

**Research Professor Policy**  
**Department of Chemistry and Biochemistry**

**Approved by Unanimous Faculty Vote**  
**September 26, 2000**

## **Research Professor**

**A.** The research professor position is non-tenure track, with renewable term appointments at the rank of research assistant, associate or professor. This track is used to recruit and/or retain top research scholars to support and enhance major research programs and initiatives in the Department of Chemistry and Biochemistry. Candidates for these positions must demonstrate significant capability or potential both to conduct high quality research and obtain external funds. The primary responsibilities of these faculty will be research and research-related activities such as proposal writing, project management, and teaching and service specifically linked to their research programs (*e.g.*, undergraduate and graduate student supervision and service for professional organizations). Notwithstanding the term of appointment, the existence of any research professor position is at all times subject to the availability of funding as described in the Faculty Handbook (Section 3.5.3.1, June 1999).

**B.** A research group is eligible for a research professor position when it can document that the group has a research program that can bring in sufficient funds to pay all costs of the program plus those of the proposed position for at least three years without additional Educational & General University Funding.

The director of the research group, a tenured faculty member in the Department of Chemistry and Biochemistry, will request from the Senior Vice President/Provost, in consultation with the Vice President for Research, permission to recruit for the position. The position may be advertised in appropriate national publications with applications reviewed by a search committee chaired by the director of the research group funding the position.

The search committee shall consist of tenure-track or tenured faculty within the Department of Chemistry and Biochemistry and at least one tenure-track or tenured faculty member from outside the department. Applicants for these positions shall be considered eligible if they meet the required qualifications determined by the head of the research program and other members of the search committee. The search committee shall recommend a candidate to the Chair and Committee "A" for approval. The Chair and Committee "A" shall present the approved candidate, together with a recommendation for rank, to the tenured and tenure-track faculty in the department for a vote of approval or disapproval. Approval will be by a majority of voting faculty.

The recommendation of the faculty will be forwarded to the Dean of the College of Arts and Sciences for his/her endorsement. The credentials and final recommendation to appoint a research professor shall be reviewed by Research Council, whose recommendation shall be forwarded to the Senior Vice President and Provost for review prior to presentation to the President and University of Oklahoma Regents.

Research professor appointments are temporary, renewable appointments not subject to the seven-year probationary period applicable to tenure-track faculty.

### **C. Annual Evaluation of Research Professors**

#### **i. Criteria**

Salary adjustments will be based upon annual evaluation of the performance of a research professor's research and funding productivity. The period for annual evaluation

purposes is 1 January to 31 December. Merit salary increases will be made based on the average of the most recent three years evaluated.

## **ii. Procedures**

Research professors will be evaluated as part of the annual faculty evaluation process.

**a.** The research director shall call for a curriculum vitae and supporting materials annually from each research professor in his/her program.

The materials should address the criteria and information/documentation in research described in the Faculty Personnel Policy of the Department of Chemistry and Biochemistry. The research director will transmit all materials submitted by the research professor together with a letter of performance evaluation and a recommended salary adjustment to the Chair and Committee "A". Because fiscal years on external grants may differ from that of the University, the research director shall indicate in the letter of performance evaluation the date when a recommended salary adjustment, if approved, will take effect.

**b.** The Chair and Committee "A" shall review the performance of each research professor and the letter of performance evaluation submitted by the research director using the criteria for research described in the Faculty Personnel Policy. A memorandum evaluating the annual performance shall be placed in the personnel file with a copy being given to the research professor before copies are forwarded to the Dean of the College of Arts and Sciences. The Chair, Committee "A", research director and the research professor shall meet for purposes of clarification of the memorandum in response to a written request from the research professor. Any statement resulting from this meeting will be communicated to the research professor and forwarded to the Dean.

## **D. Promotion**

### **i. Criteria**

The criteria for promotion to research associate professor and research professor will be based on those described for tenure-track and tenured faculty in the Faculty Personnel Policy document but restricted only to those pertaining to research.

### **ii. Procedures**

To the extent reasonable for this type of appointment, procedures for promotion will be analagous to those for tenure-track and tenured faculty.

**a.** Normally, the research director, after consultation with the candidate, will initiate consideration for promotion. Alternatively, the candidate can initiate the process by written request to the research director and the Chair and Committee "A" and will receive a written answer indicating if consideration has been initiated.

**b.** The Chair shall request that the candidate submit materials that will be helpful in the evaluation. These materials should describe the candidate's abilities and accomplishments

in research in relation to the criteria described in this category in the Faculty Personnel Policy of the Department of Chemistry and Biochemistry. The candidate should consult with the research director, Chair and other colleagues concerning what to include. However, the responsibility for the contents resides wholly with the candidate. The promotion dossier must include items required by the Senior Vice President and Provost, as well as those listed in the Faculty Personnel Policy. Copies of manuscripts of research papers accepted for publication should be included in the materials sent to external reviewers. The protocols for external review are found in the Faculty Personnel Policy document.

**c.** The Chair will distribute the materials submitted by the candidate together with all external letters of evaluation and a letter of evaluation and recommendation from the research director, to each of the tenured faculty of the department two weeks before a vote is taken.

**d.** Preceding the vote, all available tenured faculty, will meet for a discussion of the candidate's qualifications. Formal consideration originates with the polling by secret ballot of the tenured faculty including, when practical, the counting of *in absentia* ballots. Members of Committee "A" act as tellers.

**e.** The Chair and Committee "A" will submit separate recommendations with supporting reasons in writing, and forward these together with the faculty vote to the Dean.

**f.** The Chair will inform the candidate and the faculty of the vote, recommendations made and their progress through the various stages of the review process.

**g.** A recommendation for a salary adjustment in connection with a promotion to associate research professor or to research professor is the responsibility of the research director with approval of the Chair and Committee "A". Such funds must be provided from grants awarded to the research director.