Arts, Sciences, and Engineering Research Faculty Guidelines

Research Faculty appointments are multi-year, full-time appointments based on external funding. Appointments designated as “research faculty” are not eligible for tenure. Research faculty members are normally expected to dedicate their full professional commitment to research and related activities. A research faculty appointment requires independent external support from grant or contract sources that are secured by, or on the behalf of, the faculty member to cover their full compensation and associated indirect costs. The names of all full-time research faculty members are reported annually to the Trustee Academic Affairs Committee.

In the School of Arts and Sciences and the School of Engineering, this research appointment terminates at any time the full external support is terminated or is reduced to a level that is insufficient to provide full compensation and associated indirect costs, except in the case of a temporary extension as noted below under item 5, section I. Typically, faculty members in the research track will not have departmentally assigned teaching (but may teach up to one course per semester), administrative, or other duties. Research space is made available at the discretion of the Dean and the department Chair. At no time may an untenured faculty member appointed to a tenure-track position switch to a research position. If a person is considered for tenure and tenure is not granted, he or she will not be eligible for subsequent employment at the university as a research professor.

I. Appointment

1. Appointments:
   Such appointments may be made in any academic department or program, in any school or college, where so permitted by the appropriate bylaws.

2. Ranks, titles, terms:
   Ranks and titles are as indicated, with terms not to exceed those stated:

   - Assistant Research Professor: renewable three-year terms
   - Associate Research Professor: renewable five-year terms
   - Research Professor: renewable five-year terms

3. Approvals required for appointment:
   The appointment process for full-time research faculty members listed below is as follows:

   - Assistant Research Professor: recommendation by Dean, final approval by Provost
   - Associate Research Professor: recommendation by Dean, final approval by Provost
   - Research Professor: recommendation by Dean, final approval by Provost and President

Subject to the availability of funds budgeted for this purpose by the school involved, an unsupported period of up to one year may be provided at the outset of an individual’s first such research appointment, to enable him or her to attract initial support. It is expected that the majority of such research appointments will be for individuals bringing grant support with them.

These terms are subject to termination as provided below. Renewal of a research faculty position is at the discretion of the School and University. It requires a recommendation by the dean.
4. Notice of non-reappointment:
The provisions of the Trustee policy on Academic Freedom, Tenure and Retirement with respect to non-reappointment apply to research faculty members, except as provided below.

5. Termination during the appointment term:
In each research faculty member’s appointment letter, it will be specified that the individual is expected to obtain his or her compensation and associated indirect costs through external grant or contract support. The appointment is terminated at any time the external support terminates or is reduced to a level which is insufficient to provide compensation and associated indirect costs. The dean of the school involved may, however, with the concurrence of the Provost and the availability of budgeted funds for the purpose, carry the individual whose support is reduced or terminated at full salary for an additional period of up to twelve months, to allow time to reestablish independent funding. The School in which the individual is appointed is responsible for the unsupported salary during the additional period.

6. Switching between different tracks:
A faculty member’s letter of appointment will state clearly whether he or she is on a tenure track or on a research (non-tenure-eligible) track. A faculty member on the research track will be eligible to apply for and be considered for an opening on the tenure track. If selected for that opening, the faculty member would “switch” (i.e., receive a new appointment) to the tenure track. None of the time served at the University on the research track will count toward the tenure probationary period, but the individual could request consideration for tenure at any time.
A person appointed to the tenure track cannot switch to a research track at any time. If a person is considered for tenure and tenure is not granted, he or she will not be eligible for subsequent employment at the University on a research faculty appointment.

7. Definition of Full-time Duties:
Full-time research faculty members are expected to dedicate their full-time, 12-month professional commitment to research in their department and school, under terms of the grant or contract which provides their support. Research faculty members may also enrich the University’s teaching programs in significant ways. Such persons may teach up to one major course per semester. Exceptions to the latter rule is at the discretion of the Dean. Research faculty can lecture in areas of their specialty; supervise undergraduate and graduate students at various levels in related research projects; participate in seminars, conferences, and similar activities; and engage in graduate student advising. Indirectly, they also benefit the students through their enrichment of the discipline and their colleagueship in the departments they serve. The School of Arts and Science and the School of Engineering allows for part-time research faculty members as overseen by the school dean.

