

## Appendix B: BIO5 Appointment and Promotion Criteria

### **CRITERIA FOR APPOINTMENT AND PROMOTION: RESEARCH PROFESSOR SERIES (CAREER TRACK/NON-TENURE ELIGIBLE), BIO5 INSTITUTE**

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#### **Overview**

The University of Arizona BIO5 Institute (BIO5) is an interdisciplinary, university-wide institute dedicated to catalyzing innovative biosciences research, translating discoveries from the laboratory to applications where they improve health, and training the next generation of bioscientists. It is a unit of Research, Innovation & Impact (RII), which acts as the college-level administrative unit between BIO5 and the Vice Provost for Faculty Affairs.

The BIO5 Institute Research Professor Series (Career Track) has been developed to recognize those faculty members whose primary contribution is to the research mission of the BIO5 Institute. Career Track Faculty in the Research Professor Series must have demonstrated potential for, or achieved excellence in, the initiation, direction, and completion of research projects. In addition, Career Track faculty are expected to demonstrate mentorship in the context of research. Career Track faculty may also have teaching responsibilities, and are expected to perform service to the profession, university, and/or community.

In general, Career Track faculty should be appointed in the BIO5 Institute only when there is a reason this appointment is more appropriate than appointment in a department or college. The reason may include, but is not limited to: A highly collaborative or interdisciplinary research program; a research area which is well aligned to a BIO5 Institute strategic research area but not well aligned to any one department or college; or a significant responsibility to a BIO5 Institute administrative or service facility.

Faculty within the Research Professor Series are career track faculty, non-tenure-eligible. The policies for appointments are included in Chapter 3 of the University Handbook for Appointed Professionals (UHAP). The initial appointment of Career Track Professor is made by the Director of the BIO5 Institute and will be at the rank of Assistant Research Professor, Associate Research Professor, or Research Professor depending on qualifications.

Policies for CT appointment and promotion are outlined in the following and referenced in this guidance:

[University Handbook for Appointed Personnel, Chapter 3](#)

<https://policy.arizona.edu/university-handbook-appointed-personnel> (UHAP)

[Arizona Board of Regents Policy Manual 6-201](#) (ABOR)

[Office of the Vice Provost for Faculty Affairs, Career-Track Faculty Resources](#)

<https://facultyaffairs.arizona.edu/career-track-faculty> (Provost)

[Guidelines for Career Track Appointment and Promotion \(RII\)](#)

<https://facultyaffairs.arizona.edu/sites/default/files/RII%20Career-Track%20Criteria.pdf>

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### Criteria

The activity areas under which BIO5 faculty are evaluated for appointment and/or promotion for Career Track are research/scholarship, service/outreach, and/or teaching/mentorship, as determined by the candidate's specific workload and field of study. The criteria contained in the Guidelines for Career Track Appointments and Promotion (RII) provide overarching guidance, and BIO5-specific criteria are given below.

### **Criteria for Appointment by Rank**

#### *Appointment to Assistant Research Professor*

- Appointment at the rank of Assistant Research Professor requires the demonstration of promise for excellence in research. An individual typically must hold a doctoral degree or its equivalent of professional and/or technical experience, and have completed a period of postdoctoral fellowship or other relevant experience.
- The individual must engage in a quality program of collaborative research, which is disseminated in oral and/or written forms.
- They must participate in mentoring, or demonstrate promise to mentor students, post-docs and/or junior colleagues in the context of research.
- They must have potential for project leadership, or their efforts must be a vital and integral part of a collaborative research project.
- They must demonstrate promise to obtain external funding as principal or co-investigator.
- Faculty with teaching responsibilities must have evidence of teaching effectiveness as documented by student evaluations or letters of recommendation, and a demonstrated understanding of curriculum design and outcomes assessment as evidenced by a teaching statement or portfolio.

#### *Appointment to Associate Research Professor*

- Appointment to the rank of Associate Research Professor requires excellence in research, as evidenced by publication in the peer-reviewed journal literature and ability to obtain external funding.
- There should be evidence of project leadership, or that efforts are a vital and integral part of a collaborative research project, and evidence that this level of accomplishment will continue.
- In addition to meeting the qualifications for Assistant Research Professor, an Associate Research Professor should have a national reputation.
- Candidates at this rank must have some evidence of high quality mentoring of students, postdoctoral fellows, and/or junior research colleagues.
- Faculty with teaching responsibilities must demonstrate effectiveness and excellence in teaching as evidenced by excellent student, administrative, and peer evaluations; contributions to curriculum development, outcomes assessment, and/or instructional

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innovations that build on such practices to improve student success; and effective advising, mentoring, and/or student-support activities.

- Faculty must demonstrate participation in BIO5 Institute and/or university governance, interdisciplinary partnership, and/or outreach activities, and service as a reviewer for grants, competitions, awards, and publications, within the program, institution, and profession, as appropriate for their position and workload distribution.

