

Initial Appointment, Reappointment and Promotion Procedures for Research Professor Faculty

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Research Professor Series Overview	1
Criteria for Initial Appointment, Reappointment & Promotion.....	1
Primary Unit Evaluation Committee (PUEC)	2
School of Education (Primary Unit) Appointment Process	2
Candidate Appointment Dossier.....	3
School of Education (Primary Unit) Reappointment Process	3
School of Education (Primary Unit) Promotion Process	5

Research Professor Series Overview

Research Professor Series definitions can be found in [APS 5060: Appendix A](#). To give a brief overview, research faculty will focus their primary activities on the research mission of the university. Faculty in the research professor series are expected to have grant funding to support salary, benefits, etc., and are expected to have comparable responsibilities to tenure track faculty (research, service, etc.) as defined by their formulated workload. The Research Professor Track (Assistant Research Professor, Associate Research Professor, Research Professor) is intended for those who, while advancing through the track, will have increasing responsibility for generating independent research funding, conducting research, and supervising graduate students. These faculty may also have a role in the instructional mission beyond supervising graduate students, though this is not required.

Research Professor reappointments and promotions go through an internal School of Education process, before ultimately being submitted to the Research and Innovation Office (RIO) for review and final decision.

Criteria for Initial Appointment, Reappointment & Promotion

The full document listing the campus criteria, which the School of Education follows, for initial appointments, reappointment and promotion for research professor rank faculty is available on the RIO website: <https://www.colorado.edu/researchinnovation/hr/research-professor-series/procedures-policy-implementation-research-professor-series>

Primary Unit Evaluation Committee (PUEC)

The appointment, reappointment and promotion committee for Research Professor faculty will have three members, the Associate Dean of Research and two other members from the tenure track or research professor track, appointed by the Associate Dean of Faculty in concurrence with the faculty member under review and shall take into consideration the faculty member's area of expertise and rank. The chair of this committee (typically the Associate Dean of Research, although they may delegate to another faculty member) will summarize the vote and discussion of the committee and communicate their recommendation in a 1-2-page report to the Dean. This summary becomes part of the dossier.

School of Education (Primary Unit) Appointment Process Overview

Appointments to the research professor series are initiated by Dean. Research Associates or Senior Research Associates at School of Education may be promoted or appointed to appropriate Research Professor titles based on merit following nomination by the school.

Once the Dean initiates the process for appointment the candidate provides a [dossier](#) to the Director of Special Projects. At the same time, the candidate shares a list of suggested individuals who could provide a letter of reference (minimum of five, of which no more than two can be internal). These individuals should be familiar with the candidate's research.

The Associate Dean for Research, in consultation with the chair of the Primary Unit Evaluation Committee (PUEC), solicits letter writers from the candidate list, and these are collated by the Director of Special Projects.

Once all materials are gathered, they are shared with the PUEC who reviews and provides an assessment letter of the case that includes a vote of the committee. Next, in concurrence with a faculty meeting the case is then shared with the tenure track and research professor faculty in the School of Education (i.e., the voting members in these cases as detailed in the by-laws). In the meeting, the PUEC briefly presents the case, and an electronic ballot follows.

On the closing of the vote, the Dean reviews all the materials submitted by both the candidate and the PUEC, as well as the voting faculty ballot result, and writes their appraisal letter of the case.

The PUEC assessment letter and Dean's letter will be provided to the candidate at that point in the appointment process.

Candidates can update materials until the dossier is submitted to RIO except for at certain moments when materials must be shared with review bodies (for example, a week before the faculty meeting at which the case will be discussed).

Once confirmed, Research Professors will be placed on limited-term appointments and are not eligible for tenure.

