

Specialized Faculty Guidelines
College of Engineering
University of Illinois at Urbana-Champaign

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Introduction

In 2014, the Provost's Office announced two new Communications to govern specialized faculty appointments and promotions: *Provost's Communication No. 25 - Employment Guidelines for Specialized Faculty Holding Non-Tenure System Positions* and *Provost's Communication No. 26 – Promotion to Teaching, Research or Clinical Associate or Full Professor Titles*. In addition, the College of Engineering established the *Research Professor Policy and Guidelines* in 2011. This document is a revised version of those guidelines to incorporate all specialized faculty appointment and promotion options in the College of Engineering. The goal is to achieve uniformity in the application of these appointments that encompass a wide range of duties and responsibilities which are paramount to the core missions of teaching and research throughout the College of Engineering. It is also important to note that Non-Tenure Faculty Coalition (NTFC) Local #6546, IFT/AFT/AAUP is a bargaining unit that consists of approximately 500 specialized faculty holding an appointment (or combination of appointments) of 51% FTE or greater, excluding specialized faculty in the colleges of Law, Veterinary Medicine, and Medicine.

Provost Communication No. 25 outlines guiding principles for colleges and departments to operationalize the communication. The bylaws of both the college and departments shall clearly identify the appropriate roles, responsibilities, and privileges of specialized faculty. Departments must clearly identify job duties and performance expectations for specialized faculty to optimize performance, as well as provide these employees access to promotion paths, annual review procedures, and grievance procedures. The guidelines set forth in this document are designed to assist departments in achieving these goals to meet the unique needs in their units and create fairness and equity in all employment matters involving this employee group.

Either an Interdisciplinary Research Unit (IRU) or an academic department may serve as the home unit of a specialized faculty member. (Senior) Instructors, (Senior) Lecturers, Teaching Faculty and Clinical Faculty are primarily housed in academic units given the primary nature of those positions. Research Faculty may be housed in either academic units or IRUs. Current tenure system faculty in the proposed home unit should be engaged in the selection and vetting of specialized faculty hiring, similar to the selection process for hiring tenure system faculty members.

Specialized faculty must hold at least a 0% appointment in an academic unit if an IRU serves as their home unit. Either a Department Head or IRU Director may serve as their supervisor if they hold a joint appointment with an IRU. The College of Engineering both supports and encourages joint appointments among academic departments and/or with IRUs. Procedures for joint appointments of tenure-system faculty are presented in Provost Communication No. 23; the expectation for joint appointments of specialized faculty should follow the spirit of that Communication. Specific titles for specialized faculty positions are outlined in Appendices A-C of this document.

Appointment Options

The College of Engineering employs nearly all specialized faculty appointment types outlined in Provost Communication No. 25. The goal is to provide ultimate flexibility for units regarding their core missions of teaching and research. To select an appropriate title, units must first determine what duties and responsibilities are required of a given position. Then they must decide what level of effort will be expected (e.g., will it be a full-time 100% position or will it be less than 50%) and what service basis is

required. Determining these expectations will assist the unit heads and HR contacts in determining the appropriate title. Questions concerning an appropriate title should be directed to the Office of the Dean.

(Senior) Instructors and (Senior) Lecturers are for individuals primarily engaged in classroom instruction, but may also have ancillary service or administrative duties. Per Provost Communication No. 25, “The distinction between the instructor and lecturer title is whether the employee holds the terminal degree in the relevant discipline or profession as determined by the unit. The instructor title should be used when an appointee does not hold the terminal degree. When an appointee holds the relevant terminal degree, the lecturer title should be used.”

Teaching faculty positions are for individuals who show, or have shown, evidence of making an instructional or curricular impact in the department, college, campus and broader discipline. They may contribute to scholarship and service in their specific discipline. As teaching faculty progress in their careers, they are expected to make broader contributions to pedagogy and/or disciplinary research. The College of Engineering recommends [teaching faculty engage in research as a way to grow professionally and any such research activity should be part of the promotion dossier](#).

