

COLLEGE OF OPTICAL SCIENCES
CAREER-TRACK FACULTY (formerly NTE)
APPOINTMENT & PROMOTION GUIDELINES

GUIDELINES AND PROCEDURES FOR RENEWAL, NONRENEWAL AND PROMOTION OF CAREER-TRACK FACULTY

Guidelines are not intended as fixed rules, but rather a course of action for Career-Track Faculty (CT), as well for the Standing Committee on Faculty Status, in deciding upon the suitability of an individual for appointment, renewal, nonrenewal and promotion. The College of Optical Sciences adheres to the procedures as described in the University of Arizona Handbook of Appointed Personnel (UHAP), Chapter 3, Policy 3.1.02 (<http://policy.arizona.edu/university-handbook-appointed-personnel>).

Teaching is not a required component for Career-Track Research Faculty in the College of Optical Sciences. However, teaching assignments, mentoring of students at all levels, and especially the supervision of funded graduate student research, are viewed favorably in promotion cases.

ASSISTANT RESEARCH PROFESSOR

Appointment or promotion to Career-Track Assistant Research Professor will be recommended largely on evidence of promise, adequate training, and depth of knowledge in a particular specialty, and capacity to undertake high quality teaching, research, or service. A Career-Track Assistant Research Professor is appointed initially for a one-year period. Such recommendations shall be considered by the standing departmental and college committees on faculty status and dean.

Criteria for Appointment

- PhD in specialty, or approved related field;
- Demonstrated training and depth of knowledge in particular research specialty;
- Contributes strongly to execution of research grants and contracts;
- Demonstrates strong promise or evidence of independent research to support, develop and maintain an active research program;
- Original research/scholarly activity as evidenced by
 - Publications in peer-reviewed journals;
 - Conferences/Scholarly presentations;

Annual Review/Renewal

Career-Track Assistant Research Professors must be informed by the department head/dean every five years that they are being reviewed for retention in rank or for promotion to Career-Track Associate Research Professor. This appointment may be renewed an indefinite number of times provided their annual evaluations meet criteria.

Criteria for Promotion

Promotion to Career-Track Associate Research Professor is possible after a minimum of three years of service in rank provided provided their annual evaluations meet criteria under Section 3.3.03, and shall follow similar review process as tenure-eligible/tenure cases including dossier format.

Individual demonstrates the following:

- Outstanding experience and in-depth breadth of knowledge in particular research specialty;
- Engaged in quality original research; grants and contract activities;
- Evidence of independent research to support, develop and maintain an active research program;
 - PI, Co-PI, or key personnel on awarded grants and contracts at a level that supports salary and associated benefits and indirect cost;

- Original research/scholarly activity as evidenced by;
 - First or contributing author in peer-reviewed publications and peer-reviewed conference presentations at an expected level of two per year or more.
 - Some record of success in invited papers, or invited speaker presentations is expected.
- Engaged at the state, regional and national level through peer organizations to increase recognition in the field;
- Supervision and mentoring of Master and Ph.D. level students is not a requirement but adds to the strength of the promotion case;
- Written recommendation by relevant department head, director or principal faculty member (Core Group Representative)

ASSOCIATE RESEARCH PROFESSOR

Appointment or promotion to the level of Career-Track Associate Research Professor will require evidence of an established and productive career in addition to qualifications required of a Career-Track Assistant Research Professor. Such recommendations shall be considered by the standing departmental and college committees on faculty status, and approved by the dean and Provost.

Criteria for Appointment

- PhD in specialty, or approved related field;
- Outstanding experience and in-depth knowledge in particular research specialty;
- Well-known in professional community at national level for expertise in research field;
- Independent research interest and record of activity sufficient to maintain an active research program including grants and contracts that can contribute strongly to support for salary, benefits and associated indirect cost;
- Original research/scholarly activity as evidenced by significant volume of publications, conference proceedings and presentations in peer-reviewed publications and conferences;
- Contributes to the departmental program in a significant fashion

Annual Review/Renewal

Career-Track Associate Research Professors may be renewed an indefinite number of times provided their annual evaluations meet criteria under Section 3.3.03. During the fifth year, the department head must inform the faculty member that he/she has the right to be reviewed for retention in rank or for promotion to Career-Track Research Professor. Review for retention in rank will be conducted every six years unless faculty member declines in writing.

Criteria for Promotion

A Career-Track Associate Research Professor may be recommended for promotion to the rank of Career-Track Research Professor at any time, however normally shall be reviewed for retention in rank every six years provided their annual evaluations meet criteria under Section 3.3.03, and shall follow similar review process as tenure-eligible/tenure cases, including dossier format.

