappointment established at the time of first hire (or last reappointment) in the candidate's job description.
3. The department chair/program director establishes the membership of the reappointment review committee in consultation with the dean. A reasonable cross-section of unit faculty, including both tenure-line and other contract faculty (of rank above that of the candidate), should be involved in the review process.
4. The department chair/program director (or her/his designee) drafts a written report summarizing the committee's findings. This is not intended to be a lengthy report, but it should contain an evaluation of the faculty member's accomplishments in relation to her or his designated responsibilities and should explain the continued curricular and/or programmatic need for the position. The report should clearly indicate whether or not the candidate is recommended for reappointment.
5. If the faculty member is recommended for reappointment, the report should also contain the desired length of contract for the next appointment. Recommended contract lengths should follow both the regulations of the pertinent sections of the Faculty Handbook and any guidelines issued by the Provost's Office on normal contract lengths.
6. Once the draft report has been reviewed and approved by all members of the committee, it is submitted in its final form to the appropriate dean's office, accompanied by the *curriculum vitae*.
7. The appropriate dean reviews the recommendation, and decides whether or not to reappoint. The dean informs both the department/program and the candidate of her/his decision in writing. If the dean decides not to reappoint, her/his written response will contain a clear statement of the basis on which the decision not to reappoint was made.

Guidelines for Normal Contract Lengths

	<u>Initial Contract</u>	<u>Reappointment @ same rank</u>
Artist-in-Residence	1 yr	1 yr, to a max of 3
Lecturer	1-3 yr	1-3 yr
Senior Lecturer	3-5 yr	3-5 yr
Associate Professor of the Practice	3 yr	3-5 yr
Professor of the Practice	3-5 yr	5-7 yr
Assistant Research Professor	3 yr	3 yr
Associate Research Professor	3-5 yr	3-5 yr
Research Professor	3-5 yr	5-7 yr
Assistant Professor (OTS)	3 yr	3 yr
Associate Professor (OTS)	3-5 yr	3-5 yr
Professor (OTS)	3-5 yr	5-7 yr

Post-termination year

Full-time contract faculty members who have been reappointed to a multi-year contract at least once will normally be given notice by October 1 of their last contract year if it is determined that the faculty position will be eliminated because of institutional need or shifting curricular commitments. If the timing of a decision to terminate the position makes this impossible, such faculty will normally be granted a post-termination employment year.

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Lecturer/Senior Lecturer: The “lecturer” track designates those members of the faculty primarily committed to engage in teaching and advising on either a full- or part-time basis.

Lecturers are individuals with appropriate professional qualifications who are appointed to teach one or more courses and to carry out other academic responsibilities that are appropriately assigned to members of the faculty. Depending on the nature of their work in the academic unit to which they are appointed, they may or may not be expected to fulfill requirements of scholarly research. The additional duties of lecturers (e.g., scholarship and/or creative activity; advising; departmental, program, or school service) will be delineated in their letters of appointment or job descriptions. The teaching loads of full-time lecturers will vary depending upon the needs of the academic unit to which they are appointed and/or their other responsibilities. A full-time lecturer intended to serve in a continuing role is normally hired on the basis of a national search.

- *Contract length for initial appointment as lecturer:* According to the [not-yet-revised] Faculty Handbook (III.B.2.a.i), a lecturer may be appointed for a fixed term not to exceed [three] years for either full-time or part-time service. The length of an initial contract for a full-time lecturer is normally for one-to-three years.
- *Contract length for reappointment as lecturer:* According to the [not-yet-revised] Faculty Handbook (III.B.2.a.ii), a lecturer may be reappointed for a fixed term not to exceed [~~three~~ **five**] years for either full-time or part-time service. Reappointment at the rank of lecturer will normally merit a one- to three-year contract, with no time limit on the number of years of service at this rank.
- *Promotion from Lecturer to Senior Lecturer:* Lecturers may be considered for promotion to senior lecturer on the basis of their performance at Brandeis. A program or department chair would initiate the promotion process in consultation with the appropriate dean. Promotion from lecturer to senior lecturer does not require review by an *ad hoc* committee, but instead follows procedures approved by the Provost’s Office.

Senior lecturers are individuals with significant professional qualifications who have a record of teaching effectiveness, at Brandeis or in previous positions at comparable institutions. Normally this would include five years’ experience as a full-time instructor. Senior lecturers contribute to curricular and programmatic development, and demonstrate continuing involvement in professional activity. Depending on the nature of their work in the academic unit to which they are appointed, they may or may not be expected to fulfill requirements of scholarly research. The additional duties of senior lecturers (e.g., scholarship and/or creative activity; advising; departmental, program, or school service) will be delineated in their letters of appointment or job descriptions. The teaching loads of full-time senior lecturers will vary

depending upon the needs of the academic unit to which they are appointed and/or their other responsibilities. A full-time senior lecturer intended to serve in a continuing role should be hired on the basis of a national search.

