The purpose of Research Faculty (R-NTT) appointments, based on available external funding, is to increase the research, scholarly, and creative efforts of the University. Research Faculty (R-NTT) will work either in close collaboration with other faculty and/or will carry out independent research that builds upon an explicit area of focus for the University. Research Faculty (R-NTT) salaries are primarily from research grants or other sources of external funds (non-general state funds). Members of the Research Faculty (R-NTT) hold a terminal degree in their discipline, have demonstrated evidence of independent research careers (non-independent investigators should be appointed at the post-doctoral level), and choose to concentrate primarily on research, although they are members of an academic department and participate in its instructional and service functions at a level appropriate to their appointment. Members of the Research Faculty do not acquire tenure, are not members of the University Senate, and their appointments are renewable on an annual basis upon satisfactory review and available external funding.

Description of the Positions

**Assistant Research Professor (R-NTT)**
This title is parallel to the regular faculty rank of assistant professor. It is used for persons possessing the terminal degree appropriate to the discipline who have demonstrated independent research contributions and professional development, and who are qualified to participate in instructional and service activities appropriate to their position. Instructional activities can involve participation in formal courses (i.e., guest lectures) or in research supervision of graduate or undergraduate research students in appropriate research practica, thesis or dissertations. Each department will have approved policies that specify the levels of performance expected for this appointment, which will also be used as the basis for considerations of promotion. Each department will also develop college approved unit definition of privileges to define the exact privileges and expectations (i.e., advisor or voting rights, attendance at faculty meetings) of such non-tenure track research faculty member (R-NTT).

**Associate Research Professor (R-NTT)**
This title is parallel to the regular faculty rank of associate professor. It is used for persons holding the terminal degree appropriate to the discipline who also have made excellent independent contributions in research and professional development judged by their publications, independent funding history, and outstanding external letters of evaluation. Appointments at this rank will require involvement with instructional and service activities appropriate to their research workload and appropriate to their position. Each department will have approved policies that specify the levels of performance expected for this appointment, which will also be used as the basis for considerations of promotion. Each department will also develop college approved unit definition of privileges to define the exact privileges and expectations (i.e., advisor or voting rights, attendance at faculty meetings) of such non-tenure track research faculty member (R-NTT).

**Research Professor (R-NTT)**
This title is parallel to the regular faculty rank of professor. It is used for persons who hold the terminal degree appropriate to the discipline and who have made outstanding independent contributions in research and professional development judged by their publications, have continually demonstrated the ability to generate substantial external funding, and who have outstanding external letters of evaluation. Appointments at this rank will require involvement with instructional and service activities appropriate to their position. Each department will have approved policies that specify the levels of performance expected for this appointment, which will also be used as the basis for considerations of promotion. Each department will also develop college approved unit definition of privileges to define the exact privileges and expectations (i.e., advisor or voting rights, attendance at faculty meetings) of such non-tenure track research faculty member (R-NTT).

Procedures for Appointment:
Appointment of Research Faculty (R-NTT) is initiated by an academic department within its college’s faculty hiring processes. Appointment of any Research Faculty (R-NTT) in a research center must be co-sponsored by an academic department that will benefit from any instructional contributions of the Research Faculty member. Each academic department that wants to recruit Research Faculty (R-NTT) will develop, based on these guidelines and in consultation with Human Resources and their college’s Dean’s Office, its specific departmental procedures for the recruitment, selection, and promotion of candidates for these positions. The
procedures must be approved by the College, the Vice President for Research, and Provost. It is recognized that
the availability of these positions typically depends upon the receipt of a specific grant that specifies a particular
set of individuals selected by the granting agency -- it would therefore not be possible then to search for another
individual to fill the position. Because of this limitation, sponsoring units must be especially sensitive to affirmative
action principles in building a Research Faculty.

Reviews of recommendations for appointment to the Research Faculty (R-NTT) will be similar, but with a
few additional components, to the review and approval procedures for regular faculty. All such hires require the
approval from the relevant department committee, chair, college Dean, Vice President for Research, and Provost.
The department should provide an assessment of the evidence of research independence and productivity. This
assessment should also include the following: (1) vote count of the department’s Tenure Track faculty on the
nominee’s appointment, (2) a description of the nominee’s expected and planned contributions to the specific
research project(s) he/she will be involved in; (3) a statement from the sponsoring department chair, and if
appropriate the center director or other sources of funds, indicating the level of support for the nominee if a title is
conferred. The level of support should reflect the specific commitment of the department, center, or other unit, to
the functional and operational support of the nominee (e.g., providing office or laboratory space), excluding salary
and fringe benefits; (4) the department should provide a draft offer letter with the specific workload expectations,
particularly related to their limited instruction and service activities; (5) the department should document the
source of their financial support, including the non-state source of the required contribution at least 10% of their
effort for their non-grant funded activities (instruction, service); (6) the department should also provide the specific
annual review criteria that will be utilized. Although criteria for evaluation should be defined by each department,
the level of expectation should increase with the rank and should be consistent with the respective position
descriptions.