II. Evaluation and Promotion

Each dean seeking to appoint a research faculty member will recommend initial rank, drawing on such faculty committee involvement as is provided for in the bylaws of the school concerned. Research faculty members will normally be evaluated for promotion only at the time of reappointment; evaluations will be carried out by the dean and the appropriate faculty committee. The faculty evaluation committee will take into account appropriate differences in the character of professional expertise expected of full-time research faculty members and of full-time tenure-track faculty members. These include the excellence and originality of scholarship and appropriate professional growth during the prior research period.
The promotions process for the Research Track is based on explicit recognition of excellence including scholarly productivity and significant contributions to the candidate’s field of study. As with the tenure track process, promotion to the ranks of Research Associate or Research Professor letters written by outside experts provide an indispensable measure of the candidate's scholarly impact. It is therefore of the greatest importance that these letters be obtained from distinguished colleagues with an arms-length relationship to the candidate who can objectively evaluate the significance of the candidate's scholarly contributions.

It is anticipated that the normal professional development would make a research faculty member eligible for promotion to the Associate Research Professor rank on a comparable timeline to tenure-track faculty members. If a research faculty member fails to demonstrate such progress, the department chairman, the faculty evaluating committee, and the dean should reevaluate the individual’s status as a faculty member.

**Research Assistant Professor**

A doctoral degree [Ph.D., M.D., or equivalent] and typically a minimum of two years of postdoctoral training, with a commitment to independent investigation.

Evidence of capacity for original and independent research at a high level of competence.

Clear capacity for scholarly productivity, as evidenced by authorship, preferably as first or senior author, and by major contributions to substantive work published in peer-reviewed journals; non-reviewed publications and case reports.

A vote of the tenured faculty within the host department in which a majority must favor appointment for the recommendation to be forwarded to the Dean’s office.

**Research Associate Professor**

Promotion to this rank requires service as a Research Assistant Professor, typically for a period of five to seven years, with a consistent record of excellence in research; promotion with less than six years in rank as Research Assistant Professor will be considered only under circumstances of exceptional achievement. Continued service and performance at the rank of Assistant Professor shall not, in itself, constitute grounds for promotion to Associate Professor. Evidence of independent funding should be an important consideration in promotion to this rank.

Evidence of excellent scholarly productivity or advancement of other types of similar intellectual property. Documentation of the ability to create new knowledge or manners of thought as evidenced by continued publication of substantive, original studies in peer-reviewed channels of scholarly distribution consistent with the expectation and standards of the host department. Continuation of productive, independent and original investigation as evidenced by sustained external funding of competitive peer-reviewed research projects.

Evidence of scholarly contributions distinct from those of mentors and collaborators.

National recognition by peers as a premier researcher. Recognition by scientific peers for
independent and original investigation; in most instances this will be evidenced by external funding of competitive peer-reviewed research projects.

Significant contributions to the candidate’s field of study.

Clear evidence of the potential for continued independent external support (e.g., a history of grant proposals that have been favorably reviewed, even if not funded.

Appointment to the rank of Research Associate Professor is further contingent upon: letters of recommendation from at least three external scientist/scholars who are familiar with the candidate’s work.

A vote of the tenured faculty within the host department in which a majority must favor appointment for the recommendation to be forwarded to the Dean’s office.

Research Professor

Promotion to this rank requires service as an Associate Professor at Tufts, or an equivalent institution, typically for at least five years with a consistent record of outstanding performance. Promotion to the rank of Research Professor will be granted in recognition of distinctive achievement and is reserved for the most distinguished members of our faculty. The continued service and performance at the rank of Associate Research Professor shall not, in itself, constitute grounds for promotion to Research Professor.

Evidence of excellent and continued scholarly productivity or advancement of other types of similar intellectual property consistent with the standards and expectations of the host department. Documentation of the ability to create new knowledge or manners of thought as evidenced by continued publication of substantive, original studies in peer-reviewed channels of scholarly distribution. Independent and original investigation as evidenced by sustained external funding of competitive peer-reviewed research projects.

International recognition by peers as a premier scholar.

Significant independent contributions to the candidate’s field of study.

Appointment to the rank of Research Professor is contingent upon:
Letters of recommendation from at least four external scientists/scholars familiar with the candidate’s work.

A vote of the tenured faculty within the host department in which a majority must favor appointment for the recommendation to be forwarded to the Dean’s office.