Individual demonstrates the following:

- Demonstrated success with independent research and external funding to support, develop and maintain an active research program;
 - Demonstrates innovation and ability to initiate and complete research projects;
 - PI or Co-PI on awarded grants and contracts at a level that supports salary, benefits, and associated indirect cost;
 - Additional funding that also supports research colleagues, post-docs, or graduate students is highly desirable;
- Sustained volume of original research/scholarly activity as evidenced by
 - First or contributing author in combined average of three or more per year of refereed journal

- articles and peer- reviewed conference proceedings
- Established quality of original research as evidenced by publication citations and other recognition in the professional community, including
 - Invited papers in peer-reviewed journals;
 - Invited talks at peer-reviewed conferences;
 - Invited talks at professional events;
- Significant breadth in field of research interest and experience in scholarly and research specialty;
- Strong ability to act individually, but also evidence of meaningful collaborations with other researchers;
- National recognition through peer organizations and brings distinction to the departmental program;
- Contributes to profession through outstanding service and professional organizations/societies and journals;
- Supervision and mentoring of Master and Ph.D. level students is not a requirement but adds to the strength of the promotion case;
 - May advise students with Dissertation/Thesis papers;
- Written recommendation by relevant department head, director or principal faculty member (Core Group Representative)

RESEARCH PROFESSOR

Appointment or promotion to the level of Career-Track Research Professor will require unique qualifications regarding expertise and experience, far exceeding expectations expected of the Career-Track Associate Research Professor. Such recommendations shall be considered by the standing departmental and college committees on faculty status, and approved by the dean and Provost.

Criteria for Appointment

- PhD in specialty, or approved related field;
- Demonstrates breadth in field of research interest, capable of modifying future research over a period of years as interest in the field changes;
- Demonstrates innovation and ability to initiate and complete research projects;
- Strong ability to act individually, but also develops meaningful collaborations with other researchers;
- Demonstrates success in securing external funding to support, develop and maintain an active research program;
 - PI or Co-PI on awarded grants and contracts at a level that supports salary, benefits, and associated indirect cost;
 - Additional funding that also supports research colleagues, post-docs, or graduate students is highly desirable;
- Attained distinctive position or professional accomplishments in the eyes of the faculty peers, both external and internal to the University, including national recognition that brings distinction to the departmental program;
- Accomplished and productive scholarly record of publications and conference presentations over a period of years. Significance of publications and presentations, not merely the number, shall be evaluated in determining the status of the faculty member in the faculty member's research community;
- Contributes to profession through outstanding service to professional organizations, conferences and journals; evidence of this participation can include professional conference committee or leadership roles, journal editorial roles, and committee roles in professional societies or national scientific or engineering bodies at levels comparable to those expected of Tenure-Track faculty;
- Record of supervision and mentoring of Master, Ph.D. level, and post-doctoral students is not a requirement but adds to the strength of appointment;
- Participation in academic outreach and internal committees and service roles at the department/college/university level is not a requirement but weighed as a positive factor in promotion decisions

Annual Review/Renewal

Career-Track Research Professors may be renewed an indefinite number of times provided their annual evaluations meet criteria under Section 3.3.03. Review for retention in rank will be conducted every fifth year unless faculty member declines in writing.

NOTIFICATION OF NONRENEWAL

In the case of nonrenewal of a career-track faculty, notice must be issued to faculty member at least 90-days prior to his/her renewal date. Decision of nonrenewal of career-track faculty shall be determined by department head, or, in a single-department college, by the dean. If nonrenewal is not related to budgetary limitations, the decision may be appealed by filing a written request with the dean or Provost, as appropriate, within 15 days of receiving the decision. The subsequent decision by the dean or Provost shall be final in all cases and not subject to further administrative review.

ANNUAL PERFORMANCE TOOL

The UA Career Conversation Evaluation tool is utilized for annual performance reviews. Career conversation are structured discussions to reflect on significant achievements, key strengths and planning in research/scholarship, service, teaching. Faculty and supervisor contribute to the annual review process with constructive feedback. During this review, supervisor may also evaluate CT faculty's progress towards renewal of contract or promotion.

Career Conversation "Performance Feedback Form": <http://hr.arizona.edu/forms>

Career Conversation Guide: <http://hr.arizona.edu/sites/default/files/hr/forms/HR-Conversations/UACareerConversationGuide.pdf>

PROMOTION TOOL

Career-Track faculty eligible for promotion follow similar review process as the tenure-eligible/tenure cases, though external reviews may not be required for career-track faculty. Dossiers for promotion will be prepared following the guidelines outlined by the Provost/Faculty Affairs website.

Dossier template and instructions: <http://facultyaffairs.arizona.edu/>.

JOB POSTING TOOL

UA CareerTrack job postings for Career-Track faculty shall include the following language in title description, *"This career-track appointment is not eligible for tenure."*