

Department of Chemistry

Policies for Research Assistant Professors, Research Associate Professors and Research Professors – Including Initial Appointment, Annual Performance Review, and Promotion

The position of Research Faculty (Research Assistant Professor, Research Associate Professor, and Research Professor) in the Department of Chemistry is non-tenure track. The responsibilities of individuals in these positions in the Department of Chemistry are limited to support of the research mission. Therefore, the appointment, the annual performance review, and any recommendation for promotion of individuals in these positions, will be limited to an evaluation of research productivity. If for some reason the individual is asked to contribute to the teaching mission, this role will be documented and used in their evaluation.

Research Faculty will have a sponsor who is either a Chemistry tenure-track or tenured faculty member or a division of the Office of Research (e.g., core facility or MURR). The Research Faculty will negotiate with the Chair who will commit research space, and other resources, to the Research Faculty member. The Chair will bring the proposal for the appointment to the Chemistry tenured and tenure-track faculty, who must approve the candidate prior to appointment.

If the sponsor is a Chemistry Faculty member, the potential Research Faculty member will negotiate with the sponsor and the Chair of the Department the distribution of any laboratory supplies, records or intellectual property belonging to the sponsor's laboratory, and any proposed disclosure of findings or techniques directly related to the sponsor's research program. If the sponsor is the Office of Research, the sponsor will negotiate with the Chair the distribution of RIF and assignment of intellectual property.

I. Responsibilities of the Research Faculty Member

Research Faculty members in the Department have responsibilities to the Department and the University of Missouri (MU). These include: (1) the conscientious discharge of their research duties including the publication (and patenting when appropriate) of research results; (2) the acquisition of extramural funds to support their research project; (3) conformity with ethical standards in research; (4) compliance with good laboratory practice, including the maintenance of good research records; (5) compliance with University standards for the use of isotopes, chemicals, infectious agents, and animals; (6) compliance with guidelines regarding human subjects, if applicable; (7) collegial conduct toward coworkers, members of their faculty sponsor's research group, members of the Department, and members of the MU community; and (8) compliance with all applicable University policies.

II. Responsibilities of the Sponsor, the Chair, and/or the Department of Chemistry

Appointment as Research Assistant Professor

Appointment as Research Assistant Professor will require a doctoral degree, postdoctoral experience, and evidence of the promise of establishment of a national reputation for a high quality, continuing independent research program that will have a significant impact on the scientific field. Such evidence will include a complete curriculum vitae, letters of recommendation that address prior research accomplishments and future promise, and a research presentation to the Chemistry faculty and students. Research Assistant Professors in the Department are appointed by the Chair, with the advice of the Personnel Committee, and the approval of the Chemistry faculty.

Letter of Offer/Appointment

All Research Faculty members will receive an offer of appointment signed by the Chair. The candidate must return a countersigned copy of that letter, indicating acceptance of the terms of the appointment prior to commencement of duties. The letter will establish the terms of appointment including dates of appointment, FTE level, salary level and all benefits (including medical, vacation, and sick leave). The letter will also describe any agreement regarding space or other resources committed to the Research Faculty member. A copy of these Policies will accompany the letter. The department maintains no financial obligation to the Appointee in the form of salary or research support.

The Research Faculty member may have their own funding at the time of the appointment. If the sponsor provides funding, the sponsor will either have funding available to cover the full term of the appointment, or will indicate the duration of assured funding, in the letter. If the appointment ends with the expiration of external funding (e.g., research grant, contract, etc.), the end date of the assured funding will be included in the letter of offer, even when renewal is expected.

Length of Appointment

The initial research appointment is negotiable. The Department may offer renewals of between one and three years, based on the career advancement and achievement of the individual. The renewal may be a rolling three-year appointment. The renewal appointment letter will include the same set of information as the initial appointment letter.

If the Research Faculty member is supported on a sponsor's grant, that appointment may be terminated if the sponsor's grant is unexpectedly terminated, but only after the formal end of the current appointment. In that circumstance, the Research Faculty member will be notified in writing within one week of the faculty sponsor's notification of termination by the granting agency.

Termination of a Research Faculty member's appointment for any reason other than loss of the Research Faculty member's own funding or the sponsor's funding (e.g., for failure of the Research Faculty member to meet their responsibilities) will be preceded by notice of inadequate performance or failure to meet the described performance responsibilities, given in writing at least three months prior to the date of termination and will follow procedures described in the Collected Rules of the University (*Collected Rules & Regulations 310.020*) and related campus bylaws.

Expectations for Publications/Grants

Research Faculty members are expected to publish the results of their research. The sponsor and the Research Faculty member should receive credit, as appropriate. If the sponsor is a chemistry faculty, all research data generated by individuals in laboratories at MU remain the property of the sponsor's laboratory and MU, as per rules and regulations associated with the University, its employees and specific funding agencies.

Research Faculty members are independent research scientists and therefore are expected to apply for grants. The submission of grants that, if awarded, would cause the Department or the University to commit significant space, financial or other support to the project will require special justification and appropriate approval prior to submission. Research Faculty members whose extramural grant awards generate indirect costs will share in and have similar access to Chemistry Department Research Incentive Funds as do all other Chemistry faculty members.

Sponsors may describe in the letter of offer their own policies regarding authorship, ownership of ideas and data, and the opportunity to take projects from the sponsor's laboratory when the appointment ends.

