I. Faculty Categories, Ranks and Responsibilities

A. Categories and Ranks

Table 1 lists all faculty categories and ranks that may exist at the university; further classification information is described in Policy E1.0 - Employee Classification and Status.

<table>
<thead>
<tr>
<th>Category</th>
<th>Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>Tenure-track faculty</td>
<td>Assistant Professor, Associate Professor, and Professor*</td>
</tr>
<tr>
<td>Non-tenure track:</td>
<td></td>
</tr>
<tr>
<td>Lecturers</td>
<td>Lecturer, Senior Lecturer, and Principal Lecturer</td>
</tr>
<tr>
<td>Non-tenure track:</td>
<td></td>
</tr>
<tr>
<td>Research faculty</td>
<td>Assistant Research Professor, Associate Research Professor, and Research Professor</td>
</tr>
<tr>
<td>Non-tenure track:</td>
<td></td>
</tr>
<tr>
<td>Visiting faculty (term limited)</td>
<td>Visiting Lecturer, Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor</td>
</tr>
<tr>
<td>Non-tenure track:</td>
<td></td>
</tr>
<tr>
<td>Clinical faculty</td>
<td>Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor</td>
</tr>
<tr>
<td><strong>Temporary, Part-time</strong></td>
<td></td>
</tr>
<tr>
<td>Non-tenure track:</td>
<td>Adjunct faculty is a category of temporary, part-time employment as defined in E1.0 Employee Classification and Status.</td>
</tr>
<tr>
<td>Adjunct faculty</td>
<td>Adjunct Professor</td>
</tr>
</tbody>
</table>

*In this policy, "Professor" means a faculty member with the rank of professor.

B. Faculty Responsibilities

Faculty responsibilities are divided into the following three categories: (a) teaching; (b) scholarship; and (c) service, as defined in E4.0 Faculty Employment Policies. The balance among these responsibilities varies by category and rank. Responsibilities for NTT faculty can be found in the appropriate sections below.
C. Definition of non-tenure track (NTT) faculty

A non-tenure-track faculty member is an employee of the university engaged in research or in teaching credit courses, non-credit courses, or special courses typically under the auspices of one of the colleges, whether full-time or less than full-time. A non-tenure-track faculty member is employed for a specific period of time and the university is not committed to provide employment beyond the time specified. Appointment to any of the non-tenure-track classifications presented in this policy does not qualify a person for consideration for tenure or other privileges accorded to tenure-track faculty. Definitions for each rank are found later in this policy.

II. General Guidelines for Promotion

Promotion to the next higher rank in a faculty classification is based on a faculty member’s academic and professional qualifications and achievements in the categories of teaching, scholarship, and service as defined in E4.0 – Faculty Employment Policies and as expected within a particular category and rank. Academic and professional qualifications refer to past and present professional and career experiences, professional recognition in the form of licenses, honors, degree attainments, and sustained effort directed toward professional and career development.

Although engagement in teaching, scholarship and service is expected of all tenure-track faculty, no faculty member has to be deeply engaged in all of the activities identified in E4.0 at any one time.

A. College Policy

Each college shall develop and publish its own specific promotion policy and promotion expectations, including qualities and achievements as well as acceptable forms of evidence and documentation. The college promotion policy, expectations, and acceptable forms of documentation shall be no less specific than, and must be consistent with this policy and E4.0 Faculty Employment Policy. Faculty within each administrative unit may define specific standards or qualities related to scholarship that are consistent with both university and college policies. In addition, the college's schedule for promotion must be consistent with the schedule in section II. D below and the “Dates for Faculty Actions and Academic Ceremonies” as distributed by the Provost’s Office. The college promotion policy, including the college expectations for promotion shall be approved by the voting faculty of the individual colleges.

Each college faculty shall develop, approve by vote, and publish its own promotion policy and expectations, including qualities and achievements as well as acceptable forms of evidence and documentation based on the general criteria in E4.0 and this policy. College-level policies and expectations shall be consistent with this policy and E4.0. In addition, the college's schedule for promotion must be consistent with the schedule in section C below, and the “Dates for Faculty Actions and Academic Ceremonies” as distributed by the Provost’s Office.
B. College Promotion Committee(s)

1. Composition - Each college shall have a procedure for establishing one or more promotion committees as needed. The committee(s) shall be a college-wide committee which is established such that a minimum of one member returns from the previous year in order to provide continuity over time. If more than one promotion committee exists, membership on the committee(s) may overlap as necessary and appropriate. In cases where a promotion committee member cannot serve, that member shall be replaced as outlined in the college’s policy.

