

Promotion of Research Faculty

Post-Doctoral Associate to Assistant Research Professor
Assistant Research Professor to Associate Research Professor
Associate Research Professor to Research Professor

Approved 12/16/11 Faculty Committee Meeting

Revised Policy Approved 04/26/2013

- 1) The candidate writes a letter formally requesting consideration for promotion to the Research Director by December 1st. This letter should outline the reasons why the candidate believes he/she should be promoted.
- 2) The candidate will provide the Research Director with the following materials no later than January 1st:
 - An up-to-date and signed CV (<http://www.faculty.umd.edu/policies/currvit.html>) in the campus standard format for CVs
 - Copies of five relevant publications
 - A personal research statement that outlines the candidate's research goals and professional development
- 3) The Research Director will form a committee of three members consisting of the Research Director, the Chair of the Research Faculty Committee, and one other faculty member at or above the rank sought. External letter(s) may be sought if the committee feels unable to judge the scientific contributions of the applicant. The committee will evaluate all the materials provided and produce a summary report.
- 4) The Research Director will present the candidate's package consisting of materials submitted by the candidate and the committee's summary report to the Chair of the Department. The Chair should receive the promotion package no later than **April 1st**.
- 5) The Department Chair reviews the committee recommendations and the candidate's package. If the Chair has questions or concerns, he/she may ask the Research Director for clarification and/or additional information.
- 6) If the Chair supports promotion, the Chair writes a letter recommending the promotion to the Dean's Office. If the Chair does not support promotion, the candidate is notified and not promoted.
- 7) In case of a negative outcome, an appeal can be brought to the rest of the full professors (not members of the committee) provided that (a) The procedure described above was not followed correctly or (b) It is thought that the criteria used for evaluation were inadequate or improper.