Clinical faculty positions are for individuals who primarily provide instruction based on knowledge gained from practical, real-world experience in a discipline or profession. They may contribute to the University public engagement mission and conduct research. Terminal degrees are not required for clinical faculty.

Research faculty positions are for individuals who are focused on the research mission of the department, college, and university. They may also contribute to teaching and mentoring students and participate in service for the department, college or university. As research faculty progress in their careers, they are expected to develop and lead vibrant research programs dependent upon sponsored project funding.

Multi-Year Contracts

The College of Engineering supports the utilization of multi-year contracts to attract and retain specialized faculty members when it is financially and programmatically suitable to do so. Units must establish policies and procedures to identify objectives of a multi-year contract program, eligibility factors, conditions, and review and approval processes within the program. Units must also demonstrate the ability to pay for each multi-year contract submitted for consideration. The College must review and approve the documented policy for each unit *prior* to the issuance of a multi-year contract. It is the strong desire of both the campus and college that such contracts are issued after an employee has demonstrated solid performance while working under initial single-year contracts. [Provost Communication No. 17](#) offers a complete overview and process to address multi-year contracts.

Compensation

Salary levels should be in accordance with experience and qualifications, should reflect fair market value, and be appropriately placed in the unit and college salary structure. The level of compensation will depend on the individual's, rank, title, stature and recognition among his/her peers and within his/her field. The level of rank and stature in the field must be assessed by tangible evidence such as external letters of reference, impact of scholarly work, grants awarded, students graduated and placed, etc. In the case of teaching or service duties, an appropriate portion of the salary will be covered by instructional funds.

Service Basis

Specialized faculty in the College of Engineering will normally be appointed on a 9-month service basis paid over twelve months. However, depending on the needs of a unit and the nature of the duties, individuals in these positions may also hold 12-month appointments paid over twelve months. Those individuals who hold 9/12 service based appointments will be permitted to earn summer salary in accordance with standard campus practices. Some appointments may also be less than 9-month appointments depending on the needs of a unit, such as short-term teaching needs.

Performance Evaluation

Specialized faculty must receive appropriate feedback and guidance regarding their job performance related to specific duties described in the appointment letter and/or job description. Annual reviews should be conducted by the Unit Executive Officer (UEO) (or both UEOs if the individual holds a joint appointment) with input from the faculty committee(s) that participate in promotional activity for specialized faculty. *Provost Communication No. 21: Annual Faculty Review* and *Provost Communication No. 22: Annual Review of Academic Professional Employees* may assist UEOs in structuring appropriate, timely review procedures for specialized faculty.

Reappointment Notification Letters

Beginning with the 2016-17 Academic Year, and per the terms of the NTFC collective bargaining agreement, units will communicate with specialized faculty members by May 1st each year with whether they will be reappointed. If it is not possible to confirm reappointment by May 1st, then the unit must inform the specialized faculty member by July 1st. The College of Engineering will provide template letters each year that are vetted and approved by Academic Human Resources. Salary considerations may or may not be known at the time a reappointment is offered depending upon the campus budget and salary program and future collective bargaining agreements.

Required Year of Reappointment

Beginning with the 2017-18 Academic Year, and also per the terms of the NTFC collective bargaining agreement, when an appointing unit makes a decision to reappoint a bargaining unit member for a sixth (6th) year and thereafter, the employee will be eligible for a required year of reappointment. Specifically, after five (5) years of continuous service as non-visiting, full-time employee within the same college in non-funding contingent positions (i.e., hard-funded positions), specialized faculty members will be eligible for an additional academic year of employment, in addition to the remainder of their current appointment, and thereafter. Therefore, the timing of the notification letters is crucial to the long-term status of a given specialized faculty position with a given unit.