The dean of the college will ensure that a promotion committee is formed according to the college policy.

a. Tenure Track Faculty
   i. For the promotion from the rank of assistant professor to associate professor at the time of tenure, the composition, responsibility, and voting of the committee that handles the promotion is covered in policy E5.0 Policies on Tenure. In the rare case of promotion from the rank of assistant professor to associate professor after the time of tenure, the committee structure and function will be same as described below in section II.B. a. ii.
   
   —ii. The promotion committee for associate professors shall be a college-wide committee composed of six college faculty members, all of whom are tenured Professors in the college. If a college has fewer than six tenured Professors then the provost will ask the Academic Senate to establish an appropriate promotion committee that includes all the tenured Professors in the college and additional tenured Professors appointed by the Academic Senate. The committee will select its chair from college committee members within the college.

In the case of a joint academic appointment that spans two colleges, a joint promotion committee shall be formed according to the college policies where the candidate’s primary appointment and tenure resides. The committee will be composed of four tenured Professors of the college in which the candidate’s primary appointment and tenure resides and two tenured Professors from the college in which the candidate’s secondary appointment resides. The committee will select its chair from committee members within the college in which the candidate’s primary appointment and tenure reside from its membership. The committee shall review the candidate based on the promotion criteria of the university as outlined in this policy, colleges’ expectations, the candidate’s documentation, and all internal and external letters of review or evaluation.

b. Non-Tenure Track (NTT) Teaching Faculty (Lecturers) – The promotion committee for non-tenure track teaching faculty shall be composed of six faculty members. Three of the six members will be tenured faculty members and the remaining three members will be senior or principal lecturers, senior in rank to the candidate, if they exist within the college. All remaining committee members shall be tenured faculty.
\section*{C. University Promotion Review Committee}

The University Promotion Review Committee is comprised of the chairs of the college promotion committees. The provost shall call the Committee if there is disagreement between the committee and the dean. The provost shall also call the Committee if the provost disagrees with positive recommendations from both the Committee and the dean. The provost may call the committee in other cases.

If a college promotion committee and dean are in dispute over a candidate’s viability or the provost disagrees with the conclusion reached by the dean as representative of the college regarding the candidate’s viability, the provost may shall convene a meeting of the chairs of the college promotion committees. If a college has more than one promotion committee, the college’s promotion committee chair representative to the University Promotion Committee shall be selected according to college policy. If the college does not form a promotion committee in a given year, the name of the chair from the college’s most recent promotion committee shall be included in the pool. That group shall review all the available documentation and advise the provost toward a final decision, guided by the specific promotion expectations outlined by the candidate’s college. The group shall relate its findings in writing to the provost.

\section*{D. Process and Schedule}

1. Nomination: By May 1 of the academic year immediately prior to the academic year in which the candidate for promotion will undergo consideration for promotion, nominations for promotion will be received by the department head.
2. Acknowledgement: By May 15 of the academic year immediately prior to the academic year in which the candidate for promotion will undergo consideration for promotion, he or she will receive a written acknowledgement of the initiation of the promotion process and a request of materials by the department head. The department head will also inform the dean of the college about the nomination.

3. Formation of Promotion Committee: The dean will ensure that a promotion committee with an elected chair is in place by September 15 to receive the promotion documentation from the candidate.

4. Submission: By September 15, the promotion candidate submits his or her required documentation to the appropriate promotion committee chair for review.

Candidates for promotion to Professor shall submit the names of the suggested external reviewers at this time, if not previously submitted, along with documentation outlined in section IV.C. below of this policy.

a. Candidates for promotion to senior lecturer shall submit a portfolio that documents his/hers/her accomplishments for the most recent four-year period of full-time employment as a lecturer. The portfolio shall focus primarily on the candidate’s teaching expertise with examples of pedagogical approach and student and peer evaluations. The portfolio will also include documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate’s plan of work. The portfolio shall include all administrative reviews for the specified time period.

