

MEMORANDUM

TO: Academic Program Group
Research Unit Directors

FROM: S. Jack Hu

DATE: July 24, 2015

SUBJECT: Promotion Recommendations for Research Scientists

This memorandum summarizes the procedures that need to be followed for promotion recommendations for individuals appointed to the Research Scientist (RS) track. The RS track includes individuals holding the following ranks:

- Research Investigator¹
- Assistant Research Scientist
- Associate Research Scientist
- Research Scientist

The Office of Research (UMOR) is responsible for oversight and administration of promotions for the RS track. All promotions to the ranks of Associate Research Scientist and Research Scientist must be reviewed and approved by the Vice President for Research. As a reminder, Schools and Colleges from the Ann Arbor, Dearborn, and Flint Campuses, as well as the Life Sciences Institute and the Institute for Social Research have the authority delegated to them by the Vice President for Research to make promotions to the Assistant Research Scientist rank. Units that report to UMOR must submit their promotion recommendations to the Vice President for Research.

I am asking for your cooperation to ensure that the promotion review process for our Research Scientists is thorough, equitable, and timely. Specific dossier requirements accompany this memo and I encourage you to pay very close attention to all of the required elements which includes but is not limited to: 1) copies of all correspondence to potential reviewers (including those individuals who are unable to provide a letter); 2) a current and complete curriculum vitae that must include a listing of all current sponsored research and an accurate and updated publications listing; and 3) a thorough and comprehensive report from the Promotion Review Committee that accurately summarizes the outcome of the committee's deliberations. Please note that we are unable to accept incomplete dossiers so please be very thorough as you assemble the dossier.

¹ Entry level position appointed directly by the individual school, colleges, Dearborn, LSI and ISR. There is no promotional path to this rank.

As a general guideline, please keep in mind that putting the proper effort into preparing the promotions casebook is crucial to this process. This includes establishing a Promotions Review Committee to review each candidate. The Committee membership should include peers at an equal or higher rank than the proposed rank for the candidate, and should have at least one member from outside the department or unit. Please take care in selecting arms length non-UM reviewers of the candidate's work to get the most objective view. We do not consider former teachers, advisors, mentors, or current or former colleagues to be "arm's length." Co-authors or major research collaborators are also not "arm's length" unless the most recent shared work occurred over 10 years prior to the promotion.

Please forward this memorandum and the attached instructions to Department Chairs, Program Heads, or others in your unit who are directly responsible for the promotional review of Research Scientists. These materials will also be available electronically at: < <http://research.umich.edu/office-research/research-faculty-policies-procedures/> >

Recommendations for RS Track Promotions to Associate Research Scientist and Research Scientist

UMOR considers RS promotions just once a year (as is true for all faculty appointments). This ensures that a common frame of reference is used in making these decisions and enables UMOR to review the total research faculty promotional pattern within the University. Accordingly, recommendations for all RS promotions, the effective date of which would be September 1, 2016, are due:

Deadline: Wednesday, February 10, 2016

Please note that the schedule for the RS promotion review process is the same as that of all faculty promotions and that casebooks are to be submitted electronically following the Provost's Office instructions.

Promotions of Research Faculty holding Multiple Appointments

If a research faculty member holds joint regular (not adjunct) appointments in more than one unit (whether in the research scientist or research professor track, clinical track or instructional (tenure track)), the units involved are to collaboratively and simultaneously conduct the promotion review process. **Only one casebook is to be prepared for a faculty member with joint appointments.** One set of recommendation letters is to be requested and used for the instructional (tenure track), clinical and research faculty promotion processes. The solicitation letter needs to appropriately address the requirements for all appointments being considered for promotion, and include a statement indicating that the letter of recommendation will be shared with the Promotions Committee, Chancellor/Dean/Director, Provost and Executive Vice President for Academic Affairs, and Vice President for Research. Promotion recommendations require the signatures of the Chancellors/Deans/Directors from all campuses/schools/colleges/units where the individual holds an appointment, even if those are dry appointments. The cover letter for each joint appointment casebook should be signed by all of the appropriate Chancellors/Deans/Directors. This letter should describe the processes used in each school/college/unit to reach a promotion recommendation, as well as a description of the ways in which the two (or more) schools/colleges/units coordinated their promotion processes in this case. If the individual is not recommended for promotion in any of the units in which he/she holds an appointment, the cover letter should clearly indicate the reason(s) for this decision.

Affirmative Action Responsibilities

In reviewing Research Scientists for promotion, units are reminded of their affirmative action responsibilities and are encouraged to carefully consider promotions to ensure that they are not affected negatively by considerations of gender, race, age, or other irrelevant characteristics.

Notification

The Office of Research will complete the review of all Research Scientist promotion dossiers and will notify deans and departments of the decisions no later than June 1, 2016. I would also like to remind you that it is the Dean's/Director's responsibility to contact individual faculty regarding a negative decision for promotion.

Please contact the Office of Research at 763-6048 with any questions about the Research Scientist promotion process.

cc: Tammy S. Deane
Martha E. Pollack
Mark S. Schlissel
Diane J. Vasquez

Attachments