All ranks of the Research Faculty (R-NTT) will be subject to annual performance evaluations carried out
according to the procedures for faculty within the college. This review will be used to establish merit raises
(depending on external funding availability) as well as to provide constructive feedback to the faculty member
concerning his/her performance and progress. Salary increments at times other than the performance evaluation
will not be allowed regardless of external funding available, and must follow BoR guidelines for salary increases.

In a given fiscal year, all research faculty (R-NTT) appointments shall normally become effective on or
after July 1. Appointments may be for the academic year (.75 FTE) or fiscal year (1.0 FTE) depending on the
College’s faculty administrative model, department and/or Center’s needs, and funding sources and timing.
Research Faculty (R-NTT) are placed on one year (academic or fiscal) appointments, which will be, upon
departmental request, successful annual review, and available funding, renewable, but are not eligible for tenure.
There will be a limit on the number of Research Faculty (R-NTT) appointments that can be sponsored by any
primary academic department, equal to 20% of the total regular, tenured and tenure-track members (expressed
as FTE) of the unit's faculty (counting only assistant, associate, and full professors).

Each year, the College Dean, will advise, in writing, all non-tenured research faculty who have been
awarded academic rank (instructor, assistant professor, associate professor, professor), and who are employed
under written contract whether an employment contract for the succeeding academic or calendar year will be
offered to them. Such written notice shall be delivered by hand or by certified mail, to be delivered to the
addressee only, with receipt to show to whom and when delivered and the address where delivered.

Notice of intention to renew or not to renew a non-tenured faculty member who has been awarded
academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing,
according to the following schedule:
At least three months before the date of termination of an initial one-year contract;
At least six months before the date of termination of a second one-year contract; or
At least nine months before the date of termination of a contract after two or more years of service. Non-
tenured research faculty (R-NTT) shall be employed only for the term specified in the contract, and subsequent or
future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new
and distinct contract.
If the external funding for the non-tenured research faculty (R-NTT) member lapses before the end of the one-year contract, or due to the lack of timely notification of termination according to the above schedule, the department and/or college will be responsible for meeting the salary requirements of the position using non-state sources.

**Promotion Process**

The evaluation of research faculty (R-NTT) for promotion should focus on all four areas as specified by the BoR policy, including: significant growth and outstanding research and professional development, and appropriate levels of instruction and service given their research workload. The level of expectation increases with the rank and should be consistent with the respective position descriptions and appointment workload specifications. All Departments should prepare the required documentation and follow the as to be determined College and University processes for review. Promotion Documents required for Review:

a. A current curriculum vitae.

b. Letters from the nominating department’s R-NTT promotion committee and chair, and if appropriate their center director, assessing the nominee’s scholarly, teaching, and service performance, relative to their respective appointment agreements. This letter should also include a report of the departmental (and if appropriate, center’s) vote count on the nominee’s promotion, and a statement on the impact of the nominee’s research on departmental, center, or other programs within the University activities.

c. The opinions, in writing, of at least three scholars from outside the University who are qualified to judge the nominee’s research and professional development.

d. Copies of all appointment letters and annual reports completed during the past appointment periods.

e. Any other information submitted by the nominee that the nominee believes will assure an adequate consideration and evaluation of his/her promotion.

**University Obligation**

Research Faculty (R-NTT) appointments are renewable on an annual basis, although the University does not accrue any obligation to renew any research track (R-NTT) faculty appointments. Non-tenure track appointments automatically expire at the time specified in the appointment letter with any required notification of non-renewal standards. Renewal is contingent upon satisfactory performance and upon a continuing need for, and interest in, the research work of the individual as judged by the sponsoring unit(s), and in the availability of external funding to support their salary and fringe benefits. Renewal is also contingent upon the sponsoring unit(s) being able to provide the appropriate resources to support the research (e.g., the physical space).

All research track (R-NTT) faculty are subject to immediate dismissal for cause on the same grounds as are applicable to regular faculty members according to the guidelines specified in the Faculty Handbook. With the exception of the instructional and service contributions as stated above, the duties and responsibilities of research track (R-NTT) faculty are determined largely by the sponsored research program funding the position. Research faculty (R-NTT) are not eligible for internal faculty grants, professional development, or professional leave funding. All salary and fringe benefits for research track faculty members are to be paid from external funds except the department, or center as appropriate, are required to use other non-general funds to support these individuals’ minimal instructional and service requirements, but also, at their discretion, to support bridge funding for those without any external sponsored support between projects. Such departmental bridge support is limited to a maximum of 2 months of support for each year of continuous appointment, with a maximum of 12 months total bridge support. Vacation earned while on a funded grant must be taken during the period of active funding and may not be carried forward or taken while funded by bridge funding.