



Advisory Guideline Title:

Guidelines for the Promotion of Career Track Faculty: Research Sub-Track

Applies to: Career Track Faculty: Research Sub-Track including those on full or part-time appointments eligible for promotion.

Career Track: Research Sub-Track Introduction

Career track faculty may hold continuous, one (1) to five (5) year fixed term (with or without a rolling horizon), or contingent contracts. Appointments are renewable, contingent upon the needs of the department and the college, and satisfactory annual performance. Career track appointments must include a specified sub-track title and rank in the appointment (e.g., *research* assistant professor, *research* associate professor, *research* professor). The research sub-track provides for advancement in rank from Assistant to Associate to Full Professor. All career track appointments should align with current Washington Administrative Code Regulations (WAC250-61-100).

Faculty in the research sub-track are non-tenure track appointees who predominantly conduct research, scholarship, and/or creative activity (e.g., translational research performed with community organizations, entrepreneurial activities, commercialization activities) and who may serve as principal or co-principal investigators on grants or contracts administered by the University. Typically, the institution has made a commitment of office and research space. Start-up funds and salary may be provided. Notably, departments and the college may expect these faculty members to provide all or significant portions of their own salary through extramural funding. The terms for start-up, space, and salary will generally be negotiated during the hiring process, although those terms may be renegotiated by the institution and/or the faculty member. In general, these faculty will not have significant teaching or service expectations unless those responsibilities are negotiated and commensurate funding support is provided. Promotion in this sub-track is typically based on traditional measures of research/scholarship, i.e., publications, extramural funding, and national/international reputation as further outlined in the faculty member's offer letter and annual reviews.

1.0 Guidelines for the Appointment and Promotion of Career Research Sub-Track Faculty

Research sub-track faculty are expected to make significant contributions to the research, scholarship, and/or creative activity mission of the Elson S. Floyd College of Medicine. Each department within the college that employs research sub-track faculty should have its own, more detailed policies and expectations regarding promotion of research track faculty. Requests for appointments or promotion of research sub-track faculty are made to the Dean and the Faculty Rank, Promotion, and Tenure Committee (FRPT) through Department Chairs or Associate Chairs (e.g., at outlying campuses). Appointments at the rank of Research Assistant Professor do not require review by the FRPT. Candidates for promotion shall be evaluated in accordance with

the guidelines outlined in the Faculty Manual of Washington State University.

The college may make research track faculty appointments to best serve programmatic needs by appointing persons whose expertise would benefit its mission. While research faculty are encouraged to contribute in areas other than research (e.g., leadership or academic service), it is understood that based on their appointment to the research sub-track, contributions beyond research are not generally expected unless those responsibilities are stated in the letter of offer and/or negotiated and documented thereafter as department/college needs evolve. Where core research obligations involve the individual supervision and/or mentoring of undergraduate or graduate students, however, this work should also be evaluated in any promotion review. One goal of the college is to promote a culture of collaboration, collegiality, and diversity. Therefore, promotion materials should describe how the candidate has contributed toward this goal as appropriate to their assigned scope of work (e.g., partnering with other WSU departments or colleges and community partners, team teaching, guest lecturing, etc.). Evidence of involvement in college activities, such as attending college sponsored education activities, grand rounds, and other department or college-wide activities may also demonstrate collegiality.

The promotion procedures for research faculty are similar to those established for tenure-track appointments except that the required four letters may be all external, all internal, or a combination of the two. Letters may be obtained from no more than two individuals recommended by the candidate. At least two should be from faculty who are tenured or research track faculty who hold the rank to which the faculty member aspires and are not members of the faculty balloting committee. Other letters may come from internal individuals who will not ballot on the candidate's promotion or external individuals who are uniquely qualified to speak to the specific accomplishments of the candidate to which other faculty might not be qualified to speak. For example, a research track faculty member may have made a significant national contribution that would be part of a promotion case. Letters should not be solicited from the candidate's former professors, mentors, or colleagues. Each candidate should work with their Department Chair (or Associate Chair at outlying campuses) to determine which materials are needed for the promotion dossier. At minimum, the candidate under consideration for promotion is responsible for preparing and maintaining a personnel file that provides material bearing on the criteria specified in these guidelines, including at a minimum: a curriculum vitae/resume; research/scholarship/creative activity statement (maximum two pages); and evidence of excellence in research, scholarship, and/or creative activity (e.g., key peer-reviewed publications, patents, awards, editorial appointments, etc.). The consultant reviewers will be provided with the file prepared by the candidate and asked to provide an evaluation of the excellence and impact of the candidate's work and professional contribution.