Note on Other Research-Focused Positions

The College of Engineering must employ a variety of research-focused positions to ensure ongoing success of our research enterprise. There are often questions on the appropriate title for individuals with a newly awarded PhD. The titles typically in question include Postdoctoral Research Associate, Research Scientist, and Research Faculty. There is potential for growth of individuals who wish to transition from postdoctoral researchers and research scientists to the research faculty after a successful period of time in these positions. This career growth should be viewed positively and as a logical progression for individuals who want to take on more responsibility and join the research faculty career path in the college. However, although the potential exists, both the units and employees should expect these growth

opportunities to result from approved search and hiring practices. The following provides distinction among common research-focused positions:

Postdoctoral Research Associate: Employees who are involved in research and who have completed their doctoral degree within the last 5 years. These appointments may not exceed 5 years and are intended for short-term additional training after the Ph.D. and serve as a period of full-time research and scholarship prior to an academic career. The intent is to support the research program of the faculty mentor or Principal Investigator (PI). Should work need to continue on a short-term basis at the conclusion of the 5-year limit, then units should work with AHR and the College on a Research Associate position, which are approved in limited circumstances.

Research Scientist: This is an Academic Professional position that is exempted from the State University Civil Service System. Research Scientists are addressed in Appendix E where the parallel career track for them is described in more detail. The primary distinguishing feature is that research scientists support the research program of a PI and rely on faculty PIs for the bulk of their funding. While they can be very senior, their role is primarily one of support of a research program. They may serve as a PI in some cases and work with graduate students, but there is not the requirement or expectation that they will develop their own independent research program, be solely responsible for their own funding, or develop a research group. Research Scientists would normally have a faculty member as their direct supervisor. The Research Scientist can perform research, but cannot advise students.

Research Faculty: Research Assistant, Associate and Full Professor positions are Specialized Faculty positions that are distinct from Postdoctoral Research Associates and Research Scientist positions. One key distinction is that the designation “professor” entitles the bearer to interact with and formally advise students, who are core to the teaching mission of the university. As such, research faculty must have an academic department appointment.

Further details of the three distinct levels of appointment and associated requirements for Research Scientists and Research Faculty are available in Appendix E.

Current Employees Considered for Specialized Faculty Positions

The implementation of Provost Communications 25 and 26 provides a unique opportunity to assess current positions/titles and, if appropriate, realign them with an appropriate specialized faculty title. Employees in these positions may be existing Academic Professionals, (Senior) Instructors, or (Senior) Lecturers who have historically been hired into employment groups based on limited availability of specialized faculty titles. However, per the unit’s documented policies for specialized faculty and following an assessment of individual duties and responsibilities, it is possible that a teaching, clinical, or research faculty path is more appropriately aligned with their previous, current, and future expected contributions to the unit. Units are expected to review and evaluate all relevant employees to ensure fairness and consistency, and within a prescribed timeframe as directed by the College or Campus dependent upon when these guidelines are finalized and introduced to units. If a new specialized faculty title is proposed for a current (non-specialized faculty) employee, then units should follow the hiring process steps outlined in the next section. In cases such as this when an individual moves from one employee group to another, the Office of Diversity, Equity, and Access (ODEA) may consider a search waiver IF the change is within the prescribed timeframe and with the appropriate documentation. Units should not assume that future requests will receive the same treatment; in other words, future requests may require a competitive search process.

New Specialized Faculty - Hiring Process

Specialized faculty hiring practices must follow the “Guidelines and Procedures for Academic Appointments” as directed by ODEA and Provost Communication No. 25. When feasible, an actual search process should be conducted similarly to searches for tenure system faculty. The standard practice for faculty input to the UEO must be maintained to ensure that unit faculty have communicated a recommendation, but recognizing that, as in tenure system hires, the ultimate hiring decision is made by the UEO.