- *Contract length for initial appointment as senior lecturer:* According to the [not-yet-revised] Faculty Handbook (III.B.2.b.i), a [senior lecturer] may be appointed for a fixed term not to exceed five years for either full-time or part-time service. The length of an initial contract for a full-time senior lecturer is normally for three-to-five years, as befitting the level of experience and accomplishment associated with a higher rank.
- *Contract length for reappointment as senior lecturer:* According to the [not-yet-revised] Faculty Handbook (III.B.2.b.ii), appointments as [senior lecturer] may be renewed. Reappointment at the rank of senior lecturer would normally entail a three-to five-year contract, with no time limit on the number of years of service at this rank.

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Procedure for Promotion from Lecturer to Senior Lecturer

Lecturers may be considered for promotion to senior lecturer on the basis of their performance at Brandeis according to the criteria established by programs/departments/schools. Promotion from lecturer to senior lecturer does not require review by an *ad hoc* committee, but instead follows the procedure outlined herein.

In general, candidates for promotion to senior lecturer possess significant professional qualifications and an established record of teaching effectiveness; contribute to curricular and programmatic development; and demonstrate continuing involvement in professional activity. Length of time in rank is not a factor for consideration for promotion. Insofar as possible, reviews for promotion should be timed to coincide with the reappointment review so as not to duplicate time and effort within a short span. Since reappointment is conditional on continued institutional need, an affirmative decision of continued need for a position must be made by the appropriate dean before the reappointment/promotion review is initiated.

Evaluative criteria for promotion

At the time of initial hire, the department/program/school will have specified the lecturer's duties and responsibilities, including teaching load, as well as the expectations for her/his performance in a letter of appointment or job description. The job description would subsequently be revised and updated at the time of reappointment to reflect any additional duties or criteria for evaluation. Promotion from lecturer to senior lecturer requires a record of appropriate execution of the duties assigned as lecturer, and also satisfaction of the qualifications for the rank of senior lecturer as specified in the Faculty Handbook and/or guidelines promulgated by the provost.

Process

1. The department chair/program director consults with the appropriate dean, about initiating a promotion review for a lecturer who meets the established criteria for promotion to senior lecturer.
2. With the dean's advice and consent, the department chair/program director establishes the membership of the promotion review committee. A reasonable cross-section of unit faculty, including both tenure-line and contract faculty (excluding faculty at the rank of lecturer), should be involved in the review process.
3. The department chair/program director compiles a dossier, which includes for every candidate an up-to-date *curriculum vitae*. The materials submitted by the candidate for promotion should enable the unit faculty to evaluate her/his performance based on the criteria for promotion established in the candidate's job description.

Depending upon the lecturer's duties, the materials s/he submits may include information on teaching and advising; scholarship and/or creative work; contributions to program administration; service to the program, department, school, and University; and other relevant professional activities.

4. The review committee meets to review the submitted materials and the faculty member's activities over the course of the contract period.
5. The department chair/program director (or her/his designee) drafts a written report summarizing the committee's findings. This is not intended to be a lengthy report, but it should contain an evaluation of the faculty member's accomplishments in relation to her or his designated responsibilities and should clearly indicate whether or not the candidate is recommended for promotion.
6. If the faculty member is recommended for promotion, the report should also contain the desired length of contract for the next appointment. Recommended contract lengths should follow both the regulations of the pertinent sections of the Faculty Handbook and any guidelines issued by the Provost's Office on normal contract lengths.
7. Once the draft report has been reviewed and approved by all members of the committee, it is submitted in its final form to the appropriate dean's office, accompanied by the dossier.
8. The dean reviews the report and the dossier, decides whether or not to promote the candidate, and informs both the department/program and the candidate of her/his decision in writing. If the dean decides not to authorize the promotion, her/his written response will contain a clear statement of the basis on which the decision not to promote was made.
9. In cases in which the dean decides against promotion, an appeal may be made to the provost. The candidate for promotion, or at least two members of the candidate's department at a rank equal to or higher than that proposed for the candidate, may make the appeal. If the recommendation of the provost differs from that of the dean, the provost must submit a written explanation of his or her decision to the dean, the department (where relevant) and the candidate. A decision by the provost to deny promotion terminates the promotion process.

