

Criteria for Reappointment and Promotion of Research Faculty
Electrical, Computer, & Energy Engineering
College of Engineering and Applied Science
University of Colorado Boulder

Date of approval: _____ (department)
Effective Academic Year: 2025-2026

1. Scope

This document describes the procedures, policies, and criteria for use by the Department of Electrical, Computer and Energy Engineering (ECEE) in evaluating faculty in the Research Professor Series for reappointment and promotion. The Research Professor Series definitions, including Assistant Research Professors, Associate Research Professors and Research Professors, can be found in the University of Colorado Administrative Policy Statement [APS 5060: Appendix A](#).

The Research Professor Series reappointment and promotion processes are similar to the tenure-track processes. The ECEE Department submits the dossier and documentation to the Research & Innovation Office (RIO) for review and approval by the Vice Chancellor for Research & Innovation. Individuals in the Research Professor Series must have grant funding to support salary, benefits, etc., and are expected to have comparable responsibilities (research, service, etc.) in their formulated workload. The specific ECEE department's policies, procedures, and criteria follow the [RIO guidelines for Research Professors](#).

2. Departmental Policies and Procedures

Each research faculty member is evaluated in a comprehensive manner in the context of their reappointment or promotion. After the Department's review, the candidate's dossier is reviewed by the Research & Innovation Office (RIO), and the reappointment or promotion is approved by the Vice Chancellor for Research & Innovation.

A. Guidance to Candidate for Preparation of Materials

Candidates undergoing a review for reappointment or promotion should prepare the following materials:

1. **The candidate's Curriculum Vitae (CV).** The CV represents a cumulative record of scholarly/creative work achievements, mentorship and service, as well as teaching in cases where teaching is included in the appointment. The version submitted should be formatted for ease of review. The record of scholarly/creative work should include a summary of funded projects with the candidate's role (e.g., PI or Co-PI), a list of scholarly publications, a list of students mentored, and any innovation and entrepreneurship activities or accomplishments, as well as nominations, recognitions or awards received. Leadership and service appointments should clearly state the timeline and effort level required. For the candidates involved in teaching, the CV should identify courses taught, semester, and enrollment. While the CV should present the candidate's cumulative record, the candidate is encouraged to highlight the record of accomplishments since the most recent appointment or reappointment.

2. **The Creative/Scholarly Work Statement** of 1,500 words or less (excluding references) should include the following:
 - a. A summary of the candidate's research areas and interests.
 - b. A summary of the candidate's research contributions, describing their originality, independence, and impact, or any unique aspects of the record, with reference to research projects the candidate has been involved in, and the publications that resulted from the research activities. The statement may also express the candidate's inspiration, goals, and progress in scholarly or creative work.
 - c. A broader impacts subsection that discusses the significance and impact of the candidate's research contributions. This subsection may include a summary of innovation and entrepreneurship activities that translate research into societal benefit, foster partnerships with industry and government, and stimulate economic growth.
 - d. A mentorship subsection describing the candidate's mentorship activities, which may include mentorship of students, post-doctoral researchers, or peer researchers.
 - e. A research plans subsection describing the future goals and directions, including funding opportunities the candidate intends to pursue.
3. **The Service Statement** of 1,000 words or less, which highlights the candidate's service contributions and activities in the department and in the extended community, including the college, the university, the profession, and/or the public. Contributions in roles that advance innovation and entrepreneurship across the university, the profession, and/or the community may also be included. This statement may further outline the candidate's goals, insights, reflections, and plans relevant to these service contributions.
4. The candidates whose responsibilities include teaching should include a **Teaching Statement** of 1,000 words or less, that summarizes the courses taught and the candidate's teaching goals, motivations, and insights, as well as any other relevant information. This statement may optionally include the candidate's assessment of their teaching practices, including teaching techniques and experiences, steps taken to improve teaching or student learning outcomes, and steps planned to be taken in the future.
5. In promotion cases, the candidate should submit **3-5 sample publications**.
6. **Work Impact Statement (optional):** The candidate may choose to include a Work Impact Statement to provide additional contextual information about how their scholarly, creative, or teaching (if applicable) efforts may have been affected by external factors in the research and education landscape including (but not limited to) external funding; work stoppages; work travel or visa restrictions; availability of data, collaborators, or research materials; changes to federal agencies, libraries, archives, laboratories, venues, or other facilities; challenges to topics of study.
7. Other material the candidate wishes to provide (optional). The candidate has the option to provide additional material that they believe is relevant to their performance during the review period.

B. ECEE Department Process

Evaluation Committee and Voting Eligibility

The Department Chair with help from the Associate Chair for Faculty and Staff shall appoint an ad hoc committee to assist the candidate in assembling the dossier, which must contain at least the mandatory items described in Section 2.A. The ad hoc committee should consist of at least three tenure-track, teaching or research faculty members. The ad hoc committee oversees preparing the dossier and presenting the case to the ECEE Executive Committee and to the ECEE faculty, but it does not hold an evaluative vote during the reappointment and promotion process.