PRE-APPROVAL PROCESS

Units must first receive approval from the Office of the Dean to hire a NEW specialized faculty position. The pre-approval process consists of the unit UEO(s) submitting a request letter to the Dean (or designee) that describes the duties and responsibilities of the position as well as the responsibilities of the unit(s) to the specialized faculty member (home unit, salary, dates, service basis, etc.). (If the proposed position shall be a joint appointment, then this letter shall come from both appointing UEOs.) This letter should explicitly include the unit’s responsibility relative to the funding of the salary of the position. The request letter template is available in Appendix D. For cases in which the proposed appointee is known, also attach the individual’s current CV. (Note: pre-approval is not required for specialized faculty promotion requests.) The Dean (or designee) reviews the position request, solicits additional information if needed, and provides approval to the unit. Upon approval, attach the pre-approval letter to the appropriate HireTouch transaction.

HIRING/SEARCH PROCESS: The hiring process and/or approval options outlined below will vary case-by-case given the circumstances of said case. (Note: If the specialized faculty hire is at Associate or Full Professor level, then submit the appropriate promotion paperwork, as outlined in *Provost Communication No. 26*, to the Office of the Dean for review and approval in addition to the forms outlined below. The College will submit the promotion paperwork to the Provost’s Office for final review and approval.)

1. **Dual Career Academic Program:** If dual career hire, please follow instructions provided in the link below for Provost Communication No. 8:
<http://www.provost.illinois.edu/communication/08/index.html>
2. **Academic Search Waiver OR Appointment Change Process:** If the hire is not a dual career, and is eligible for a search waiver or appointment change per the ODEA Guidelines, then the unit initiates the appropriate workflow in HireTouch. This involves completing a Hiring Request Form to ensure the request matches the pre-approval request of the Dean’s Office. Then the waiver or appointment change form is completed and approved by the department, college, and ODEA. ODEA may also route the form to the Provost’s Office for review and approval as needed. (If the unit secured promotion approval already, then that should also be attached in the Activity Tab to show ODEA that the Provost’s Office has already reviewed and approved the request.)
3. **Regular Search Process:** If the hire is not eligible for the above-referenced options, then the unit must initiate a “Faculty/Other Academic Search” request in HireTouch and attach the previously approved request letter in the Activities tab. The Hiring Request Form is completed and approved at the department and college levels. The Search Form is then completed and approved by the department, college, and ODEA prior to the initiation of the search and the standard search procedures commence.

Current Specialized Faculty – Promotion Process

Specialized faculty promotion practices must follow both Provost Communications No. 25 and No. 26, as well as the College of Engineering *Specialized Faculty Guidelines* and individual departmental guidelines. Note: The Provost's Office Promotion Transmittal Form is not required for Instructor and Lecturer promotional cases. The Provost's Office Promotion Transmittal Form is required for the teaching, clinical, and research faculty promotional cases.

Instructor to Senior Instructor (terminal degree not required)

Lecturer to Senior Lecturer (terminal degree required)

To be eligible for promotion, the College requires a minimum of 3 years as an Instructor or Lecturer. Exceptions may be granted in extraordinary cases.

1. Unit submits a "Faculty/Other Academic Appointment Change" form to "College, Engineering". (No Provost's Office Promotion Transmittal Form required.)
 - a. For Senior Instructor appointments include a candidate-prepared dossier that demonstrates that the individual's experience and qualifications meet the departmental criteria.
 - b. For Senior Lecturer appointments include a candidate-prepared dossier that demonstrates that the individual's experience and qualifications meet the departmental criteria, and three (3) letters of reference (one must be from outside the candidate's department). The justification should include information about the contributions the candidate has made to the department's teaching mission.
2. ENGR-HR reviews request for ODEA perspective.
3. ENGR-HR forwards request to the Office of the Dean for administrative review and approval.
4. The Office of the Dean attaches the approval in the Activity Tab and routes to College EEO Officer.
5. EEO Officer reviews, approves, and routes to ODEA.
6. ODEA approves the form and may consult with the Office of the Provost as needed.
7. The unit receives email approval and prepares offer letter per the appropriate template. (See next section on Offer Letters.)

