

## **Proposed CLA Implementation Guidelines for Research Faculty Positions**

Approved by the College of Liberal Arts Senate December 6, 2005

Revised per discussion with Tom Berndt March 2, 2006

The University Senate has approved the creation of Research Faculty positions at Purdue. The nature of the position and general guidelines for implementation can be found in Senate Document 04-4 and in the document "Implementing Guidelines for Research Faculty Positions" issued by VP for Research Charles Rutledge on July 25, 2005.

Together, these two documents offer clear guidance on the processes for requesting such positions as well as guidance for promotion, evaluation, merit raises, etc., They also require each unit to "document its guidelines and requirements for research faculty, consistent with the overall university guidelines."

The College of Liberal Arts proposes the following guidelines:

1. All hiring, promotion, evaluation and personnel decisions will be conducted in accordance with the guidelines presented in the above documents.
2. Authorizations for Research Faculty Positions
  - a. All requests to authorize a position must be approved by the Dean and the VP for Research, as indicated in the above documents.
  - b. Research Faculty should not have stand-alone research programs that do not complement existing research activities and it is expected that all Research Faculty support existing research strengths in the academic unit. Therefore, in the College of Liberal Arts, all requests to authorize the hiring of Research Faculty must document connections with existing faculty research programs or strategic directions.
  - c. It is expected that Research Faculty will help to further build these existing strengths. Therefore, in the College of Liberal Arts all requests must show how the addition will enhance the research productivity of existing areas of scholarship.
  - d. Position authorization should be initiated by a signed request from the Department Head to the Dean and include at least the information described above.
3. Hiring Approval
  - a. Since salaries for Research Faculty are externally funded, all hiring requests in the College of Liberal Arts must contain complete information about the funding for the position, including the source of current funding and prospects for future funding.
  - b. In the College of Liberal Arts all search and hiring procedures must be equivalent to search and hiring procedures for tenure track faculty in the academic unit, including the formation of a search committee and the

presentation of a research talk. It is understood that hiring may sometimes be directed at existing Purdue staff. In these cases Purdue employment processes must be followed and the candidate must still go through a normal departmental review, as described above.

- c. The university documents listed above describe circumstances in which approval by the VP for Research is and is not required. Hiring approval will be given by the Dean to academic units in accordance with university processes and regulations.

#### 4. Performance Review and Promotion Processes

- a. The performance of Research Faculty will be reviewed each year in the same manner as tenured and tenure track faculty in each department. Department Heads will provide yearly feedback.
- b. Processes for merit raises will be the same as for tenured and tenure track faculty, with the exception that merit increases must be paid from the same funding source as the base salary.
- c. As per university regulations, contracts for Research Faculty cannot extend beyond three years. Decisions to renew contracts will be made by the Department Head of the appropriate CLA academic unit, with approval by the Dean, contingent on availability of funds and satisfactory performance reviews.
- d. As per university regulations, Research Faculty must be considered for promotion at least every five years. Promotion recommendations for Research Faculty will be made by the department's primary committee and the CLA area committee, following prescribed university promotion procedures. In the case of Research Faculty, criteria for promotion shall focus on research accomplishment.

#### 5. Participation in Departmental Governance

- a. As described in university documents, Research Faculty are not eligible to serve on promotion and tenure committees.
- b. In the College of Liberal Arts, Research Faculty shall not serve on faculty committees related to undergraduate policies or practices and shall not vote on issues related to undergraduate policies and practices.
- c. Apart from these limitations, individual departments in the College of Liberal Arts will decide on the level of participation in departmental governance for Research Faculty, including the nature and extent of voting privileges.