Candidate Appointment Dossier

Items that the candidate is responsible for are highlighted in yellow

1. Curriculum Vitae (including publications)
2. Assessment letter from PUEC, including:
 - a. a report of the PUEC vote
 - b. a description of the nominee's expected and planned contributions to the specific research project(s) he/she will be involved in; if relevant, the nominee's role and responsibility when he/she is a co-P.I. or a participant in a team project
 - c. a description of the nominee's potential instructional activities during the appointment period (including classroom teaching, if appropriate), including graduate student advising or mentorship; if relevant, the anticipated impact of the nominee's research/instructional activities on other units in the University; the interdisciplinary nature of such activities
 - d. an assessment of the external funding record of the nominee, including the amount of funding received, when it was received, and whether the nominee was the P.I. or co-P.I., for those contracts/awards. If the nominee is a co-P.I., then the name of the P.I. should also be given
3. Letters
 - a. **At least five (5) letters of reference**, of which no more than two (2) are letters of reference or support solicited by internal university faculty.
4. Statement from nominee on research plans, including specific information about plans to pursue and secure adequate funding during the upcoming appointment period.
5. Statement from nominee on teaching and/or graduate supervision and mentoring plans (note this may not be appropriate in some cases)
6. Appraisal from the Dean, including:
 - a. Faculty vote
 - b. Has unit agreed to provide financial backstop (i.e. backstop funding for salary in the event of temporary discontinuity in external funding)?
 - c. Will the nominating unit provide office support (i.e. office space)?
 - d. Will the candidate be invited to vote in faculty or personnel meetings?

School of Education (Primary Unit) Reappointment Process Overview

If reappointment is desired by the faculty member in consultation with the Dean, an application for reappointment is required from the candidate six months prior to the end of the current appointment period for all Research Professor titles. The Director of Special Projects will notify the faculty member of this timing at the beginning of the last year of their current appointment.

Six months prior to the end of the appointment, the candidate provides a [dossier](#) to the Director of Special Projects. At the same time, the candidate shares a list of suggested School of Education faculty who could provide a letter of evaluation (minimum of two). These individuals should be familiar with the candidate's research and, if appropriate, teaching activities. Additionally, if the candidate has supervised graduate/undergraduate students on research projects or creative work,

a list of these students should also be provided. If relevant, a list of any courses taught in the reappointment period should also be provided.

The Associate Dean for Research, in consultation with the chair of the Primary Unit Evaluation Committee (PUEC), solicits letter writers from the candidate list, and these are collated by the Director of Special Projects.

Once all materials are gathered, they are shared with the PUEC who reviews and provides an assessment letter of the case that includes a vote of the committee. Next, in concurrence with a faculty meeting the case is then shared with the tenure track and research professor faculty in the School of Education (i.e., the voting members in these cases as detailed in the by-laws). In the meeting, the PUEC briefly presents the case, and an electronic ballot follows.

On the closing of the vote, the Dean reviews all the materials submitted by both the candidate and the PUEC, as well as the voting faculty ballot result, and determines if they will approve the reappointment.

The PUEC assessment letter and Dean's appraisal letter will be provided to the candidate at that point in the reappointment process. The Dean will notify the candidate of their decision regarding recommendation for reappointment.

Candidates can update materials until the dossier is submitted to RIO except for at certain moments when materials must be shared with review bodies (for example, a week before the faculty meeting at which the case will be discussed).

Candidate Reappointment Dossier

Items that the candidate is responsible for are highlighted in yellow

1. Curriculum Vitae (including publications)
2. Assessment letter from PUEC, including:
 - a. a report of the PUEC vote
 - b. the nominee's contributions to the specific research project(s) he/she was involved in during the previous appointment period; the nominee's role and responsibility in such projects.
 - c. an evaluation of the nominee's instructional activities, including classroom teaching, if appropriate, and mentoring performance during the past appointment period; development of any innovative courses, etc.
 - d. the impact of the nominee's research/instructional activity on other programs within the University; the interdisciplinary nature (if any) of his/her research/instructional activities, including student advising.
 - e. an assessment of the nominee's efforts in securing grant/contract funding, a list of proposals submitted and awarded; award duration and amounts and the role the nominee played in such proposals (P.I., co-P.I., co-I., or other)
3. "Faculty Report of Professional Activities" since last appointment, as appropriate (note that FRPA is not required from faculty in the Research Professor Series)
4. A summary of FCQs for any course(s) taught by the nominee