HRFE Attachments: ODEA Email, Offer-Acceptance, CV

Research, Teaching, or Clinical Professorial Promotions

A candidate promoted to teaching, research or clinical associate or full professor, is required to go through a similar review process as tenure system faculty. The process for review should follow the guidelines set forth in Provost Communication No. 26, *Promotion to Teaching, Research or Clinical Associate or Full Professor*. (Please read carefully the instructions beginning on page 13 of the Communication.) Individuals should normally be at their current rank for at least five years before the possibility of promotional consideration to the next level.

The College of Engineering requires that a faculty committee conduct a review and provide a recommendation for Specialized Faculty promotions. In a department, this committee is usually made up of all members of the existing Promotion and Tenure Committee and includes at least one specialized full professor if possible. If a joint appointment includes two academic departments, both departments use

a committee to review and make recommendations to the Department Heads. If a joint appointment includes an IRU, in addition to the department review, the IRU should conduct a review by a faculty committee. This faculty committee can be made up of all full professors in the executive/advisory committee of the IRU. Once reviewed and approved by the department, the candidate dossier is forwarded to the Dean's Office for review by the College of Engineering Promotion and Tenure Committee per guidance set forth in the College of Engineering Faculty Bylaws that state "if possible, the Dean will assign one specialized full professor from the appropriate professorial track (i.e., research, teaching, or clinical) to advise and participate in the promotional case based on the respective area."

Annual Timeline for Specialized Faculty Promotions (effective date of August 16)*

February 15 Recommendation for promotions due to the Office of the Dean

April 15 Recommendations for promotions due to the Office of the Provost

*If any of the indicated dates fall on a weekend, the first business day following that date will serve as the deadline. Adherence to these dates is critical for full deliberation and consideration of a case.

Note: An ODEA appointment change form is not required for these cases since they mirror the tenure-system process and utilize the Provost's Office transmittal form procedure unless extraordinary circumstances exist for initiating transitioning Instructors/Lecturers to the teaching track. Seek College HR guidance prior to submission of forms.

Promotion Approval Steps:

1. Unit submits a position request letter (Appendix D) and the promotion dossier to Office of the Dean via email for review and approval. (For a temporary period during which units review current positions for appropriate specialized faculty appointments, an ODEA Appointment Change form may be required. Consult with ENGR-HR before proceeding because the position request letter may need to address elements required for ODEA approvals.)
2. The Office of the Dean then routes the approved dossier to the Provost's Office.
3. Provost's Office approves the transmittal and emails appropriate parties.
4. The unit receives email approval and prepares offer letter per the appropriate template. (See next section on Offer Letters.)

HRFE Attachments: Provost Approval, Offer-Acceptance, CV

Offer Letter Review & Approval Process

All specialized faculty offer letters for new positions or promotions should be reviewed by the College. New appointments will require the Dean's signature approval. The draft offer letter should be sent to the Office of the Dean for review simultaneously when either the Dual Career, Search Waiver, or Summary Form are submitted for college review and approval OR upon approval of those forms. The timing of this draft may depend upon negotiations with the candidate, departmental considerations, etc. Offer letter templates are available here: [Engineering Human Resources Wiki](#)

The purpose of this review is to ensure what is offered is consistent with the approval process and that all appropriate terms and conditions for specialized faculty are included in the offer. This process mirrors the review/approval process for tenure system faculty offers. A copy of the acceptance or declination letter/correspondence should be sent to the Office of the Dean.

