

APPOINTMENT OF RESEARCH STAFF AND FACULTY

Department of Biology
University of North Carolina at Charlotte
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INTRODUCTION

The Department of Biology recognizes that research is as an important component of its total mission. One way to enhance the research mission of the Department is to consider, where appropriate, the appointment of qualified research staff and faculty members. Policy Statement #100 spells out the basic University policy that describes the several research faculty and staff categories, and general qualifications for individuals seeking these positions. The relevant parts of this policy are excerpted below.

FACULTY

Research Professorships. Research professorial appointments are special faculty appointments made in a three rank system with designation of discipline and possible prefatory indications of visiting or adjunct status. Traditionally, faculty members have preferred to be identified with their discipline and, if intending only a brief stay, to be designated as visiting which differentiates this position from a regular or permanent one at a home academic institution. The term adjunct is applied to individuals whose primary affiliation is with a non-academic institution. The three ranks of Assistant Research Professor, Associate Research Professor and Research Professor require a terminal degree or the equivalent in the appropriate field and research qualifications at least equal to those expected of faculty members at corresponding academic ranks.

STAFF

- **Research Postdoctoral Fellow.** A Research Postdoctoral Fellow is an employee engaged in research of an original nature who functions with a considerable degree of independence but as a colleague of a regular faculty member. He or she should hold a doctoral degree or the equivalent and possess excellent research qualifications. (See Policy Statement #108, Employment of Postdoctoral Fellows.)
- **Research Associate.** A Research Associate is an employee engaged in research of an original nature who requires guidance but not supervision and who is usually not working towards a degree. He or she should hold a doctoral or a master's degree and possess research qualifications at least equal to those expected of a faculty member at the rank of Instructor.
- **Research Assistant.** A Research Assistant is an employee, usually not working toward a degree, who has a high level of competence and experience in research but requires both guidance and supervision while assisting a faculty member in the conduct of research. He or she should hold a bachelor's or master's degree

PROCEDURE FOR APPOINTMENTS

1. Request for Appointment

The request for the appointment of a research associate or faculty position ordinarily will be initiated from a faculty member in the Department of Biology (sponsor) on behalf of an individual (applicant) working in his/her laboratory, or from an applicant outside of the Department or University who wishes to be considered for such a position. This request must be made in writing either by the sponsor or the applicant to the Chair of the Department of Biology. The Chair will make an initial determination whether to pursue the request based on such issues as space, equipment needs, etc. The written request should briefly summarize the research qualifications and background of the applicant and his/her research plan. The request also must

be accompanied by an up-to-date CV from the applicant. If the request is for a research faculty position, it also must include documentation of active funding or a plan for submitting research proposals (for consideration for an initial appointment) or a summary of the work accomplished during the initial appointment as well as evidence of submitted or funded research proposals (for consideration for reappointment).

2. Review of the Application

The responsibility for reviewing the qualifications of all applicants for research staff or faculty positions will rest with the Review Committee. This Committee will review the applications based on the following criteria:

a. Research Associate. An individual seeking this position should hold a minimum of a Master's degree in a biological science or related area, and have the *research* qualifications normally expected of an instructor (lecturer) in Biology. The applicant should expect to be working under the guidance of a tenure/track faculty member, and make contributions to that faculty member's research program.

b. Research Assistant, Associate, and Full Professor. Applicants seeking a research faculty position will normally hold a Ph.D. or equivalent terminal degree in the biological or related science areas. They also are expected to have the *research* qualifications expected at each of these ranks for tenure/track faculty members (as listed in the Department of Biology RTP document). For initial appointments, applicants should provide documentation of submitted proposals or outline their plans for acquiring funding. For reappointments, applicants should have either continuing or pending funding. In addition, heavy emphasis will be placed on the progress made in obtaining funding and in productivity (primarily the publication of peer-reviewed papers) in the initial appointment.

3. Recommendation

After review of the applicant's credentials (to include consideration of the most appropriate rank – see 2a and 2b), the Review Committee will recommend for or against appointment. This recommendation will be forwarded to all tenure/track faculty members in the department, and the applicant's documentation will be available for review. A vote of the tenure/track faculty members will be advisory to the Review Committee, which will make its subsequent recommendation to the Chair.

4. Appointment

The recommendation from the Review Committee, with the vote of the tenure-track faculty, will be sent to the Department Chair, who will, in positive cases, make a recommendation to the Dean of the College of Liberal Arts and Sciences regarding appointment at the appropriate rank. The usual appointments will be for a maximum of three years, although one and two-year appointments also may be made. The Chair also will be responsible for assigning space and/or equipment, if required, and may wish to consult with the Advisory Committee on these matters.