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Associate Professor/Professor of the Practice: The “practice” titles designate those members of the faculty, known for their performance as professional practitioners, who are engaged in teaching, research, and/or administration on either a full- or part-time basis. While they normally hold the terminal degree in their field, the primary criterion for their appointment is their experience in business, journalism, law, education, medicine, public policy, the creative or performing arts, or other professional endeavors. Appointment at or promotion to either rank is subject to the procedure for appointments and promotions outside the tenure structure delineated in the Faculty Handbook (V.A.5).

Associate Professors of the Practice are individuals with well-established credentials in their areas of expertise who are appointed to teach and to carry out other responsibilities appropriately assigned to members of the faculty. They provide instruction based on specific experience gained in professional practice. Depending on the nature of their work in the academic unit to which they are appointed, they may or may not be expected to fulfill requirements of scholarly research or creative activity. The teaching loads of associate professors of the practice will vary depending upon the needs of the academic unit to which they are appointed and/or their other responsibilities. The additional duties of associate professors of the practice (e.g., scholarship and/or creative activity; advising; departmental, program, or school service) will be delineated in their letters of appointment or job descriptions.

- *Contract length for initial appointment as associate professor of the practice:* According to the [not-yet-revised] Faculty Handbook (V.A.5.c.ii), an [associate] professor of the practice may be appointed for a fixed term not to exceed [five] years for either full- or part-time service. The requirement for *ad hoc* review will not apply to initial appointments to the rank of associate professor of the practice not exceeding three years’ duration. The length of an initial contract for a full-time associate professor of the practice should normally be for three years.
- *Contract length for reappointment as associate professor of the practice:* According to the [not-yet-revised] Faculty Handbook (V.A.6.b), an [associate] professor of the practice may be [re]appointed for a fixed term not greater than seven years for either full- or part-time service. After an initial term of three years or less in duration, a first reappointment to the rank of associate professor of the practice will be contingent on the successful completion of an *ad hoc* review. Reappointment at this rank will normally merit a three- to five-year contract, with no time limit on the number of years of service at this rank.
- *Promotion from associate to full professor of the practice:* Associate professors of the practice may be considered for promotion to the rank of professor of the practice on the basis of their performance at Brandeis, their continuing professional achievement, or a combination thereof. Such promotions are governed by the procedure outlined in the Faculty Handbook (V.A.5.b). Length of time in rank is not a factor for consideration for promotion.

Professors of the Practice are individuals with distinguished reputations as outstanding practitioners who have achieved national recognition by their professional peers. Their skills and knowledge are essential to the educational mission and they demonstrate the capacity for exceptional effectiveness as teachers and/or administrators. Depending on the nature of their work in the academic unit to which they are appointed, they may or may not be expected to fulfill requirements of scholarly research or creative activity. The teaching loads of professors of the practice will vary depending upon the needs of the academic unit to which they are appointed and/or their other responsibilities. The additional duties of professors of the practice (e.g., scholarship and/or creative activity; advising; departmental, program, or school service) will be delineated in their letters of appointment and/or job descriptions.

- *Contract length for initial appointment as professor of the practice:* According to the [not-yet-revised] Faculty Handbook (V.A.5.c.ii), a professor of the practice may be appointed for a fixed term not to exceed [five] years for either full- or part-time service. The length of an initial contract for a full-time professor of the practice should normally be for three-to-five years.
- *Contract length for reappointment as professor of the practice:* According to the [not-yet-revised] Faculty Handbook (V.A.6.b), a professor of the practice may be [re]appointed for a fixed term not greater than seven years for either full- or part-time service. Reappointment at this rank will normally merit a five- to seven-year contract, with no time limit on the number of years of service at this rank.

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Assistant/Associate/Full Professor (outside the tenure structure): Appointment or promotion to professorial ranks outside the tenure structure is reserved for those faculty whose unique combination of skills and talents are essential to meeting the special teaching and research needs of the University, including the graduate professional schools and programs. Such appointments are normally full-time and long-term, rather than part-time or temporary. Faculty holding these titles have extensive responsibilities that may include departmental or programmatic leadership, graduate and/or undergraduate teaching, and scholarly or creative activity. The precise balance of department/school/program responsibilities must be defined in the initial request for authorization to hire and the job description; these documents will also provide the basis for evaluating such faculty for reappointment.

