

April 4, 2014

**HELLER SCHOOL FOR SOCIAL POLICY AND MANAGEMENT
POLICY FOR THE APPOINTMENT OF DISTINGUISHED SCIENTISTS, SENIOR
SCIENTISTS, SCIENTISTS, DISTINGUISHED FELLOWS, SENIOR FELLOWS, AND
FELLOWS**

Brandeis University recognizes that it is important to appoint certain senior professionals to research and policy analysis positions of the highest rank to encourage them to undertake careers at Brandeis. While the concept of careers independent of classroom teaching and supported entirely from research grants is not a new one for American research universities, Brandeis views this mode of research and analysis with professionals working in departments, laboratories, centers, and professional schools, as an additional important mechanism for the University to maintain research viability and policy relevance, enter new fields, and bring new professionals to the campus. This policy outlines the appointment process for Distinguished Scientists, Senior Scientists, Scientists, Distinguished Fellows, Senior Fellows, and Fellows at the Heller School at Brandeis University.

I. Appointments

Appointments to the positions of Distinguished Scientist, Senior Scientist, Distinguished Fellow, and Senior Fellow are authorized by the Dean of the Heller School. These senior positions in the School's research staff structure are to be designated academic staff positions with special status and prerogatives. Persons holding such appointments can conduct independent investigations with the ability to direct the work of others. They possess a demonstrated competency in research and/or social policy analysis. Appointment or promotion to these ranks evidences wide external and internal recognition of independent contribution to research and policy analysis in the individual's field. Such contributions may be evidenced by traditional scholarly recognition, excellence in leadership of technical projects, or other significant research and social policy impact.¹

Appointments of Scientists and Fellows (as well as Research Assistants, Research Associates, Senior Research Associates, Program Assistants, Program Associates, and Senior Program Associates) may be made on the recommendation of a Center or Institute and submission to Brandeis Human Resources of a job description and Position Review Form.² No peer review is required.

Appointments or promotions to senior positions are made on the recommendation of the relevant Division to the Dean. The Division recommendation is developed by a committee of three people at the rank of the appointment or above, who review materials from the candidate, obtain outside letters, and draft a Division Report. The Report and materials are reviewed by members of the

¹ For descriptions of Fellow positions, see Narrative Descriptions of Program Staff and Fellow Positions 1/27/03. For descriptions of Scientist positions, see Narrative Descriptions of Research Positions 1/27/03.

² Position_Review_Form.pdf

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Division at the rank of the appointment or above for a discussion, and a vote is held and recorded. After the vote a Division Summary is prepared, which goes to the Dean with the Report and materials. The Dean shares the summary with the candidate for comment. Then the Dean makes the decision to appoint or promote and informs the Provost.

These are normally full-time, 12-month academic staff positions. Funding for these positions is the responsibility of the Division, institute, or center to which the appointment is made. University general funds or funds made available through indirect cost recovery may not be utilized in support of the appointments. Appointments to these positions will only be considered if the individual is currently supported from sponsored program funding and is likely to be supported in the future. The appointment will automatically terminate with the cessation of funding.

II. Reappointments

A review will take place at least six months before the expiration of the appointment; appointees will be apprised of the outcome of the review. The review is conducted by a committee (either ad hoc or standing) appointed by the Dean (or his/her delegated representative) from the Division in which the individual holds an appointment. The review committee is advisory to the Dean. The decision for reappointment is made by the Dean upon review of the written recommendation of the review committee, and must take into account Heller School needs, planning and goals. Reappointment to these positions will only be considered if the individual is currently supported from sponsored program funding and is likely to be funded in the future. Reappointment may be for no more than five years.

The Center/Institute director in which the individual is based will conduct a yearly performance review in accordance with the personnel policies of Brandeis University.

III. Termination

The initial appointment will terminate at the end of the contract period unless a decision is made within the period to continue the appointment according to the Reappointment provisions above. An appointment can be terminated at any time, in accordance with the personnel policies of Brandeis University, based on gross misconduct, gross negligence by the individual, failure to perform, or academic dishonesty.

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IV. Benefits

Distinguished Scientists, Senior Scientists, Distinguished Fellows, and Senior Fellows receive the following benefits:

- 1) An initial appointment of up to five years, with the potential for renewal. Appointments may be renewed for up to five years (see “Reappointments” above).
- 2) Appointment to these senior research positions provides eligibility to University fringe benefits, including the faculty children's educational assistance benefit (full-time only), retirement plan, life and long-term disability (full-time only), and health and dental insurance benefits. Sabbatical leaves are not possible because of the nature of the appointment.
- 3) Funding for all fringe benefits must be available from individual, Division, laboratory or center funding from outside research grants in accordance with the University's modified fringe benefits rate for this category of employee.