Appendix A - Search and Hiring
Specialized Faculty: Research Focused

Title	Modifiers Allowed	Description (may include some degree of teaching, service, and/or administrative work)	Education/Qualifications
Research Assistant Professor	Adjunct*	Demonstrate significant promise of establishing an independent research program. They hold a PhD in the field of research or a combination of related education and high-level research. Can work with principal investigators to perform high quality research of significant impact. Can supervise academic students (M.S. and Ph.D.) or post-doctoral fellows as the primary advisor. Such appointments must be made within a departmental unit or if in an IRU as a joint appointment with an academic department. Funding responsibility resides with the department that is the locus of the appointment or as described in the joint appointment letter.	Ph.D. or equivalent highest degree and expertise in the discipline. Demonstrated ability to make a substantial impact in a research area.
Research Associate Professor	Adjunct*	Individuals possess all the qualities of a Research Assistant Professor and, in addition, have demonstrated tangible evidence of achieving a visible and independent research program that performs high quality research of significant impact. Demonstrates the ability to serve as PI for research projects undertaken. Can operate their own research group environment. Can supervise academic students (M.S. and Ph.D.) and post-doctoral scholars as the primary advisor. Such appointments must be made within a departmental unit or if in an IRU as a joint appointment with an academic department. Funding responsibility resides with the department that is the locus of the appointment or as described in the joint appointment letter.	Ph.D. or equivalent highest degree and expertise in the discipline. High-quality research program and typically has acquired external funding.
Research Professor	Adjunct*	Individuals have met all the criteria for a Research Associate Professor and, in addition have developed an externally visible and independent research program that performs high quality research of significant impact. They also have tangible evidence of leadership in their field of research. Appointment or promotion to this rank is evidence of wide external and internal recognition of independent contribution to research in the individual's field. Such contributions may be illustrated by traditional scholarly recognition, excellence in the leadership of technical projects, or other significant research impact. They will have a research group and can supervise academic students (M.S. and Ph.D.) and post-doctoral scholars as the primary advisor. Such appointments must be made within a departmental unit or if in an IRU as a joint appointment with an academic department. Funding responsibility resides with the department that is the locus of the appointment or as described in the joint appointment letter.	Ph.D. or equivalent highest degree and expertise in the discipline. High-quality research program and typically has acquired external funding. Extraordinary record of research and publication must exist regardless of length of service.
Research Associate (limited use)	Visiting	Use of the research associate title is infrequent and units should consult with the Engineering Human Resources and get approval from Academic Human Resources before making a research associate appointment. It is common to utilize this title of a Postdoctoral Research Associate is at the end of his/her 5-year limit and needs to continue working for a short period of time. Search waivers are usually granted in circumstances such as this.	Bachelor's, Master's common. Advanced or specialized scientific knowledge and/or experience
*Adjunct modifier should be used for appointments less than .50FTE (cumulative of all of their university appointments).			

Appendix B – Search and Hiring
Specialized Faculty: Teaching Focused

Title	Modifiers Allowed	Description	Education/Qualifications
Instructor	Senior Adjunct*	Instructors are primarily engaged in classroom instruction, but may have additional services or administrative duties. Per Communication No. 25, when an instructor has made significant contributions to the department’s teaching mission, including contributions to the curriculum, appointment or promotion to a senior title is appropriate. Each department should define criteria for the senior-level, but fundamentally it should denote a higher contribution to the unit. Although length of service in a department should be considered in an evaluation of an appointee, someone should not be promoted based solely on this attribute.	Bachelor’s required; Master’s common. Usually, instructional experience preferred.
Lecturer	Senior Adjunct*	Lecturers provide classroom instruction as their primary duty which is similar to an instructor. However, when an appointee holds a relevant terminal degree then a lecturer title should be used. As with instructors, lecturers who have made significant contributions to the department’s teaching mission, including curriculum, should be appointed or promoted to a senior level. Although length of service in a department should be considered in an evaluation of an appointee, someone should not be promoted based solely on this attribute. Note: There is no presumption that a Senior Lecturer will automatically advance to the teaching professor track because it is not considered in the same promotional line.	Terminal degree in discipline. Usually, instructional experience preferred.
Teaching Assistant Professor	Adjunct*	Demonstrates the promise of excellence in classroom instruction. Demonstrates, at a minimum, the ability to make contributions and curricular impact within the department, college, campus and the broader discipline.	Terminal degree, or equivalent highest degree, and expertise in the relevant discipline.
Teaching Associate Professor	Adjunct*	Demonstrates excellence in classroom instruction. Develops strategies resulting in marked course improvement via course and curricular design, pedagogical techniques, and creation of learning experiences both within and outside of the classroom. Demonstrates instructional contributions, or if it is the first appointment on campus, a proven record of making such contributions, to the college, campus, and broader discipline, either through scholarly publications, invited talks or other related activities involving their discipline, pedagogy and student interactions.	Terminal degree, or equivalent highest degree, and expertise in the relevant discipline.
Teaching Professor	Adjunct*	Demonstrates excellence in classroom instruction. Develops strategies resulting in marked course improvement via course and curricular design, pedagogical techniques, and creation of learning experiences both within and outside of the classroom. Demonstrates instructional contributions, or if it is the first appointment on campus, a proven record of making such contributions, to the college, campus, and broader discipline. Should make broader contributions to pedagogy, often by sharing creative and scholarly work at conferences, in publications, publishing textbooks in reputable presses, creating high-quality educational materials, securing competitive internal and external grants to develop curriculum or pedagogy, and/or effective mentoring of instructors, lecturers and graduate assistants.	Terminal degree in discipline. Advancements in teaching and learning in the discipline leading to strategies and marked course improvement.