Candidates for promotion to principal lecturer shall submit a portfolio that documents his/her accomplishments for the most recent four-year period of full-time employment following promotion to senior lecturer. The portfolio shall focus on the candidate’s teaching expertise with examples of pedagogical approach and student and peer evaluations. It shall also document the candidate’s service to the department and college, as well as any other service contributions. The portfolio will also include documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity, such as advising, where these have been included in the candidate’s plan of work and as required for eligibility for promotion. The portfolio shall include all administrative reviews for the specified time period.

Candidates for promotion within the research faculty rank shall submit a portfolio that documents his/her accomplishments for the most recent four-year period of full-time employment following their last promotion. The portfolio shall focus on the candidate’s research expertise but include documentation on teaching expertise with examples of pedagogical approach and student and peer evaluations. It shall also document the candidate’s service to the department and college, as well as any other service contributions. The portfolio will also include documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity included in the candidate’s plan of work and as required for eligibility for promotion. The portfolio shall include all administrative reviews for the specified time period.
5. Request for Reviews and Letters for Support: By September 30, the promotion committee chair shall:

   a. For promotion to professor, solicit external reviews of the candidate and letters of recommendation for or against promotion from the candidate’s department head and all the tenured Professors in the candidate’s department.

   b. For promotion to senior or principal lecturer, solicit letters of recommendation for or against promotion from the candidate’s department head, and from the tenured faculty members and non-tenure-track teaching faculty senior in rank from within the candidate’s department.

   c. For promotion within the ranks of research faculty, solicit letters of recommendation for or against promotion from the candidate’s department head, and from the tenured faculty members and non-tenure-track research faculty senior in rank from within the candidate’s department.

6. Review Begins: By January 1, all materials, including all letters, should be made available for review by the promotion committee.

7. Review Completion: By February 1, members of the promotion committee will complete the review of all promotion materials and the promotion committee chair will submit a letter of recommendation for or against promotion to the college dean, including the tally of votes from members of the committee from the candidate’s department. This letter will be accompanied by all other letters and documentation.

8. College Dean: By March 1, the college dean will submit his or her letter of recommendation for or against promotion to the provost. This letter will be accompanied by all other letters and documentation.

9. Provost/President: Upon the receipt of the recommendation from the dean, the provost and the president will work together to formulate recommendations for or against promotion. These recommendations will be informed by all other letters and documentation, including the promotion committee’s vote.

To form a promotion recommendation, the provost may call upon the department head, the college promotion committee, or the dean for clarification or additional information and may meet with any of them to reconcile opposing views. The provost may also convene the University Promotion Review Committee as outlined in section II.C. of this policy as when needed there are disagreements among the college promotion committee, the dean and the provost.

10. Final Decision: All final promotion decisions are made by the president. Notification regarding the promotion decision will be sent by the provost to the candidate for promotion by May 1.
E. Granting or Denial of Promotion

1. Notification: The granting or denial of promotion shall be in the form of a written communication from the provost to the candidate no later than May 1. The letter from the provost will express the reasons for the decision on promotion. In the case of denial, the letter shall set forth the specific reasons and the promotion committee vote. All letters of recommendation for or against the awarding of promotion shall remain confidential and will not be made available to the candidate.

2. Effective date: If awarded, the promotion becomes effective on the first day of the following academic year.

2.3 If the promotion is denied, at least one full calendar year must elapse between applications for promotion.

3.4 Appeal: If a candidate wishes to appeal a promotion denial, the university faculty grievance procedures are available to the extent provided in E24.0 Faculty Grievance. The appeal is not to address the substance of the committee's recommendation but shall be limited to the question of whether the policies and procedures set forth in the promotion policy have been followed in the candidate's case.

F. Access to Letters and Documentation

1. Access to documentation: All letters of review or assessment shall remain confidential and will not be made accessible to the candidate. Table 2 of this policy describes access to promotion review documentation.

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Access of each party:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Candidate</td>
</tr>
<tr>
<td>Candidate's Portfolio</td>
<td>-</td>
</tr>
<tr>
<td>College Faculty Appropriate for the type of Promotion</td>
<td>No</td>
</tr>
<tr>
<td>Department Head Recommendation</td>
<td>No</td>
</tr>
<tr>
<td>College Promotion Committee (or equivalent)</td>
<td>No</td>
</tr>
</tbody>
</table>

Table 2: Access to Documentation for Promotion Review
### External Review Letters

<table>
<thead>
<tr>
<th>External Review Letters</th>
<th>No</th>
<th>Yes</th>
<th>Yes (if Department Head is higher in rank than the candidate)</th>
<th>Yes</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean Recommendation</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>-</th>
<th>Yes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Provost Evaluation</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>-</th>
</tr>
</thead>
</table>

- **a. Handling of Letters:** In order to assure that recommendations are completely candid and accurate, all letters of recommendations for or against the awarding of promotion shall remain confidential and will not be made available to the candidate.