### *Appointment to Research Professor*

- Appointment to the rank of Research Professor requires a sustained and recognized record of excellence and accomplishment in research, in addition to meeting the qualifications for Research Associate Professor.
- Individuals should have a robust publication record in the peer-reviewed journal literature, evidence of sustained ability to obtain external funding, and evidence of translation of their research, which may be through patents, industry interaction, clinical provider interaction, or community engagement.
- They should have evidence of sustained project leadership, or that efforts are a vital and integral part of multiple collaborative research projects.
- Their national reputation should be evidenced by invitations to present lectures and seminars outside the UA, activity in editorial and peer-review activities, or leadership in technical societies.
- Evidence of excellence in research mentoring must be demonstrated.
- Faculty with teaching responsibilities should demonstrate a sustained and high level of excellence in teaching, as evidenced by: recognition such as teaching awards; innovations in instruction; impact on curricular practices and teacher development programs; publications, grants, reports, presentations, and other contributions to the scholarship of teaching; and/or leadership of curricular reforms, outreach programs, and/or interdisciplinary initiatives.
- Faculty must demonstrate excellence and leadership roles in service activities, in addition to the criteria for Associate Research Professor.

### **Criteria for Promotion by Rank**

#### *Promotion to Associate Research Professor*

Promotion to the rank of Associate Research Professor requires excellence in research, as evidenced by publication in the peer-reviewed journal literature and ability to obtain external funding. There should be evidence of project leadership, or that efforts are a vital and integral part of a collaborative research project, and evidence that this level of accomplishment will continue. In addition to meeting the qualifications for Assistant Research Professor, an Associate Research Professor should have a strong national reputation, as evidenced by letters from external evaluators.

Promotion to this rank requires evidence of high quality mentoring of students, postdoctoral fellows, and/or junior research colleagues. Faculty with teaching

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responsibilities must demonstrate effectiveness and excellence in teaching as evidenced by excellent student, administrative, and peer evaluations; contributions to curriculum development, outcomes assessment, and/or instructional innovations that build on such practices to improve student success; and effective advising, mentoring, and/or student-support activities. Promotion requires participation in BIO5 Institute and/or university governance, interdisciplinary partnership, and/or outreach activities, and service as a reviewer for grants, competitions, awards, and publications, within the program, institution, and profession, as appropriate for their position and workload.

### *Promotion to Research Professor*

Promotion to the rank of Research Professor requires a sustained and recognized record of excellence and accomplishment in research. Individuals should have a robust publication record in the peer-reviewed journal literature, evidence of sustained ability to obtain external funding, and evidence of translation of their research, which may be through patents, industry interaction, clinical provider interaction, or community engagement. They should have evidence of sustained project leadership, or that efforts are a vital and integral part of multiple collaborative research projects. Promotion to this rank requires a strong national reputation, as evidenced by invitations to present lectures and seminars outside the UA, activity in editorial and peer-review activities, or leadership in technical societies. Evidence of excellence in research mentoring must be demonstrated. Faculty with teaching responsibilities should demonstrate a sustained and high level of excellence in teaching, as evidenced by: recognition such as teaching awards; innovations in instruction; impact on curricular practices and teacher development programs; publications, grants, reports, presentations, and other contributions to the scholarship of teaching; and/or leadership of curricular reforms, outreach programs, and/or interdisciplinary initiatives. Faculty must demonstrate excellence and leadership roles in service activities.

### **Review Process**

The review process for appointment and promotion of Career Track faculty is defined by UHAP policy and outlined on the Vice Provost for Faculty Affairs website, including promotion dossier templates, yearly review schedules, and other guidance.

Renewal of the appointment in all ranks will be based upon the annual performance review by the Director of the BIO5 Institute with assistance of an annual review committee. The process begins with the faculty member and Director meeting to discuss goals for the next year. At the end of the evaluation period, the faculty member prepares an annual review portfolio through UAVitae. The annual review committee reviews the portfolio and makes a recommendation. The Director reviews the portfolio and this recommendation, which is advisory. The Director writes a letter of evaluation, and meets with the candidate to discuss the review and goals for the next year.

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Generally, the standard for renewal at the assistant research professor level includes at least one external grant application as principal or co-investigator every year, as well as one peer-reviewed paper or conference proceeding, adjusted for FTE. The standard for renewal at associate research professor or research professor level generally includes at least one funded external project and multiple instances of dissemination per year, adjusted for FTE, while maintaining the standards of excellence described in the appointment/promotion criteria above.

### Promotion

Career Track faculty may be initially appointed in the BIO5 Institute at any rank, appropriate to their qualifications. They may also be more senior or more junior relative to the qualifications for that rank at the time of appointment. For this reason, there is no fixed period for review for promotion, excepting that promotion to a title above Assistant requires a minimum of 3 years at the Assistant rank. Goals for career and rank advancement will be discussed between the faculty member and Institute Director at the time of initial appointment and at annual reviews.

Candidates prepare a dossier for promotion that includes only those sections that are relevant to the duties that the candidate has been assigned. Additional information on the dossier is provided in the Guidelines for Career Track Appointments and Promotion (RII).

### Within-Rank Compensation Changes

BIO5 career-track faculty represent a number of diverse disciplines. As such, appropriate compensation can be difficult to assess. Professional organization standards and identification of appropriate T/TE peers are useful references and are utilized as much as possible. Adjustment of compensation may be needed before a promotion is appropriate. Market and equity data, coupled with significant additional responsibilities, significant changes in research portfolio, and/or significant changes in research/teaching/service distribution may warrant merit/market/equity adjustments. Such increases should be requested by the BIO5 Director in accordance with RII instructions.

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