

DEARBORN ADMINISTRATIVE GUIDE

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CRITERIA FOR RESEARCH FACULTY APPOINTMENTS AND PROMOTIONS

AT THE UNIVERSITY OF MICHIGAN-DEARBORN

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This document serves as a guideline for Research Scientist (RS) appointments and promotions. It is recognized that research scientists can play an important role in enhancing the mission and the reputation of the University of Michigan-Dearborn (UM-D). RS appointments are intended for individuals whose primary activity is research. If teaching is done while holding a RS appointment, a fractional appointment must be established to support the teaching effort. Appointments to non-tenure track instructional titles covered by the Agreement with the Lecturers' Employee Organization (LEO) are governed by the terms of that Agreement. Recognizing the diversity of missions between different units at UM-D, each school/college is expected to define and publish, within the framework of the guidelines below, responsibilities, appointment, promotion, evaluation, and governing rights of RS positions.

All openings for RS positions will be advertised and processed in accordance with established University policies and procedures.

The University of Michigan-Dearborn does not offer positions in the Research Professor track.

Entry Level RS Ranks

Appointments at the entry level of Research Scientist will be as a Research Investigator or an Assistant Research Scientist (See [Table 1](#)). The authority to appoint Research Investigators and Assistant Research Scientists and to promote to the level of Assistant Research Scientist has been delegated by the Vice President for Research to the UM-D Provost. The UM-D Provost may at his/her discretion delegate this authority to the Dean at the school/college level. Appointment at the entry levels anticipates that while working

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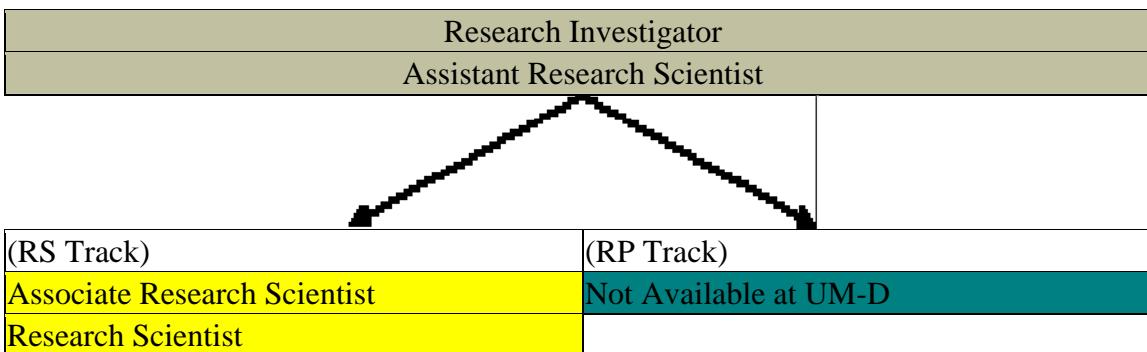
with a senior colleague, a RS gains research experience and shows evidence of growth as an investigator.

Assistant Research Scientist

The criteria for appointment to Assistant Research Scientist should be based on the potential or demonstrated ability in scholarly research. For Assistant Research Scientists, the recognition standard for the purpose of appointment means that peers and senior colleagues are aware of the individual’s scholarly activities and can provide some detail of the person’s contribution to knowledge in the field. Evidence for scholarship can also be recognized by publications, presentations at scientific meetings and conferences, the role in student’s independent projects, and appropriate professional service activities.

Table 1. Research Scientist Appointment Tracks at the University of Michigan-Dearborn

Research Scientist Tracks



Characteristic Level of Activity in Rank

RESEARCH INVESTIGATOR -- Research conducted usually within program of a senior colleague; independence not expected, but may be goal of training.
ASSISTANT RESEARCH SCIENTIST -- Research conducted within program of a senior colleague and evidence of growth in independent scholarship.
ASSOCIATE RESEARCH SCIENTIST -- Strong local reputation on the basis of research productivity and contributions over several years, but without the necessity of conducting an independent research program.
RESEARCH SCIENTIST -- As for Associate Research Scientist, but with expanded reputation based on continued essential contributions to a research program.

Post-Entry Level RS Ranks

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Promotion of entry-level research scientist ranks will follow Research Scientist Track (RS Track); UM-D does not offer appointments in the Research Professor Track (RP Track). Decisions on appointments above Assistant Research Scientist and promotions in the RS Track are made by the department, the school/college promotion and executive committees, the UM-D Provost, and the Office of the Vice President for Research.

Associate Research Scientist

Appointment or promotion to the Associate Research Scientist level depends on a strong local reputation (e.g., at the University of Michigan and within the Dearborn Campus). There should be a greater quantity of publications and greater acceptance of their value than in the Assistant Research Scientist rank. The candidate must have demonstrated personal characteristics consistent with good scholarship and professionalism. Service within the school/college, to other units within the Dearborn Campus or the University, to governmental and other groups outside the University and to society as a whole will also be considered.

Research Scientist

For the rank of Research Scientist, it is expected that the candidate will have a broadly established reputation, a continuing record of scholarship, and demonstrate promise of substantial future contribution to his or her disciplinary field. Under normal circumstances, the nominee will also have established an area of unique contribution to the research program of the department, and will have demonstrated an ongoing record of research success. He or she will have participated appropriately in service activities to the University and/or external communities.

