Department of Nutrition Science

Guidelines and Requirements on Research Faculty Appointments and Expectations for Promotion

Revised 04.19.11
University Senate Document 04-4 created the position of Research Faculty at Purdue University in January of 2005 and Research Faculty Implementation Guidelines were issued by the Vice President for Research. Currently, University policy regarding appointments and promotion of Research Faculty are under review with anticipated adoption in fall of 2011. A document for promotion and tenure policies and procedures for the College of Health and Human Sciences can be found at: http://www.purdue.edu/hhs/documents/HHS_Promotion_Policy_Nov_2010.pdf. This document contains guidelines for the Department of Nutrition Science regarding appointments and promotion of Research Faculty which are consistent with the University and College of Health and Human Sciences documents and unique to this unit.

I. **Research Faculty Appointment**
   A. Requests for a Research Faculty position within the Department of Nutrition Science must have approval by the department head and dean.
   B. The search and screen process in place for tenure-track and tenured faculty hires is used for Research Faculty hires. A search waiver may be requested under special circumstances. In the Department of Nutrition Science tenure track and tenured faculty vote on whether to extend an offer to a candidate for a Research Faculty hire.
   C. Research Faculty appointments may be made for up to three year contracts. Contract terms are contingent upon availability of funds for this position. In addition, these appointments are renewable (see section IIIC).

II. **Research Faculty Qualifications**
   A. Research Faculty will typically have a Ph.D in their discipline and a record of publication and external funding commensurate with their level of appointment.
   B. Academic rank of assistant, associate, or full research professor for Research Faculty will be consistent with the expectations of a tenure-track faculty member at that level based on research activity. Teaching and extension activity components (unless highly relevant to research activity) will not be considered.

III. **Research Faculty Review & Promotion**
   A. **Annual Merit Review.** Research Faculty members are eligible for annual merit increases in accordance with the University’s annual salary policies. Determination of merit increases will be based on the annual merit review with the Head of the Department of Nutrition Science.

   B **Promotion Review.** Research Faculty members are eligible for promotion in rank from assistant research professor to associate research professor to research professor. Research Faculty will be judged for promotion based on their assigned mission, utilizing a process similar to that followed by tenure-track faculty. Teaching and
extension activity components (unless highly relevant to research activity) will not be considered.

Research assistant and associate professors will be reviewed during any academic year in which they provide their materials to the head at least two weeks before the Primary Committee meeting is convened for the annual review. This procedure is outlined in the Promotion and Tenure Policies and Procedures document for the College of Health and Human Sciences, Sections II and VI (http://www.purdue.edu/hhs/documents/HHS_Promotion_Policy_Nov_2010.pdf). A promotion review for Research Faculty must occur at least every five years. Five-year reviews can result in dismissal, retention with current rank, or retention with promotion in rank.

Research Faculty in the Department of Nutrition Science will be reviewed for promotion by the Primary Committee and the Area Committee, with the temporary appointment of one or more Research Faculty to each committee as appropriate. The Research Faculty appointee will be of higher rank than the faculty member under review and as necessary may be from a unit other than Nutrition Science.

C. **Reappointment.** Research Faculty may have contracts for up to three years. At the end of the contract period the Research Faculty may be reappointed. Reappointment will be based upon satisfactory performance evaluations by the department head and Primary Committee and continued availability of funds and infrastructure to support the position.

IV. **Research Faculty Voting Privileges**
   A. Research Faculty in the Department of Nutrition Science will not have voting privileges related to matters of curriculum and instruction.

   B. Research Faculty in the Department of Nutrition Science will not have voting privileges related to tenure-track faculty employment decisions.

   C. Research Faculty in the Department of Nutrition Science at the level of associate and full professor will have voting rights on Primary and Area Committees for review of Research Faculty promotion as assigned.

V. **Other Unit Specific Guidelines or Considerations**

Privileges and opportunities to serve as head or member of graduate student committees requires approval of the Head of the Department of Nutrition Science.