Mentee letters will be solicited by the Office of the Chair using a standard template letter requesting feedback on their interactions with the candidate regarding their mentorship and, if applicable, teaching. All letters received will then be anonymized and included in a separate supplement to the dossier.

Upon completion of the dossier, the ad hoc committee will then present a factual summary of the candidate's dossier to the ECEE Department's Executive Committee, which serves at the department's Primary Unit Evaluation Committee (PUEC). This summary includes factual descriptions of the candidate's research performance, service, and, if applicable, teaching. Members of the ad hoc committee are typically also in charge of preparing "*letters of evaluation from other faculty in the nominating department familiar with the nominee's research and, if appropriate, teaching activities*" as mentioned in the [RIO guidelines for Research Professors](#). (Sections 3.2.e and 4.3.d).

The final dossier shall be made available to the members of the Executive Committee who are eligible to vote on the case. Once the dossier has been presented to the Executive Committee, the eligible members of the Executive Committee will vote on the matter of reappointment or promotion. The candidate shall present a technical seminar to the department explaining aspects of their work and contributions prior to the faculty meeting where the case is presented, followed by the department vote on their case. The voting members of the ECEE faculty consist of those eligible to vote on the evaluation of tenure-track faculty members, plus all persons, including those on leave, who hold the specific title of Research Professor or Associate Research Professor with an appointment in ECEE of half time or more. For reappointment as an Assistant Research Professor, or for promotion to Associate Professor, only voting members of Associate Professor or Associate Research Professor rank or higher may vote. For promotion to full Research Professor, only voting members of Professor or Research Professor rank may vote.

While collaboration and cooperation are encouraged in the ECEE Department, it is also important that all votes be unbiased. Faculty members who have a personal conflict of interest with the candidate are not eligible to vote. Questions on potential conflicts of interest should be directed by the Chair to the Vice Chancellor for Research & Innovation.

External Evaluation Letters for Promotion Cases

In promotion cases, at least five (5) letters of evaluation assessing the candidate's research and other professional efforts, will be collected from scholars outside the university who are qualified to assess the research, scholarly or creative work by the candidate. The collection of the letters will be handled by the Office of the Chair. While the candidate may suggest some of the names of the external evaluators, or request exclusion of certain external evaluators, most of the external

evaluators will be identified by the Department's ad hoc committee. The external evaluators must not include scholars who may have conflicts of interest, such as former mentors or close collaborators. In promotion cases, the dossier will include the collected letters, together with a summary of the evaluator credentials and a summary of the evaluator selection process.

Report of the Chair and Recommendation

After the faculty discussion and faculty vote are complete, the Chair will provide a summary of the discussion of the candidate's case, report the Executive Committee and the faculty votes, including any insight into negative votes or abstentions, and explicitly provide their own evaluation and recommendation, which may agree or disagree with the summary prepared by the ad hoc committee or the faculty vote. Regardless of the assessment, the Chair shall provide a detailed rationale for the recommendation. The Chair report is meant to offer constructive feedback to the candidate, regardless of the assessment type, and shall be shared with the candidate via email when the case is forwarded to RIO. The case forwarded to RIO will include two letters of evaluation from other department faculty familiar with the candidate's research (typically members of the ad hoc committee), as requested in the RIO guidelines for Research Professors (Sections 3.2.e and 4.3.d).

ECEE Department Criteria for Reappointment and Promotion of Research Faculty: Guiding Principles

The ECEE Department recognizes that research faculty contribute in diverse and valuable ways across research, service, and, where applicable, innovation and entrepreneurship and/or teaching. The nature and scope of these contributions may vary depending on a candidate's field of expertise, appointment type, and sources of support. The Department further acknowledges that all faculty, including research faculty, may face professional challenges beyond their control, as may be described in their optional Work Impact Statement. Accordingly, the criteria for reappointment and promotion are intended not as an exhaustive checklist, but as a framework for holistic and inclusive evaluation, which considers the variety of career paths, contexts, and contributions.

3. ECEE Department Criteria for Reappointment of Research Faculty

For an Assistant Research Professor, the criteria for reappointment are as follows:

- The candidate must demonstrate evidence of the development of an independent, innovative, and high-impact research career that will have an impact beyond the institution. An independent research program is defined as one that includes intellectual contributions that go beyond the work conducted with the candidate's doctoral and (if applicable) post-doctoral advisor(s) and mentors.
- Dissemination of work is expected, which can vary by discipline and subdiscipline, and consequently can take different forms including, for example, peer-reviewed scholarly journal or journal-equivalent conference papers, books, book chapters, monographs, peer-reviewed conference papers, scientific/technical reports, software, datasets, intellectual property contributions, such as invention disclosures, patent applications, awarded patents, copyrights, trademarks, technology translation and entrepreneurship, such as license agreements and startup or venture creation, and/or impact on government policy and/or professional practice.
- The candidate is working on problems recognized as significant by experts in the field. The candidate's scholarly/creative work shows considerable evidence of innovation, broader impact, and growth.
- The candidate is on track to secure sufficient external funding to support their research program, including the mentoring of students and other research-related activities, at a level consistent with a vigorous and sustainable research program in the candidate's sub-discipline, as documented by the ECEE Department's PUEC. In addition to traditional funding sources, diverse forms of external support are recognized, including translational funding (e.g., SBIR and STTR programs), industry-sponsored research agreements, centers and consortia, testbeds, and foundation or philanthropic funding.
- The candidate's graduate student advisees and co-advisees are involved in research and are on track to be coauthors or lead authors on multiple publications.
- In addition to research, the candidate is expected to actively provide internal or external service to at least one level of their professional community (e.g., department, institute, college, campus, professional organization, etc.).
- If the candidate's responsibilities include teaching, the teaching evaluation, which will be conducted according to the teaching criteria for tenure-track faculty, must be deemed meritorious.