Special Cases

Adjunct Research Scientist appointments are made when an individual's primary employment responsibilities lie outside the University. It indicates that the individual is working for a limited portion of his/her time (part-time) on a research project. Adjunct appointments may be made at any RS rank, but must be consistent with the individual's stature.

Visiting Research Scientist appointments are for scholars visiting the University for a predetermined time (one year or less) to conduct research. Their primary appointments would typically be at another academic/research institution and they would be expected to return to that position. Visiting appointments may be made at any RS rank, but must be consistent with the individual's stature.

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Regardless of academic rank, Visiting or Adjunct RS appointments are approved by the UM-D Provost upon recommendation of the academic unit within which the sponsoring project director is appointed, and do not require approval from the Vice President for Research.

Appointment Duration

Appointment lengths for RS faculty vary depending upon the needs and resources of the sponsoring project. Research scientist appointments are not appointments to the tenured or tenure-track instructional faculty. Prior to initiating a search, UM-D expects sponsoring project directors to secure sufficient funding to provide candidates appointed at or above the rank of Assistant Research Scientist with the expectation of a viable position for a minimum of three years.

RS appointments may be established as term-limited at the outset. When positions are established for a specific research project, appointed individuals will be classified in ranks that match their qualifications and be given appointment forms that specify that the employment is for the term of the project only. These individuals will receive letters that specify the end dates of their appointments.

The expected minimum time in rank at various ranks is shown in [Table 2](#). Candidates seeking promotion before the expected minimum amount of time in rank will be considered for promotion only in those unusual instances when exceptional performance has been demonstrated both in research and service. Promotion is based on excellence in research achievement and contributions through service activities, as opposed to length of service. The degree of excellence in research should be of the highest order. Evidence of promise will be drawn primarily from the previous record of accomplishment.

Table 2
Minimum Time in Rank Expectations for RS Faculty Seeking Promotion

RS Faculty Rank	Time in Rank to Establish Eligibility
Research Investigator	2 years
Assistant Research Scientist	3 years
Associate Research Scientist	5 years

Maximum Time in Rank

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The Assistant Research Scientist position has a seven-year maximum time in rank. After seven years without promotion, Assistant Research Scientists must move out of the rank. Assistant Research Scientists receiving negative decisions on promotion cases in the sixth year will be allowed to spend one additional year in rank beginning from the date of notice.

There are no maximum times in rank associated with RS ranks outside of Assistant Research Scientist.

Performance Review

Consistent with the goals and procedures established for instructional track faculty, RS faculty performance will be reviewed in two ways. The performance of all RS faculty will be evaluated annually, in a manner consistent with that for the regular instructional staff to the extent applicable. In addition to the annual RS review, RS may elect to seek review as part of the promotion process.

Annual Review

It is expected that the department chair or unit director will review the performance of RS staff annually. The review will ordinarily include descriptions of the RS's research activities and publications over the year, and an overview of contributions the RS staff member has made to the unit and to the University.

Promotional Review

Promotion review for candidates for advanced level RS positions will be conducted by the school/college promotion committee, following the regular schedule established by the committee. The process for considering RS for promotion will be consistent with those applied to instructional track faculty within the UM-D school/college to the extent possible, and should yield the documentation required for subsequent review by the Vice President for Research.

The promotion committee shall compile a summary of the candidate's background, research, publications, and contributions (with all evaluation letters appended), and make a recommendation for consideration by the school/college executive committee. Final recommendations, as appropriate, to the Vice President for Research shall be the responsibility of the UM-D Provost.

Expectations Regarding Appointments and Promotion

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Research and Scholarly Contributions

In most cases, publications, especially those in peer-reviewed journals provide the basic currency for examining the nominee's scholarly contribution. Advancement is based on the quality and consistency of scholarly publications. In evaluating publications, major weight is placed on evidence of significant contributions to knowledge. Peer reviewed publications are generally expected. Occasionally, other evidence of scholarly accomplishment (for example, patents, software, or other non-peer-reviewed scholarly materials) may be the most appropriate measure of an individual's scholarship. If non-peer reviewed work is offered as part of the portfolio, assessment of its worth and of its scholarly impact must be sought from external reviewers.

1. Creativity in initiating and completing research projects must be demonstrated by publications being sole-authored or first-authored by the nominee or by demonstration of other major contributions to the preparation of manuscripts or other scholarly materials. Comments of external reviewers are also sought on the issue of creativity, initiation and productivity.
2. A record of research funding, as principal investigator, from outside sources does not, by itself, guarantee research competence, just as inability to attract research funding does not necessarily demonstrate a lack of research competence. On balance, however, a record of peer reviewed research funding reflects well on the nominee's standing in the academic community, and funded research of various types provides materials that enable the first criterion for advancement to be met. Research funding reflects particular credit on the nominee when it is obtained through a competitive, peer-reviewed process.

Service

Nominees will have demonstrated a reasonable level of contribution to public service at various levels, such as his or her department or school/college, the Dearborn Campus, or the University as a whole, as well as in various activities at community, state, national, or international levels.

Teaching

If teaching is part of the duties of a RS, it is expected that an appointment to an instructional title will be arranged with the appropriate academic program, and that the teaching and research units involved will coordinate to specify appointment fractions and compensation arrangements for teaching and research duties.

RS and Faculty Governance

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Faculty governance for RS is determined at the departmental and school/college levels. The governing faculty may extend voting privileges to RS faculty in accordance with the University bylaws.