- **b. A promotion candidate will provide materials and other documentation to an office as specified in the college’s promotion policy. Each college will establish its own dates for receiving materials from a promotion candidate that are consistent with the university’s dates noted on the “Dates of Faculty Actions and Academic Ceremonies” which is distributed by the Provost’s Office.**

2. After the completion of the promotion process, the documentation for each promotion shall be maintained by the Office of the Dean of that faculty member's college and access to it shall be governed by the university's policy on "Access to Official Professional Staff Files" (E31.0).

### III. Promotion from Assistant Professor to Associate Professor

The promotion from the rank of assistant professor to associate professor typically occurs at the same time as tenure evaluation and is covered in policy E5.0 Policies on Tenure.

### IV. Promotion from Associate Professor to Professor

#### A. Criteria for Promotion

The basis for the promotion of an Associate Professor to Professor is effectiveness of teaching, the quality and scope of scholarship, and service including the leadership in or contributions to professional activities on and off campus.

Since receiving tenure and promotion from Assistant Professor to Associate Professor, candidates shall be judged in terms of whether they have an established record that indicates continued growth, development and accomplishment in teaching; research, scholarship; and service including leadership, as described in E4.0 Faculty Employment Policies.
Candidates for promotion shall be judged in terms of whether they have a record that is deemed excellent overall. This record does not necessarily require excellence in all three areas and may be demonstrated in multiple ways, e.g., the candidate has exhibited a balanced record of achievement in all three areas, or excelled in at least two of the three areas with continued growth, development, and accomplishment in the other, or in the rare case excelled significantly in one area with continued growth, development, and accomplishment in the other two.

B. Nomination for Promotion

1. A candidate may be nominated for promotion in any one of the following ways:
   a. The department head shall evaluate the rank status of each faculty member at least every two years at the time of annual review and may nominate a candidate for promotion.
   b. A Professor eligible to serve on the promotion committee (see E6.II.B) may nominate a candidate for promotion.
   c. A tenured faculty member may nominate him/herself for promotion.

2. The department head shall notify the faculty member in writing of his or her nomination for promotion or of the receipt of the self-nomination.

C. Documentation

1. Documentation shall include the following: all agreements relating to the faculty member’s conditions of employment; annual reviews and evaluations since the faculty member’s last promotion; documentation related to the faculty member’s teaching performance, academic and professional qualifications, scholarship, and service; and such other information as the faculty and administration of a given college shall deem appropriate. The candidate may also include letters of support.

2. Letters of recommendation internal and external to the university:
   a. Internal Letters: The promotion committee chair shall seek letters from all tenured Professors in the candidate’s department and require a letter from the candidate’s department head. Each letter must have a clear statement recommending for or against the promotion of the candidate.
   b. External Review Letters: The promotion committee, after consultation with the candidate’s department head (or the dean in cases where the department head is the candidate), shall seek to obtain a minimum of four letters from external reviewers. The committee must seek letters from at least two reviewers suggested by the candidate.
In all cases, the external reviewers must be at the rank of Professor or equivalent, and shall not have personal ties or conflicts of interest (C4.0) with the candidate. The reviewers should have fields of study within the candidate's expertise.

Each reviewer will be requested to evaluate the candidate's scholarship according to university promotion criteria and college promotion expectations. If fewer than four letters are received, the committee chair should make an additional attempt to obtain four letters. The external review letters will be received by the dean's office of the candidate.

V. Non-Tenure-Track Teaching Faculty Rank and Responsibility

A. Lecturer Ranks

The non-tenure-track teaching faculty category of lecturer is generally used in situations carefully tailored to university programmatic needs. Lecturer positions normally should not be created out of previously tenure-track positions. Lecturer ranks may be assigned to those whose talents and experience would give reasonable assurance of qualifying for consideration for a position as a teacher.

Individuals appointed in the category of lecturer have teaching as their primary responsibility.

