

School of Education Procedure for Promotion from Research Associate to Assistant Research Scientist

1. To be promoted from the rank of Research Associate to the rank of **Assistant Research Scientist**, a candidate must have completed the terminal degree in his or her discipline and have demonstrated competence in various research activities (such as participation on a research team, presenting at professional and scholarly meetings, writing grant proposals, preparing research reports). A person at this rank would be fully capable of original, independent research work but would typically work under the direction of a senior faculty member or an Associate or Senior Research Scientist
2. This procedure applies to candidates who were originally appointed at the rank of Research Associate who wish to be promoted to the rank of Assistant Research Scientist. At the discretion of the director of the employing center, a candidate with research experience who is nearing completion of a terminal degree may be hired before completion of that degree with the understanding that the title of Assistant Research Scientist will be awarded after degree completion as long as the degree is completed within two years of the initial research appointment. Individuals hired with this understanding will not need to go through the procedures outlined below.
3. Candidates for promotion to the rank of Assistant Research Scientist should prepare a dossier with a vita, copies of publication, and a short (no more than 5 page) personal statement about research interests and accomplishments.
4. There should be 3 external reviews or letters of recommendation. These can be solicited by the Center Director or the Executive Associate Dean of Education. The Center Director should identify potential external reviewers although he or she may ask colleges, center staff, or the candidate for suggestions for reviewers.
5. There should be a letter of support from the center director that is analogous to a chair's letter in traditional promotion cases. In most cases, this letter would be much shorter than a typical chair's letter for promotion to the associate or full professor level.
6. The primary committee that votes on the promotion should be appointed by the Center Director in consultation with the Executive Associate Dean of Education. The committee should have at least 5 members including at least one person from the candidate's center at the assistant research scientist level or above and at least one clinical or tenure-track member of the faculty – preferably somebody in the department that is most closely aligned with the work the research associate does. Research scientists (any rank) from other centers are also appropriate committee members.
7. The primary committee vote, along with a brief explanation of any negative votes, should be sent to the University Dean of Education who will add a recommendation.

8. Once the Dean's recommendation has been added, the dossier will be sent to the Dean of the Faculties office for final approval. The current schedule is for dossiers for promotion to the rank of assistant research scientist are in the Executive Associate Dean's office by December 15.