Criteria for promotion of research sub-track faculty are described under Procedures (4.0) below. Time in rank is not a criterion for promotion; however, only under extraordinary circumstances will faculty be considered for promotion prior to the beginning of the sixth year of service in their current rank. All eligible departmental faculty must evaluate and ballot on the candidate. If a department has fewer than five eligible faculty who are eligible to vote, then the Chair will work with the Dean and Provost's office to identify additional eligible faculty throughout the college or University who will submit recommendations. Committees including faculty outside the candidate's department are considered to be "augmented" committees. Only eligible departmental faculty with personal conflicts of interest (e.g., spouses, family members) are allowed to abstain. All department research associate professors, research professors, associate professors, professors

and other members of the augmented committee are eligible to vote on candidates seeking promotion to research associate professor. All department research professors and professors and other members of the augmented committee are eligible to vote on candidates seeking promotion to research professor. Individuals, such as chairs or members of the FRPT committee, may only provide one written recommendation (i.e., they cannot vote twice). These individuals can, however, participate in discussions of the candidate if, for instance, they serve on the College FRPT. All eligible department faculty and other members of the augmented committee must be provided with the full promotion packet, as well as time to review and comment on the candidate's suitability for promotion.

2.0 Definitions

Annual Review: Research sub-track faculty performance is reviewed annually by the Chair/Associate Chair for all faculty who have served at WSU for a full year and who are expected to be on appointment in the subsequent year (i.e., have not officially resigned, retired, or been given a terminal appointment). Principal Investigators who provide funding to or supervise a research sub-track faculty member will provide input. Reviews are also required for all research sub-track faculty on grant funding who may be eligible for salary increases if salary dollars are available and they are reappointed. Full-time (0.50 FTE or greater) research sub-track faculty are required to update the designated WSU-wide faculty electronic system (i.e., Activity Insight). The period of each annual review is from January 1 to December 31. Full-time research sub-track faculty receive annual reviews that alternate every other year between abridged reviews and comprehensive reviews, as long as the faculty member is making satisfactory progress. If the annual review rating is "less than satisfactory," the written report must include an explanation for the decision, clearly identify areas in which performance is deemed deficient and specific recommendations to correct the deficit to help the faculty member achieve a "satisfactory" or above annual review rating at the next review. All subsequent annual reviews will be comprehensive or intensive until a rating of "satisfactory" or better is achieved. Research sub-track faculty will receive an intensive review if they seek promotion. Part-time research sub-track faculty receive abridged reviews annually.

Results are submitted to the Office of the Provost by May 1 of the following year (e.g., May 1, 2020 for the 2019 annual review). The annual review provides feedback relative to the department expectations and guides critical personnel decisions. Faculty are to be evaluated in terms of their performance during the specified annual review period, in relevant areas as specified for the faculty member's sub-track, as described in this policy and by the faculty member's department guidelines and policy. Research sub-track faculty should highlight contributions to research, scholarship, and/or creative activity and participation as principal or co-principal investigators on grants or contracts, and other areas in their negotiated scope of work.

Upon annual review completion, the faculty review is forwarded to the Dean and Vice President (VP) for Health Sciences. After receiving the annual review report, the chair shall provide the faculty member a minimum of ten (10) business days to sign the report, indicating that he or she has had the opportunity to read the report and to discuss it with the chair and/or appropriate faculty supervisors. A faculty member's dissent regarding contents of the report may be appended to the signed report. When a dissent is appended, the faculty member must receive written acknowledgement within fifteen (15) business days that the statement has been reviewed by the chair's immediate supervisor (normally the Dean) and VP of Health Sciences or designee (e.g., Vice Chancellor for Academic Affairs). At the same time that a response is sent to the faculty

member, the chair's supervisor will forward to the Provost the annual review, the faculty member's response to that review, and the supervisor's response to the faculty member. After receiving these materials, the Provost has an additional fifteen (15) business days to provide a written acknowledgement to the faculty member and chair's supervisor that he or she has reviewed all of the statements.