Ranks of lecturer are Lecturer, Senior Lecturer, and Principal Lecturer. See E6.VIII. Definitions of Other Non-Tenure-Track Faculty for definition of Visiting Lecturer rank.

B. Responsibility and Contracts

1. Lecturer

a. Description and Responsibilities: The primary responsibility of a lecturer is teaching. In addition, a lecturer may be assigned student advisees, and/or asked to participate in department-level service activities. A lecturer is not expected to participate in scholarship or college or university-level service.

b. Contracts: A lecturer may be reappointed annually to non-tenure track employment. A lecturer’s contract may be renewed at the sole discretion of the university.

c. A lecturer in his/her initial year of appointment will be notified whether the appointment is being renewed by June 30.

d. After the initial year of hire, any lecturer on a one-year contract must be notified whether the appointment is to be renewed by June 30.
e. After three consecutive years of annual appointments, a lecturer may receive a two-year contract, which may be renewed at the sole discretion of the university. If no notice of renewal is given, the contract ends at the end of the two-year period. If the two-year contract will be renewed, notice of the renewal shall be given by June 30 of the first year. The offer of a two-year contract does not guarantee subsequent two-year contracts. Continued employment and subsequent two-year contracts shall be conditional upon satisfactory annual performance, projected departmental needs and/or college resources, and compliance with RIT policies and procedures. Any notice of non-renewal or offer of a subsequent contract of less than two years shall be given by June 30.

2. Senior Lecturer

a. Description and Responsibility: In addition to the responsibilities of a lecturer, a senior lecturer will engage in department or college level service activities. A senior lecturer may be asked to participate in service activities at the university level, but is not expected to conduct scholarship.

b. Contracts: A senior lecturer will receive a three-year contract, which may be renewed at the sole discretion of the university. If no notice of renewal is given, the contract ends at the end of the three-year period. If the three-year contract will be renewed, notice of renewal shall be given by June 30 of the second year of the three-year contract. The offer of a three-year contract does not guarantee subsequent three-year contracts. Continued employment and subsequent three-year contracts shall be conditional upon satisfactory annual performance, projected departmental needs and/or college resources, and compliance with RIT policies and procedures. If a subsequent three-year contract cannot be supported, a senior lecturer may be offered a contract of less than three-year duration, but would nevertheless retain the rank of senior lecturer. Any notice of non-renewal or offer of a subsequent contract of less than three years shall be given by June 30 of the second year of the three-year contract.

3. Principal Lecturer

a. Description and Responsibilities: In addition to the responsibilities of a senior lecturer, a principal lecturer is expected to engage in service activities to the department, college, or the university. A principal lecturer is not expected to conduct scholarship.

b. Contracts: A principal lecturer will receive a five-year contract, which may be renewed at the sole discretion of the university. If no notice of renewal is given, the contract ends at the end of the five-year period. If the five-year contract will be renewed, notice of renewal shall be given by June 30 of the third year. The offer of a five-year contract does not guarantee subsequent five-year contracts. Continued employment and subsequent five-year contracts shall be conditional upon satisfactory annual performance, projected departmental needs and/or
college resources, and compliance with RIT policies and procedures. If a subsequent five-year contract cannot be supported, a principal lecturer can be offered a contract of less than five-year duration, but would nevertheless retain the rank of principal lecturer. Any notice of non-renewal or offer of a subsequent contract of less than five years must occur by June 30 of the third year of any five-year contract.

VI. Promotion to Senior Lecturer or Principal Lecturer

A. Nomination for Promotion

1. A candidate may be nominated for promotion in any one of the following ways:

   a. The department head shall evaluate the rank status of each faculty member at least every two years at the time of annual review and may nominate a candidate for promotion.

   b. A faculty member eligible to serve on the promotion committee (see section II.B. of this policy) may nominate a candidate for promotion.

   c. A faculty member may nominate him/her-self for promotion.

2. The department head shall notify the faculty member in writing of his or her nomination for promotion or of the receipt of the self-nomination.

   Nominations for promotion of a candidate to senior or principal lecturer may be initiated by the department head, tenured faculty, non-tenure-track faculty senior to the candidate’s present rank, or by the candidate. Moving the nomination forward is based upon departmental needs and available resources.