Annual Performance Evaluation

The Department Chair and the Personnel Committee will conduct an annual performance review of each Research Faculty member in concert with the review of the performance of all departmental faculty members. The results of a performance evaluation for the Research Faculty member will be communicated in writing.

The annual review will consider the research performance of the Research Faculty member in the current year and in the most recent three-year period, thus diminishing variability generated by year-to-year changes in publications or grant funding. The Chair will also request an evaluation from the sponsor.

Evaluation of research productivity is based on the communicated results of the research, the most important form of which is refereed publication. Both the quality and quantity of the publications and the quality of the journals are evaluated. A second category of communication includes research reviews and chapters in books. A final form of communication involves invited seminars, symposium papers, meeting presentations, and published abstracts of those presentations.

While it is recognized that funding opportunities and levels in some areas of chemistry are more readily available than in others, successful acquisition of competitive funding to support a research program is another important indication of a respected research program.

The Research Faculty member is responsible for providing an annual update in the requested format, copies of publications/manuscripts and summaries (and reviews if available) of grants/grant applications, and all other materials necessary to facilitate a complete and thorough review of annual performance.

Guidelines for Promotion to Research Associate Professor and Research Professor

Promotion to Research Associate Professor will require the demonstrated establishment of a national reputation for a high quality, continuing independent research program that has had and should continue to have a significant impact on the scientific field. Research Faculty members may request consideration for promotion at any time, though promotion to Associate Research Professor will typically be considered after 5 years of service as an Assistant Research Professor. Annual reviews of the research faculty member should be valuable indicators of the applicant's readiness for promotion.

Requests for promotion to Research Associate Professor will be considered first by a committee of the faculty selected by the department Chair. The committee will be comprised of two tenured faculty members and one research faculty member at the promotable rank or higher. If no suitable research faculty member is available, the Chair may substitute a third tenured faculty member for the committee. The candidate is expected to provide the committee with a dossier documenting of his/her research and service activities. The dossier should include a curriculum vita, reprints of significant research articles, a statement describing his/her research and service, and a list of 4 names of individuals the candidate deems suitable for soliciting review letters (least 2 of those individuals should be from outside the University). The candidate may also include in the dossier any additional information he/she wishes the committee to consider. The committee will then solicit a combination of intra- and extramural review letters from independent, unbiased individuals in the candidate's research area. A minimum of 4 letters must be obtained with no fewer than 2 of those letters coming from the candidate's suggested list. The committee shall then evaluate all aspects of the candidate's record and make a recommendation to the full Department faculty (at the promotable rank or higher). The recommendation (and votes where appropriate) of the committee, the full faculty, and the Chair will be forwarded to the Dean of the College of Arts and Science.

Department of Chemistry Voting Privileges

Research Faculty members are invited to attend Department faculty meetings. They may vote at meetings in the consideration of promotion of Research Faculty members at a rank below theirs.

Graduate Student and Post-Doctoral Associate Mentoring

Research Faculty can serve on graduate student thesis committees if appointed to the Graduate Faculty by the Department. Research Faculty can serve as Chair of graduate student thesis committees if appointed to the Doctoral Faculty by the Department. If serving as Chair, the student has the same rights and responsibilities of other graduate students. In addition, when serving as a dissertation supervisor for graduate students in the Department of Chemistry, the research faculty member will be responsible for all financial support of the student from the time the student joins the research group. Research Faculty can hire post-doctoral associates in the same manner as regular Chemistry faculty if grant funds are available for such hires.

III. Responsibilities of the University

Research Faculty should negotiate with their sponsor for time off for reasonable cause such as ill health and personal emergencies as well as annual vacation. Details regarding the vacation and

sick leave provided by the sponsor will be included in the Letter of Appointment. Vacation and sick leave do not accrue and will not carry over from year to year.

The Department of Chemistry will follow the College of Arts and Science guidelines for accommodation in workload for new parents as described in the *College Standards and Procedures for Faculty Relating to the Birth or Adoption of Children*.

Research Faculty members who have been employed by the University for more than 12 months are eligible for 12 weeks unpaid leave for personal or family health matters under the Family Medical Leave Act. Chemistry Research Faculty members seeking unpaid Leaves extending beyond 12 weeks must negotiate those Leaves in advance with the Chair and the sponsor.

At the time of appointment, each Research Faculty member will receive the web address of the on-line Faculty Handbook and the Patent Policy, a benefits description, the current state and Federal taxation policies, and information on visas if appropriate.

Mediation/Grievance Procedures

If a disagreement arises between a Research Faculty member and faculty sponsor, the Chair of the Department will attempt mediation. The Personnel Committee can be consulted if the Chair deem it appropriate. A Research Faculty member who disagrees with policies of the Department of Chemistry or decisions of the Chair may appeal to the Dean of the College of Arts & Sciences. Research Faculty members who are University employees also have full access to the MU mediation and grievance procedures.

University of Missouri Rules and Regulations

These Department of Chemistry policies are guided by and an extension of the University of Missouri *Collected Rules and Regulations* as they apply to Non-Tenure Track Faculty (see *Collected Rules and Regulations Chapter 310.035 Executive Guideline No. 35, 11-10-06*).

Adopted: November 2018