Qualifications for appointment to professorial ranks outside the tenure structure: Faculty appointed to these ranks should normally be hired on the basis of a national search. The salient qualifications will vary according to the needs and standards of the unit to which the faculty member is appointed. All candidates for professorial titles should meet some combination of the general criteria listed below:

- hold the highest degree in their field, or possess the equivalent in professional experience and accomplishment;
- publish in an academic field or perform as artists in a professional context;
- demonstrate excellence as teachers;
- be conversant with current scholarship and pedagogy in their fields; and/or
- actively participate in external venues for professional development.

Characteristic traits of professorial positions outside the tenure structure: The designation of a contract position at a professorial rank would be appropriate for faculty positions that involve some combination of the duties below:

- significant responsibility for undergraduate and/or graduate education in courses that are foundational to a major or a degree program;
- hiring, training, supervising and evaluating other faculty and/or graduate teaching fellows;
- administration of programs that serve large numbers of undergraduate or graduate students;
- supervision of master's and doctoral students, especially in the graduate professional schools and programs;
- development and/or coordination of curriculum;
- substantial engagement in co-curricular activities with students (e.g. performance, fieldwork, internships); and/or
- involvement in grant-funded research.

Assistant Professors outside the tenure structure

- *Contract length for initial appointment as assistant professor outside the tenure structure:* According to the [not-yet-revised] Faculty Handbook, “[Initial] appointment to the rank of Assistant Professor ... outside the tenure structure will not exceed three years” (V.A.5.c.i). The length of an initial contract for an assistant professor outside the tenure structure should normally be for three years.
- *Contract length for reappointment as assistant professor outside the tenure structure:* According to the [not-yet-revised] Faculty Handbook, [re]appointment to the rank of assistant professor “will be for a term defined by the Provost, but not greater than seven years” (V.A.6.b). Reappointment at this rank will normally merit a three-year contract, with no time limit on the number of years of service at this rank.
- *Promotion from assistant to associate professor outside the tenure structure:* Such promotions are governed by the procedure outlined in the Faculty Handbook (V.A.5). The “standards of evaluation” (V.A.5.a) should be determined at the time of first appointment as assistant professor outside the tenure structure and included in the job description. Length of time in rank is not a factor for consideration for promotion.

Associate Professors outside the tenure structure

Promotion from assistant to associate professor requires a candidate to have demonstrated a significant contribution to one or more of the duties enumerated above (in the paragraph beginning *Characteristic traits*).

- *Contract length for initial appointment as associate professor outside the tenure structure:* According to the [not-yet-revised] Faculty Handbook, [initial] appointment to the rank of Associate Professor outside the tenure structure “will not exceed [five] years” (V.A.5.c.ii). The length of an initial contract for a full-time associate professor should normally be three-to-five years.
- *Contract length for reappointment as associate professor outside the tenure structure:* According to the [not-yet-revised] Faculty Handbook, [re]appointment to the rank of associate professor outside the tenure structure “will be for a term defined by the Provost, but not greater than seven years” (V.A.6.b). Reappointment at this rank will normally merit a three- to five-year contract, with no time limit on the number of years of service at this rank.
- *Promotion from associate to full professor outside the tenure structure:* Such promotions are governed by the procedure outlined in the Faculty Handbook (V.A.5). The “standards of evaluation” (V.A.5.a) should be determined at the time of first appointment as associate professor outside the tenure structure and

included in the job description. Length of time in rank is not a factor for consideration for promotion.

Professors outside the tenure structure

Promotion from associate to full professor requires a candidate to have demonstrated a significant contribution to a number of the duties enumerated above (in the paragraph beginning *Characteristic traits*) and/or an extraordinary overall contribution to Brandeis.

- *Contract length for initial appointment as professor outside the tenure structure:*
According to the [not-yet-revised] Faculty Handbook, [initial] appointment to the rank of Professor outside the tenure structure “will not exceed [five] years” (V.A.5.c.ii). The length of an initial contract for a full-time professor outside the tenure structure should normally be three-to-five years.
- *Contract length for reappointment as professor outside the tenure structure:*
According to the [not-yet-revised] Faculty Handbook, [re]appointment to the rank of professor outside the tenure structure “will be for a term defined by the Provost, but not greater than seven years” (V.A.6.b). Reappointment at this rank will normally merit a five- to seven-year contract, with no time limit on the number of years of service at this rank.

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Assistant/Associate/Full Research Professor: The “research” titles designate those members of the faculty “whose primary responsibility is the conduct of externally funded research and publication” (Handbook, III.B.2.f.i). They normally hold the doctorate or the equivalent terminal degree in their field. Funded by external grants, “research appointments may not be continued for more than one year in the absence of external funding” (V.A.5.c.iii). Appointment at or promotion to the rank of associate or full research professor is subject to the procedure for appointments and promotions outside the tenure structure delineated in the Faculty Handbook (V.A.5).