5. Letters
 - a. **At least two (2) letters of evaluation** from other faculty in the nominating department/institute (or other departments/institutes in the University) familiar with the nominee's research and, if appropriate, teaching activities; the impact of such activities.
 - b. **Letters of evaluation from the graduate/undergraduate students** supervised by the nominee on research projects or creative work.
6. **Statement from nominee on research plans, including specific information about plans to pursue and secure adequate funding during the upcoming reappointment period.**
7. **Statement from nominee on teaching and/or graduate supervision and mentoring plans (note this may not be appropriate in some cases)**
8. Appraisal from the Dean, including:
 - a. Faculty vote
 - b. Has unit agreed to provide financial backstop (i.e. backstop funding for salary in the event of temporary discontinuity in external funding)?
 - c. Will the nominating unit provide office support (i.e. office space)?
 - d. Will the candidate be invited to vote in faculty or personnel meetings?

School of Education (Primary Unit) Promotion Process Overview

After two consecutive reappointments and contingent on expected progress in research, education and service, Assistant and Associate Research Professors should consider seeking promotion to Associate and Full Research Professors, respectively. Individuals considering promotion should consider the standards of performance for associate and full professors in the School of Education (found in the [Policies and Procedures for Reappointment, Promotion and Tenure](#)) when considering if they might be eligible for promotion.

Candidate Promotion Dossier

Items that the candidate is responsible for are highlighted in yellow

1. **Curriculum Vitae (including listing of publications)**
2. **Sample publications (max 5)**
3. Assessment letter from PUEC, including:
 - a. a report of the PUEC vote
 - b. the nominee's contributions to the specific research project(s) he/she was involved in during the previous appointment period; the nominee's role and responsibility in such projects.
 - c. an evaluation of the nominee's classroom teaching/mentoring performance in the event the candidate has taught formal courses; development of any innovative courses, teaching techniques etc. In the event the candidate is only able to engage in mentoring of graduate students a formal evaluation of the effectiveness and impact of the educational activity must be made.



- d. the impact of the nominee's research/instructional activity on other programs within the University; the interdisciplinary nature (if any) of his/her research/instructional activities.
 - e. an assessment of the nominee's efforts in securing grant/contract funding, a list of proposals submitted and awarded; award duration and amounts and the role the nominee played in such proposals (P.I., co-P.I., co-I., or other)
 - f. an assessment of the nominee's University, public and professional service.
4. "Faculty Report of Professional Activities" since last appointment. Yearly completion of the FRPA is recommended in the SOE (though not strictly required from faculty in the Research Professor Series per RIO policies)
5. A summary of FCQs for any course(s) taught by the nominee
6. Letters
 - a. **At least five (5) letters of evaluation** assessing the nominee's research and other professional efforts, **from scholars outside the university** who are qualified to assess the research, scholarly or creative work by the nominee.
 - b. **At least two (2) additional letters of evaluation from colleagues within the University**, who are familiar with the educational activities of the nominee, assessing the nominee's contributions to the educational mission of the University.
 - c. **Letters of evaluation from the graduate/undergraduate students** supervised by the nominee on research projects or creative work.
7. Statement from nominee on research plans and objectives (1-2 pages)
8. Statement from nominee on teaching and/or graduate supervision and mentoring plans and objectives (1-2 pages)
9. Any other information submitted by the nominee that the nominee believes will assure an adequate consideration and evaluation of his/her appointment, or promotion.
10. Appraisal from the Dean, including:
 - a. Faculty vote
 - b. Has unit agreed to provide financial backstop (i.e. backstop funding for salary in the event of temporary discontinuity in external funding)?
 - c. Will the nominating unit provide office support (i.e. office space)?
 - d. Will the candidate be invited to vote in faculty or personnel meetings?