For an Associate Research Professor, the criteria for reappointment match the criteria for promotion to the rank of Associate Research Professor, as defined in Section 4.

For a Research Professor, the criteria for reappointment match the criteria for promotion to the rank of Research Professor, as defined in Section 5.

4. ECEE Department Criteria for Promotion to Associate Research Professor

After two consecutive reappointments, as a typical but not mandatory benchmark, and contingent on expected progress in research, education and service, Assistant Research Professors and the ECEE Department Chair should consider seeking promotion of deserving research faculty members to Associate Professors.

For promotion to the rank of Associate Research Professor, the criteria for an Assistant Research Professor are as follows:

- The candidate meets all criteria for reappointment to the rank of Assistant Research Professor, as defined in Section 3.
- The candidate demonstrates evidence of independent, innovative, and high-impact scholarly and/or creative work through dissemination in top venues within their field, or through other recognized dissemination mechanisms referenced in Section 3, as defined for the candidate's sub-discipline by the ECEE Department's PUEC.
- The rate of publication or dissemination of work compares favorably to the candidate's peers (internal and external) at the same career stage.
- Graduate students are involved in research and have appeared as authors (including as lead authors, as appropriate) in multiple publications.
- The candidate is working on problems recognized as significant by experts in the field and has developed a scholarly reputation at other universities and/or in industry.
- Recognized authorities outside the University acknowledge the candidate's national and international reputation and innovative contributions to scholarly accomplishment.
- The candidate possesses a reputation of primary association with a particular achievement or subject, providing compelling evidence of research leadership. The candidate's scholarly/creative work shows considerable evidence of innovation, broader impact, and sustained growth, which may include innovation and entrepreneurship contributions, and/or contributions to policies that could guide industry or governmental efforts.
- The candidate has a sustained research program supported by external funding, including grants on which they are PI, and can support a vigorous research program in their sub-discipline, as defined by the ECEE department's PUEC.
- The candidate may have received internal and/or external awards related to scholarly work.
- The candidate has engaged in internal and external service with the department, college, university, and/or the candidate's profession.

5. ECEE Department Criteria for Promotion to Research Professor

After two consecutive reappointments, as a typical but not mandatory benchmark, and contingent on expected progress in research, education and service, Associate Research Professors and the ECEE Department Chair should consider seeking promotion of deserving research faculty members to the rank of Research Professor.

For promotion to the rank of Research Professor, the criteria for an Associate Research Professor are as follows:

- The candidate continues to meet the criteria for reappointment to the rank of Associate Research Professor as defined in Sections 3 and 4.
- The department expects that candidates for promotion to Research Professor have demonstrated substantial, significant, and continued growth since promotion to the rank of Associate Research Professor in all aspects of their professional endeavors. At this stage, the department expects that candidates will have continued or increased the rate and/or breadth of dissemination of their scholarly work; maintained a history of effective student and, possibly, faculty peer mentoring; and have been involved in leadership and service activities at multiple levels.
- The candidate's scholarly/creative work shows considerable evidence of innovation, broader impact, and sustained growth, which can include entrepreneurship activities and/or direct impact on government policy and/or professional practice.
- The candidate is working on problems recognized as significant by experts in the field.
- The candidate possesses a reputation of primary association with a particular achievement or subject, providing compelling evidence of scholarly leadership or leadership.
- Recognized authorities outside the University acknowledge the candidate's national and international reputation, impact of their scholarly contributions, and their leadership in the field.
- The candidate's graduate students are involved in research and have appeared as coauthors or first authors in multiple publications.
- The candidate maintains a sustained research program fully supported by external funding, including grants and/or other mechanisms for which they serve as principal investigator, and considered vigorous in their sub-discipline, as defined by the ECEE Department's PUEC, including the funding of PhD students through graduation.
- The department expects that candidates for promotion to Research Professor have taken on substantial leadership positions and/or demonstrated significant impact in the department, institute, college, campus, professional organization, or society.
- The candidate has engaged in internal and external leadership and service at multiple levels including the department, college, university, community or the candidate's profession.
- The candidate may have received internal and external awards related to research, innovation, entrepreneurship or technology translation achievements.