

**Research Faculty – Non-Tenure Track (NTT) Research Faculty
Graduate School of Applied and Professional Psychology**

The purpose of hiring under the non-tenure track research titles is to enrich the faculty with individuals whose main contribution will be the creation of knowledge through funded research and publication. External funding for salary and research operations of a research faculty member must be maintained by the faculty member or through other grants by agreement with the principal investigator. In addition, research faculty members are expected to contribute to the teaching and service missions of GSAPP. **Determinations of appointment, reappointment, and promotion of NTT Research Faculty should be made with due consideration of the differences between these positions and tenure track positions.**

Appointment, Reappointment, and Promotion Criteria (examples of evidence are given below)

Criteria for appointment at the rank of Assistant Research Professor

- a doctoral degree
- a beginning record of productivity in peer-reviewed publications (e.g. journal articles, book chapters) and/or conference presentations
- a promising potential for obtaining external funding for research
- a clearly articulated research agenda
- demonstrates the potential to add value to other faculty in their research initiatives

Criteria for reappointment at the rank of Assistant Research Professor

- continued need for and availability of external funding for the position
- satisfactory performance of duties as determined by the supervising investigator and the department chairperson
- a growing record of dissemination of research results in peer-reviewed publications (e.g. journal articles, book chapters), and/or conference presentations
- evidence of contributions to the teaching and service missions of GSAPP

Criteria for promotion to Associate Research Professor

- excellence in research and scholarship as evidenced by publications in peer-reviewed journals, books, book chapters, and presentations at national or international conferences
- an emerging national reputation for high quality research
- a continuing record of seeking external funding for research and an emerging record of success in obtaining external funding
- evidence of contributions to the teaching and service missions of GSAPP

Criteria for appointment at the rank of Associate Research Professor

- a doctoral degree
- a record of seeking and obtaining external funding for research
- an emerging national reputation for excellence in research and scholarship

- articulates a compelling research agenda and demonstrates strong potential for sustained external funding
- demonstrates the potential to add value to other faculty in their research initiatives

Criteria for reappointment at the rank of Associate Research Professor

- continued need for and availability of external funding for the position
- a continued record of seeking external funding for research
- a record of publications (e.g., journal articles, book chapters)
- evidence of contributions to the teaching and service missions of GSAPP

Criteria for promotion to the rank of Research Professor

- a national reputation for excellence in research and scholarship
- a compelling research agenda
- a continued and substantial record of securing external funding for research
- evidence of contributions to the teaching and service missions of GSAPP

Criteria for appointment at the rank of Research Professor

- a doctoral degree
- evidence of a national reputation for excellence in research and scholarship
- a continued and substantial record of securing external funding for research
- a compelling research agenda that is based on an outstanding body of work, and which demonstrates exceptional potential for sustained research funding
- demonstrates potential to add value to other faculty in their research initiatives

Criteria for reappointment at the rank of Research Professor

- continued need for and availability of external funding for the position
- a continued record of success in obtaining external funding for research
- external funding to fund both their own faculty position and other related positions
- a continued record of excellence in research and scholarship as evidenced by peer reviewed publications (e.g. journal articles, books, book chapters) and presentations at national or international conferences
- evidence of contributions to the teaching and service missions of GSAPP

Examples of Evidence Used to Evaluate Excellence in Research/Scholarship, Teaching, and Service

Research/Scholarship

- articles in peer-reviewed journals
- book chapters
- books
- scholarly conference presentations
- grant proposal applications
- funded grants
- awards, competitive fellowships

Teaching

- guest lectures in courses
- presentation of colloquia
- teaching and co-teaching of courses
- supervision of student research and dissertations
- student mentorship

Service to the University, the Academic Profession, and to Society

- active participation in departmental and GSAPP activities and committees
- leadership positions in professional and scholarly associations
- reviewer of manuscripts, member of editorial boards, editor of professional/scholarly journal
- member of grant review or other expert committees
- application of academic expertise to the solution of local, state, national, and international problems through service to governmental and community committees, boards, and organizations.

Process and Procedures

Appointment

- Core tenured faculty member with external funding for the position recommends candidate for appointment to the Dean.
- Dean requests review of the candidate's credentials by the Department Chairperson.
- Department Chairperson requests review of the candidate's credentials by the tenured members of the department.
- Department Chairperson forwards the recommendation of the Department to the Dean.
- If the Department's recommendation is positive, the Dean requests that the GSAPP Committee on Appointments and Promotions (A&P) review the candidate's credentials.
- The Dean makes the appointment with the advice of the A&P committee.

Reappointment

- PI of grant that funds the position informs candidate of the reappointment process and timelines. The time of the reappointment review is based on the terms of the appointment letter, but must be done prior to the notice period for non-reappointment in the case of one or two year appointments, and at least twice for three, four, or five year appointments.
- Candidate prepares a written report of his/her performance for review. The report should include information about their publications, conference presentations, grant proposal submissions, grant proposal funding, contributions to teaching at GSAPP, contributions to the service mission of GSAPP, information about their performance of other contractual responsibilities, and goals for the coming year.
- The A&P committee reviews the reports, consults with the faculty in the department in which the candidate has been appointed, consults with the faculty member PI whose grant provides funding for the position, and makes its written report and recommendation to the Dean.

- The Dean then makes a decision about reappointment and completes reappointment forms.

Promotion

- The normative time in rank before promotion is six years, although candidates may ask to be considered earlier than this.
- The Dean, the candidate, the PI, or the department chair initiates a request for promotion.
- The candidate submits a personal statement, providing information about their research agenda and research accomplishments, record of publications, record of conference presentations, grant proposal submissions, grant proposal funding, contributions to teaching at GSAPP, contributions to the service mission of GSAPP, receipt of awards and honors, and other relevant supportive material. The candidate also submits a curriculum vitae and Form 1-A.
- The department in which the faculty member is appointed reviews the candidate's materials and makes a written report and recommendation to the A&P committee.
- The A&P committee reviews the candidate's materials, and the departmental recommendation, and makes a written report and recommendation to the Dean.
- The Dean reviews the candidate's materials, the departmental recommendation, the A&P committee recommendation, and then makes a decision on the request for promotion.