3.0 Responsibilities

FRPT Committee: The FRPT does not participate in annual reviews (i.e., abridged reviews, comprehensive reviews and intensive reviews). The FRPT reviews and advises the Dean regarding promotion files for all tenure and career sub-tracks.

Dean's Office: The Dean reviews all cases for promotion, forwards to the Vice President for Health Sciences, and then to the Provost for determination.

4.0 Procedures

Candidates for promotion shall be evaluated in accordance with the guidelines outlined in the Faculty Manual of Washington State University. Specific criteria and procedures for promotion of specific career track faculty are elaborated below. Some faculty may place greater emphasis on certain activities and may be less involved in others. Each candidate should work with their Chair (or Associate Chair at outlying campuses) to determine all materials needed for the promotion dossier.

Promotion to Research Associate Professor: Consistent with the Faculty Manual, research assistant professors typically are not considered for promotion to research associate professor prior to the sixth year of service at the rank of research assistant professor with the promotion, if granted, awarded at the end of the sixth year. Exceptional candidates may be offered the opportunity to advance in rank prior to the sixth year of service. If promotion to research associate professor is not pursued or is not granted, faculty may remain at the rank of research assistant professor and be reappointed to subsequent terms at that rank after their sixth year of service, contingent upon funding, satisfactory performance and department and college need. Individuals who are not promoted may request promotion consideration at a later date once they and their chair believe they have successfully addressed the issues that led to an unsuccessful initial application.

Initial promotion within this career track is most frequently determined by a candidate's record of accomplishment, availability of funding, and growth in the area of research, scholarship, and/or entrepreneurial and commercialization activity. Candidates who work collaboratively in laboratories, institutes, centers, or multi-person initiatives are also expected to contribute positively to the effectiveness of such groups. Evidence of such accomplishment will include considerations of productivity in publications, grants, and patents, and the successful application of research to partnerships with industry, governmental agencies, and other public or private entities. The candidate will be expected to demonstrate in such areas an emerging national and international reputation, as well as the capacity and likelihood for continued excellence. Where student/fellow/trainee supervision and mentoring are included in workload expectations, the candidate is expected to have demonstrated effective communication and support of the student/fellow/trainee's professional development. Promotion to research associate professor requires demonstration and evidence of excellence in research, scholarship, and/or creative activity (i.e., at a minimum "strong performance beyond satisfactory"). Faculty promoted to the rank of research associate professor may be appointed to a term of up to five years (with or without a

rolling horizon) based on department and college need.

Promotion to Research Professor: Consistent with the Faculty Manual, research associate professors typically are not considered for promotion to research professor prior to the beginning of the sixth year of service at the rank of research associate professor. Exceptional candidates may be offered the opportunity to advance in rank prior to the sixth year of service. If promotion to research professor is not pursued or is not granted, faculty may remain at the rank of research associate professor and be reappointed to subsequent terms at that rank after their sixth year of service, contingent upon funding, satisfactory performance and department and college need. Individuals who are not promoted may request promotion consideration at a later date once they and their chair believe they have successfully addressed the issues that led to an unsuccessful initial application.

