

**RESEARCH FACULTY
GUIDELINES FOR APPOINTMENT, EVALUATION, AND PROMOTION
Provost's Office
The University of Texas at El Paso
May 2011**

As UTEP increases its research capacity, the University must provide a mechanism to recognize non-tenure track faculty members whose professional activities involve a primary commitment to research. While such individuals may have some negotiated teaching, service, or administrative responsibilities, research faculty titles are reserved for those individuals who are appointed essentially as full-time researchers.

Titles

Titles used in the research faculty track will be in compliance with The University of Texas System, Rules and Regulations of the Board of Regents, Series 31001, Number 2, Section 2.2 (j). Research faculty titles are:

Research Professor in (title of specialty),
Research Associate Professor in (title of specialty),
Research Assistant Professor in (title of specialty), and
Research Instructor in (title of specialty).

Research faculty positions are non-tenure track positions. UTEP tenure track faculty, during their term of employment, may make a one-time request to resign from their tenure track position and request to be appointed to an open research faculty position with approval of the chair or director, Dean and the Provost. UTEP research faculty may apply for an open tenure track position at UTEP at any time.

Appointment

Standards of Initial Appointment. Appointment to the rank of Research Instructor should be based on potential for further development in research. The candidate should hold at least a master's degree and have one or more years of training and/or experience post the degree with appropriate research experience. Additionally, there should be clear evidence the individual has the aptitudes for successful performance of the assigned professional responsibilities.

Appointment to the rank of Research Assistant Professor should be based on potential for further development in research. The candidate should have one or more years of training and/or experience post the terminal degree with appropriate research experience. Additionally, there should be clear evidence the individual has the aptitudes for successful performance of the assigned professional responsibilities and potential for significant growth in research, scholarship, or other creative productivity which will, in time, qualify her/him for promotion to Research Associate Professor.

Appointment to the rank of Research Associate Professor is based on documented performance as well as potential for further development in research. The candidate should have five or more years of experience post the terminal degree with appropriate research experience. The Dean, on

recommendation from the department or program, may grant exceptions to the terminal degree and years of experience requirement. The individual will provide evidence of national or international recognition for research, scholarship, or other creative productivity appropriate to the discipline.

Appointment to the rank of Research Professor is the highest academic rank and, as such, implies that the individual is recognized by peers in his/her profession as an accomplished individual in the specialization and by associates and students as an outstanding researcher. The candidate should have ten or more years experience post terminal degree with appropriate research experience. The Dean, on recommendation by the department or program, may grant exceptions to the degree and specific years of experience requirement. The individual will have demonstrated high skill levels in research, scholarship, or other creative productivity. It is expected that he or she will have demonstrated research excellence at the national or international level.

Appointment Procedure. These positions are under the jurisdiction of the VPAA/Provost, with the same general guidelines for recruitment and appointment as tenure track/tenured faculty members. Individuals in any of the four positions are eligible to submit grants as PI, with Chair/Director and Dean support. Appointments are for nine months with complementary appointments possible for up to three summer months. These appointments are without tenure. Positions terminate automatically upon the end of the appointment, but may be renewed as support is available. Requirements and Institutional Base Salary (IBS) for each level are determined on a case-by-case basis by the Department and College, with the concurrence of the Provost/VPAA's Office and forwarded in writing to both the Office of Research and Sponsored Projects (ORSP) and Human Resources (HR) for their records. Research faculty members will be eligible to sit on graduate student committees and other departmental or college committees subject to the college's or school's regular policies for participation on such committees.

Evaluation

Research faculty performance will be reviewed annually using the performance evaluation procedure outlined in Chapter 4 of the Handbook of Operating Procedures. More frequent reviews may be conducted if needed. Termination of faculty appointments may result from any of the reviews.

Application for Promotion

A non-tenure research track faculty member seeking promotion must demonstrate excellence in research, scholarship, and or other creative productivity as evidenced by extramural support for research and publications. Promotion in the research ranks is contingent on documentation of the quantity and quality of peer-reviewed research publications, PI or co-PI on externally funded research projects, and other evidence appropriate to the discipline.

Criteria for Promotion

Research Instructor. Movement from Research Instructor to Research Assistant Professor rank will be considered like an initial appointment not a promotion.

Research Associate Professor. Promotion to the rank of Research Associate Professor is based on documented performance, as well as potential for future contributions to the mission of the College or School and University. The candidate will have five or more years experience as a Research Assistant Professor. The Dean, upon recommendation by the Department or Program, may grant exceptions to the years of experience requirement. The individual will provide evidence of professionally growth in research, scholarship, or other creative productivity and in any other assigned areas such as teaching/student learning, service, or administration. The candidate should be recognized nationally or internationally for research accomplishments.

Research Professor. Promotion to the rank of Research Professor is the highest academic rank and, as such, implies that the individual is recognized by peers in his/her profession as an accomplished individual in the specialization field and by associates and students as a competent teacher and an outstanding, nationally or internationally recognized researcher and scholar. The candidate will have five or more years experience as a Research Associate Professor. The Dean, upon recommendation by the Department or Program, may grant exceptions to the years of experience requirement. The individual will have demonstrated excellence in research, scholarship, or creative productivity. The candidate should have demonstrated proficiency in other assigned areas such as teaching/student learning, service, or administration.

Denial of Promotion

Denial of promotion is not a cause of termination; however, the faculty member may not reapply for promotion for a period of one academic year.

Procedure

When applying for promotion, the candidate should provide supporting documentation compiled into a promotion portfolio and submitted to the respective review committee at the Department or College level. The review committee shall be comprised of research faculty equal to or higher in rank than the one being requested. If there are insufficient numbers of research faculty equal to or higher in rank in the Department or Program, the Dean may add members from other areas. The committee will review the promotional portfolio and make a recommendation to the respective Chair or Director. The Chair or Director will complete an independent review and make a recommendation to the Dean of the College or School. The Dean will complete an independent review and make a recommendation to the Provost. The Provost's recommendation will be forwarded to the President who makes the final decision on the requested action. Additionally, the promotion portfolio will be sent to at least two external nationally recognized reviewers, with no previous experience with the candidate, who evaluate the quality and quantity of research and provide a written review. The candidate for promotion may provide up to five names of outside reviewers. The Chair or Director may independently identify external reviewers. The Chair or Director, in collaboration with the Dean, will select two reviewers to whom the portfolio will be sent for evaluation. The comments of the outside reviewers are to be included with the recommendations of the review committee forwarded by the Departmental Chair or Director to the Dean and Provost. The President will determine the final decision regarding the candidate's request for promotion.