

College of Engineering  
Procedures for Research Professor Appointments

The College of Engineering has implemented the use of the academic titles (Assistant, Associate or Full) Research Professor. This document details procedures for using this title for a recruitment search to hire a Research Professor as well as reviewing current academic employees for appointment to the title.

**Search Procedures for the Research Professor**

- 1) Department must develop a job description, including qualifications consistent with the required credentials for the title and ongoing evaluation criteria as outlined in the Research Professor Guidelines document. This should include the anticipated term of the appointment, whether the position is a 9-month, academic year position or 12-months per year, and the percentage of full-time effort required. Appointments are typically three and no more than five-year appointments.
- 2) The search process generally mirrors the search process for tenure-track faculty.
  - a) The Director or Chair appoints a search committee consisting of tenure-track and existing Research Professor faculty from within the department, the majority of which must be tenure track. It is highly encouraged that this committee have at least one member from an external department.
  - b) The search committee provides to the Chair of the Strategic Oversight Committee (SOC) the general plan to reach a broad and diverse applicant pool for the position prior to the launch of the search.
  - c) Utilizing standard open search protocols, including identification of the source of funding, the position must be posted on the Cornell website and advertised as appropriate to capture a broad and diverse applicant pool. A general application process requires a letter of interest in the position along with the C.V. and the names of at least 3 references provided by the applicant. This is followed by interviews of a subset of the applicants conducted by the search committee.
  - d) The search committee makes a recommendation to the department or school based on their evaluation of the candidate's likelihood for success in meeting the evaluation criteria for the job.
  - e) The Director or Chair updates the Dean and Chair of the SOC on the status of the search and the top candidate(s) before a vote is taken within the department.
  - f) Faculty review the application materials for the recommended candidate(s). A vote is taken of tenured and tenure-track faculty and existing Research Professors on whether to recommend to the department director or chair that an offer is extended to the individual.
  - g) The Director or Chair submits a recommendation to the Dean.
  - h) Upon the Dean's approval Human Resources is informed.
  - i) An Academic Search Summary document is completed with support from the Director/Chair's assistant and submitted to the HRSC for Associate Dean review and approval.

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- j) An offer letter is generated, with support from HR, to initiate the hiring process.
- 3) Each Research Professor will be reviewed annually by the Director or Chair for department appointments. The evaluation is based on their performance relative to the specific job description for their appointment. The annual evaluation will be used as input for the salary improvement program.
- 4) Research Professor appointments are renewable. A reappointment committee consisting of tenure-track and Research Professor faculty of equal or higher rank is appointed by the Director or Chair to evaluate the performance of the individual and to make a recommendation for reappointment. A recommendation is made to the Dean with the Dean making the final decision.

**Procedures for Considering Current Academic Employees for Appointment as Research Professors**

Current academic employees may be considered for appointment to the Research Professor title, where the rank is commensurate with the experience of the employee. In the case of tenure track faculty, this requires relinquishing of the tenure track appointment and in the case of tenured professors the relinquishing of tenure. The process required to consider a current academic employee for a Research Professor appointment is defined below.

- 1) The Director or Chair must discuss with the Dean the intention to consider the current employee as it relates to the intended use of the Research Professor title.
- 2) Department must develop a job description, including qualifications consistent with the required credentials for the title, and ongoing evaluation criteria as outlined in the Research Professor Guidelines document. This should include the anticipated term of the appointment, whether the position is a 9-month, academic year position or 12-months per year, and the percentage of full-time effort required. Appointments are typically three and no more than five-year appointments.
- 3) The review and appointment process is as follows:
  - a) Internal candidate is invited to submit a letter of interest in the position along with their C.V. and the names of at least 3 references to the department director or chair.
  - b) In the case of a **non-tenure track faculty member** seeking appointment as a research professor:
    - i) The Director or Chair appoints an ad hoc committee consisting of tenure-track and existing Research Professor faculty from within the department, the majority of which must be tenure track. It is highly encouraged that this committee have at least one member from an external department.
    - ii) The ad hoc committee makes a recommendation to the Director or Chair based on their evaluation of the candidate's likelihood for success in meeting the evaluation criteria for the job.

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- c) Faculty review the application materials for the individual and a vote to extend the Research Professor title to the individual is taken of tenured and tenure-track faculty and existing Research Professors of equal or higher rank.
  - d) The Director or Chair submits a recommendation to the Dean.
  - e) Upon Dean's approval Human Resources is informed.
  - f) A new appointment letter must be generated, with support from HR, to implement the change in title.
- 4) Appointments are renewable under the procedures outlined in the college proposal for the title.

**Procedures for Promotion from Assistant (Associate) Research Professor to Associate (Full) Research Professor**

The procedure for promotion from Assistant (Associate) Research Professor to Associate (Full) Research Professor follows that of the analogous tenure track faculty save the following exceptions:

1. The criteria for promotion is based almost solely on the candidate's ability to maintain an outstanding research program. For each promotion, research criteria are defined in the requisite document for tenure track faculty.
2. There is no specific timeframe under which each promotion must be considered.
3. The document for suggested items in a promotion dossier should be consulted for specific dossier requirements.