

Research Faculty Appointment/Promotion Checklist

Appointment to Research Associate (Ref. Section V., V.A.)	
	Applicant must hold a degree as a Doctor of Medicine or its equivalent, Doctor of Philosophy, or a graduate degree in a discipline related to medicine.
	Significant postdoctoral training, typically at least two years and usually more.
	Demonstrated ability to conduct original research.
	A minimum of two publications in peer-reviewed journals.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.
Appointment or Promotion to Assistant Research Professor (Ref. Section V., V.B.)	
	For an appointment, the criteria required for an Research Associate must be met.
	Established publication record (a minimum of five peer-reviewed journal articles).
	Two or more of the following as evidence of scholarly activity are also required: <ul style="list-style-type: none"> ○ Evidence of grant or contract support. ○ Scholarly activities such as book chapters, review articles, monographs or presentations at national meetings. ○ Presentation(s) at national meetings.
	Three letters of evaluation that may be provided from faculty within the School of Medicine or from outside the University.
Appointment or Promotion to Associate Research Professor (Ref. Section V., V.C.)	
	For an appointment, the criteria required for an Assistant Research Professor must be met.
	Applicant has usually held the rank of Assistant Research Professor for at least five years.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Evidence of significant and continuing scholarship inclusive of peer-reviewed publications.
	Independent external funding or substantial intellectual and technical contribution to the research program(s) of other university faculty.
	Books, monographs and invited publications such as chapters, review articles, opinion papers, or editorials will also be considered.
	Participation in the informal research training of colleagues, especially postdoctoral fellows, graduate students and undergraduate students.
	Participation in research-related activities such as seminars and journal clubs.
	Membership in scientific organizations.
	Three extramural letters of evaluation must be provided by individuals who critique the quality of the applicant's contributions. One letter should be from a research collaborator or mentor.
Appointment or Promotion to Professor (Ref. Section V., V.D.)	
	For an appointment, the criteria for Associate Research Professor must be met.
	Applicant usually has held the rank of Associate Research Professor for at least five years.
	Applicant must demonstrate collegiality as defined in the <i>Faculty Manual</i> (i.e., does the applicant engage in collaborative efforts, participate actively in academic functions, and maintain a professional and civil relationship with colleagues?).
	Evidence of significant and continuing scholarship, publications in peer-reviewed journals since the time of last promotion, which have had an impact on the field.
	Substantial and independent extramural funding or extraordinary intellectual and technical contribution to the research programs of other university faculty.
	Invited scholarly reviews, chapters, monographs or textbooks.
	Three extramural letters of evaluation must be provided by individuals who critique the quality of the applicant's contributions. One letter should be from a research collaborator or mentor.