Promotion to this rank is most frequently determined by a record of sustained accomplishment in the area of research, scholarship, and/or creative activity (e.g., entrepreneurial/commercialization activity). Candidates who work collaboratively in labs, institutes, centers, or multi-person initiatives are also expected not only to contribute positively to such groups but also take on informal or formal leadership roles that amplify the effectiveness of these groups. Evidence of such accomplishment will include considerations of productivity in publication, grants, and patents, and the successful application of research to partnerships with industry, governmental agencies, and other public or private entities. The candidate will be expected to demonstrate in such areas an established national or international reputation, as well as the capacity and likelihood for continued excellence. Where student supervision and mentoring are included in workload expectations, the candidate is expected to have demonstrated effective communication, support for student professional development, and adherence to departmental or unit expectations. Where student/fellow/trainee supervision and mentoring are included in workload expectations, the candidate is expected to have demonstrated effective communication and support for the student/fellow/trainee's professional development. The candidate's research, scholarship, and/or creative activity should be nationally and internationally recognized. Faculty seeking promotion to research professor should confer with their chair one year prior to seeking promotion. Promotion to research professor requires demonstration and evidence of research excellence (i.e., at a minimum "strong performance beyond satisfactory"). Faculty promoted to the rank of research professor may be appointed to terms of up to five years (with or without a rolling horizon) based on department and college need.

Areas of Evaluation

Research/Scholarship/Creative Activity: In the college, scholarship, research, and creative activity that are a product of work performed at WSU may take many forms given the diversity of the types of research conducted by our faculty. Success in these areas will be evaluated by the metrics below, taking into account the type of work conducted by each faculty member. Each candidate should prepare a research/scholarship/creative activity statement that succinctly summarizes their accomplishments within the context of a thematic, cohesive, and systematic program. This document is limited to two pages (plus exhibits as appropriate). The following is a non-prioritized, illustrative list of evidence of effectiveness in research, scholarly, and/or creative productivity:

- A. Authoring peer reviewed research publications
- B. Serving as a Principal Investigator on externally funded research grants or

- contracts, including Federal, State, Foundation, and Corporate sponsors
- C. Serving as a Co-Investigator on externally funded research grants or contracts, including Federal, State, Foundation, and Corporate sponsors
- D. Serving as a Principal Investigator on peer-reviewed internally funded grants
- E. Serving as a Co-Investigator receiving subcontracted support from the grant on externally funded grants or contracts, including Federal, State, Foundation, and Corporate sponsors
- F. Serving as an Inventor, Principal Investigator, or Co-Investigator on research leading to intellectual property licensed by WSU
- G. Authoring peer reviewed abstracts, should be denoted as peer reviewed on curriculum vitae
- H. Peer-reviewed presentations at international, national, state or local conferences
- I. Authorship of book chapters, textbooks, monographs, web resources, computer programs, or other written scholarship
- J. Editor of a journal or book
- K. Service on editorial boards of scholarly publications
- L. Invited presentations at WSU, other institutions, professional and scientific conferences, or medical centers
- M. Authorship of policy or clinical reports or guidelines at a city, county, state, national or international level
- N. Authorship as inventor or co-inventor of provisional patent applications filed by WSU
- O. Other activities related to commercializing reviewable scientific discoveries as part of the candidate's duties at WSU

Service: Service is essential to the success of the college and the University. While research faculty predominantly conduct research, scholarship, and/or creative activity (e.g., translational research performed with community organizations, entrepreneurial activities, commercialization activities), they are encouraged to contribute in areas other than research (e.g., leadership or academic service). as negotiated within their scope of work. If the candidate has engaged in service, they should describe the service they have conducted, including service at or on behalf of WSU and outside WSU (e.g., professional associations). It is important that the applicant document their service in a level of detail that allows for accurate evaluation. Candidates should describe how they collaborated with others in their service. Service might include the following:

- A. Departmental, College or University committee service
- B. Service in university administration
- C. Involvement in relevant professional organization, including serving in a leadership or committee position
- D. Involvement in local, state, national or international communities in a manner that improves the health and wellbeing of these communities
- E. Serving on local, state, national or international advisory committees
- F. Serving as a journal or grant reviewer
- G. Efforts to promote diversity
- H. Sponsorship or advising of student organizations
- I. Supporting/mentoring other faculty in teaching, scholarship, or service. For promotion to research professor, mentorship of junior faculty

5.0 Related Polices and Guidelines

[BPPM 60.55](#)

[WSU EP #29](#)

[Faculty Manual Section III.C.3](#)

6.0 Revision History

Original Approval	Guideline Number	Date Revision Approved
00/00/2020	G.FR.03.01.170721	N/A