Teaching Associate (limited use)	Visiting	Teaching Associate titles should be used only for very unique situations. If an appointee's primary responsibilities have been instruction, a unit should use, as a normal course, the instructor, lecturer or teaching professor track.	Bachelor's, Master's common.
*Adjunct modifier should be used for appointments less than .50FTE (cumulative of all of their university appointments)			

**Appendix C – Search and Hiring
Specialized Faculty: Clinical Focused**

Title	Modifiers Allowed	Description	Education/Qualifications
Clinical Assistant Professor	Adjunct*	Individuals should provide instruction based on practical skills and experiences in a discipline or profession. Faculty in the Clinical track most often are in the medical areas. Clinical Professors usually teach in and out of the classroom, and may contribute to scholarly activities in service and research. Appointments to the Clinical track should be evaluated based on the level of education, degree obtained, years of experience in the relevant field, and areas of expertise and specialized knowledge necessary to fill curricular needs.	Departments should evaluate and determine minimum criteria. Factors to consider include: requirements regarding level of education, degree obtained, years of experience in relevant field, areas of expertise/specialized knowledge. Note: A terminal degree is not required for clinical faculty appointments.
Clinical Associate Professor	Adjunct*	Contributions of an appropriate magnitude and quality in the discipline and in the teaching and learning in the unit and campus. Demonstrates a high likelihood of sustained contributions to both. <u>May</u> also contribute to scholarship in his or her specific discipline or field.	Departments should evaluate and determine minimum criteria. Factors to consider include: requirements regarding level of education, degree obtained, years of experience in relevant field, areas of expertise/specialized knowledge.
Clinical Professor	Adjunct*	Evidence of contributions of appropriate magnitude and quality in teaching. Demonstrate the ability to sustain contributions in the discipline or field.	Departments should evaluate and determine minimum criteria. Factors to consider include: requirements regarding level of education, degree obtained, years of experience in relevant field, areas of expertise/specialized knowledge.
*Adjunct modifiers should be used for appointments less than .50FTE (cumulative of all of their university appointments)			

Appendix D

**Request for Specialized Faculty Position
Template Memo to Dean (or designee)**

TO: Martin Wong, Executive Associate Dean

FROM:

DATE:

SUBJECT: Request Approval of <Specialized Faculty Title> Position

I would like to request the approval of [<Name> as a <Specialized Faculty Title>] OR [a new <Specialized Faculty Title>] in the <Department or Institute Name>. Please see details below:

- a) Requesting unit(s) – Define home unit & FTE split:
 - Unit Name (100% home unit)
 - Unit Name (0% academic unit)
 - Other Unit (if applicable) (0% academic unit)
- b) Proposed appointee (if known):
- c) Proposed rank/title of the position:
- d) Justification for the position:
(Prepare a short paragraph to outline what this individual or position will do and why there is a need for it.)
- e) Duties and Responsibilities:
(Provide a short paragraph to describe what the position will entail – it's possible additional detail will be provided in the promotion paperwork if the hire is at the modified associate or full professor level.)
- f) Anticipated Start Date:
- g) Funding Expectation:
- h) Recommended Salary & Service Basis:
- i) Proposed Hiring Method *(Promotion, Dual Career, Search Waiver, Search Process)*:
- j) ODEA Appointment Change Form – justification elements if needed (consult with ENGR-HR first)

Thank you for your consideration.