Assistant Research Professors perform externally funded research in their area of training in collaboration with others. They have demonstrated their potential for research excellence, comparable to others at this rank, in their doctoral and postdoctoral studies. They may occasionally contribute to graduate and/or undergraduate teaching, while their responsibilities “with respect to university and departmental service will be determined by the appropriate Academic Dean, in consultation with the Provost and the relevant departments, and defined in a written agreement with the faculty member” (III.B.2.f.ii). They typically support other faculty and students in their research programs and participate in the development of grant proposals.

- *Contract length for initial appointment as assistant research professor:* According to the [not-yet-revised] Faculty Handbook, “[Initial] appointment to the rank of ... Assistant Research Professor outside the tenure structure will not exceed three years, subject to the availability of external funding” (V.A.5.c.i). The length of an initial contract for an assistant research professor should normally be for three years.
- *Contract length for reappointment as assistant research professor:* According to the [not-yet-revised] Faculty Handbook, “[Re]appointment to the rank of assistant research professor ... will be for a term defined by the Provost, but not greater than [five] years, subject to the availability of external funding” (V.A.6.b). Reappointment at this rank will normally merit a three-year contract, with no time limit on the number of years of service at this rank.
- *Promotion from assistant to associate research professor:* Such promotions are governed by the procedure outlined in the Faculty Handbook (V.A.5). The “standards of evaluation” (V.A.5.a) should be determined at the time of first appointment as assistant research professor, included in the letter of appointment or job description, and centered on the faculty member’s success in the conduct of research. Length of time in rank is not a factor for consideration for promotion.

Associate Research Professors perform externally funded research in their area of training, usually in collaboration with others. They have demonstrated their research ability, comparable to others at this rank, through a strong record of publication and successful work

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on funded grants. They may occasionally contribute to graduate and/or undergraduate teaching, while their responsibilities “with respect to university and departmental service will be determined by the appropriate Academic Dean, in consultation with the Provost and the relevant departments, and defined in a written agreement with the faculty member” (III.B.2.f.ii). They typically work alongside other faculty and may supervise students in their research programs, as well as participating in or initiating the development of grant proposals.

- *Contract length for initial appointment as associate research professor:* According to the [not-yet-revised] Faculty Handbook, “[Initial] appointment to the rank[] of ... Associate Research Professor ... will not exceed [five] years, subject to the availability of external funding” (V.A.5.c.ii). The length of an initial contract for a full-time associate research professor should normally be three-to-five years.
- *Contract length for reappointment as associate research professor:* According to the [not-yet-revised] Faculty Handbook, [re]appointment to the rank of associate research professor “will be for a term defined by the Provost, but not greater than seven years, subject to the availability of external funding” (V.A.6.b). Reappointment at this rank will normally merit a three- to five-year contract, with no time limit on the number of years of service at this rank.
- *Promotion from associate to full research professor:* Such promotions are governed by the procedure outlined in the Faculty Handbook (V.A.5). The “standards of evaluation” (V.A.5.a) should be determined at the time of first appointment as associate research professor, included in the letter of appointment or job description, and centered on the faculty member’s success in the conduct of research. Length of time in rank is not a factor for consideration for promotion.

Research Professors *perform externally funded research in their area of training and take a leadership role in their collaborations with others. They have demonstrated their research excellence, comparable to others at this rank, through a record of publication and successful work on funded grants. They may occasionally contribute to graduate and/or undergraduate teaching, while their responsibilities “with respect to university and departmental service will be determined by the appropriate Academic Dean, in consultation with the Provost and the relevant departments, and defined in a written agreement with the faculty member” (III.B.2.f.ii). They work closely with other faculty and may supervise students in their research programs, as well as initiating the development of grant proposals.*

- *Contract length for initial appointment as research professor:* According to the [not-yet-revised] Faculty Handbook, “[Initial] appointment to the rank[] of ... Research Professor ... will not exceed [five] years, subject to the availability of external funding” (V.A.5.c.i). The length of an initial contract for a full-time research professor should normally be three-to-five years.

- *Contract length for reappointment as research professor:* According to the [not-yet-revised] Faculty Handbook, [re]appointment to the rank of research professor “will be for a term defined by the Provost, but not greater than seven years, subject to the availability of external funding” (V.A.6.b). Reappointment at this rank will normally merit a five- to seven-year contract, with no time limit on the number of years of service at this rank.