Approved: _____
Dr. Martin Wong, Executive Associate Dean

Date: _____

Appendix E
Research Professor vs. Research Scientist

Rank	Description	Rank	Description
Research Assistant Professor	Demonstrate significant promise of establishing an independent research program. They hold a PhD in the field of research or a combination of related education and high-level research. Can work with principal investigators to perform high quality research of significant impact. Can supervise academic students (M.S. and Ph.D.) or post-doctoral fellows as the primary advisor. Such appointments must be made within a departmental unit or if in an IRU as a joint appointment with an academic department. Funding responsibility resides with the department that is the locus of the appointment or as described in the joint appointment letter.	Research Scientist	Individuals contribute significantly to the design and execution of research projects. They work in collaboration with the principal investigator. They hold a PhD in the field of research or a combination of related education and high-level research. Such appointments may be made within a department or an interdepartmental laboratory/center, with the approval of the department head or laboratory/center director, and may require senior officer approval. Funding responsibility resides with the department, laboratory, or center that is the locus of the appointment.
Research Associate Professor	Individuals possess all the qualities of a Research Assistant Professor and, in addition, have demonstrated tangible evidence of achieving a visible and independent research program that performs high quality research of significant impact. Demonstrate the ability to serve as principal investigator for research projects undertaken. Can operate their own research group environment. Can supervise academic students (M.S. and Ph.D.) and post-doctoral scholars as the primary advisor. Such appointments must be made within a departmental unit or if in an IRU as a joint appointment with an academic department. Funding responsibility resides with the department that is the locus of the appointment or as described in the joint appointment letter.	Senior Research Scientist	Individuals possess all the qualifications of Research Scientist and, in addition, have demonstrated the ability to generate and develop concepts independently and to conduct independent research. Promotion to this rank requires selection from among the individual's peers on the basis of unique scholarly or other technical contributions to research projects. Appointments of individuals demonstrating a comparable level of competence elsewhere may be made directly to this rank. With the approval of the cognizant senior officer, appointments to this rank may be made within a department or interdepartmental laboratory/center at the initiative of the department head or laboratory/center director.
Research Professor	Individuals have met all the criteria for a Research Associate Professor and, in addition have developed an externally visible and independent research program that performs high quality research of significant impact. They also have tangible evidence of leadership in their field of research. Appointment or promotion to this rank is evidence of wide external and internal recognition of independent contribution to research in the individual's field. Such contributions may be illustrated by traditional scholarly recognition, excellence in the leadership of technical projects, or other significant research impact. They will have a research group and can supervise academic students (M.S. and Ph.D.) and post-doctoral scholars as the primary advisor. Such appointments must be made within a departmental unit or if in an IRU as a joint appointment with an academic department. Funding responsibility resides with the department that is the locus of the appointment or as described in the joint appointment letter.	Principal Research Scientist	Individuals holding such an appointment conduct independent investigations, with the ability to direct the work of other research scientists or staff members. They can independently be principal investigators on their own awards. They possess a demonstrated research competence equal to that of a tenured faculty member. Appointment or promotion to this rank is evidence of wide external and internal recognition of independent contribution to research in the individual's field. Such contributions may be illustrated by traditional scholarly recognition, excellence in the leadership of technical projects, or other significant research impact. Appointments to this rank may be in an academic department or directly in a laboratory or center when there is no appropriate department of affiliation. Appointments or promotions are made on the recommendation of the department head or laboratory/center director.