B. Promotion from Lecturer to Senior Lecturer

1. Criteria for Promotion

   At the time of hire as a full-time lecturer, an individual may receive up to two years of credit for teaching at RIT or another institution of higher education. Credit will be assessed based upon an equivalent full-time lecturer load. After four years of full-time teaching at RIT including any credits received, a lecturer is eligible to apply for promotion to senior lecturer. If promotion is granted, it will be awarded at the start of the following academic year.

   Promotion to the rank of senior lecturer is based on effectiveness of teaching and other duties as assigned and appropriate to the faculty member’s rank. Although not expected, serving as an advisor, and participation in departmental-level service activities may have been a component of a lecturer’s plan of work and should be considered in the evaluation for promotion.
2. **Eligibility Criteria for Promotion**

Promotion to the rank of senior lecturer is based on effectiveness of teaching and other duties as assigned and appropriate to the faculty member’s rank. Although not expected, serving as an advisor, and participation in department-level service activities may have been a component of a lecturer’s plan-of-work and should be considered in the evaluation for promotion.

At the time of hire as a full-time lecturer, an individual may receive up to two years of credit for teaching at RIT or another institution of higher education. Credit will be assessed based upon an equivalent full-time lecturer load. After four years of full-time teaching at RIT including any credits received, a lecturer is eligible to apply for promotion to senior lecturer. If promotion is granted, it will be awarded at the start of the following academic year.

3. **Documentation**

Candidates for promotion to senior lecturer shall submit a portfolio that documents the candidate’s accomplishments for the most recent four-year period of full-time employment as a lecturer. The portfolio shall focus primarily on the candidate’s teaching expertise with examples of pedagogical approach and student and peer evaluations. The portfolio will also include documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity, such as advising and service, where these have been included in the candidate’s plan of work. The portfolio shall include all administrative reviews for the specified time period.

C. **Promotion from Senior Lecturer to Principal Lecturer**

1. **Criteria-Eligibility**

After five years of full-time teaching at RIT as a senior lecturer, an individual is eligible for promotion to principal lecturer. If promotion is granted, it will be awarded at the start of the following academic year. Promotion to principal lecturer is based on effectiveness of teaching, quality of service and other duties as assigned and where appropriate. Department- and college-level service is expected. Additional service to the candidate’s professional community and the community at large is also considered in the evaluation.

2. **Eligibility Criteria**

Promotion to principal lecturer is based on effectiveness of teaching, quality of service and other duties as assigned and where appropriate. Department- and college-level service is expected. Additional service to the candidate’s professional community and the community at large is also considered in the evaluation.
promotion to principal lecturer. If promotion is granted, it will be awarded at the start of the following academic year.

3. Documentation

Candidates for promotion to principal lecturer shall submit a portfolio that documents his/her accomplishments for the most recent four-year period of full-time employment following promotion to senior lecturer. The portfolio shall focus on the candidate’s teaching expertise with examples of pedagogical approach and student and peer evaluations. It shall also document the candidate’s service to the department and college, as well as any other service contributions. The portfolio will also include documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity, such as advising, where these have been included in the candidate’s plan of work and as required for eligibility for promotion. The portfolio shall include all administrative reviews for the specified time period.

VII. Non-Tenure-Track Research Faculty - Rank and Responsibility, and Promotion

A. Definition

The rank of Assistant Research Professor, Associate Research Professor, and Research Professor may be assigned to individuals who secure the funding necessary to establish, support, and lead research programs that will enhance the education of RIT students. Those faculty with non-tenure-track research faculty classification will hold an appointment with an RIT academic department. Qualifications for the position include research expertise, a peer-reviewed publication record, achievement of externally funded grants and contracts, demonstrated collaborative research, and the ability to mentor students. Assignment of research faculty rank will be determined through consideration of the individual's qualifications listed above and credentials such as degrees earned, current rank, and professional expertise. Continuation of the appointment is subject to the university's commitment to the appointee's research and the availability of external funding.

Because the research faculty ranks are assigned to individuals who secure the funding necessary to support research programs, external funds sufficient to cover the faculty member's salary and benefits must be available in a budget dedicated to the research faculty position.

Appointment to this classification does not qualify one for consideration for tenure or other privileges accorded to tenured and tenure-track faculty (see E5.0). The policy regarding tenure-track faculty who are appointed to research faculty positions prior to earning tenure is defined in E5.0.

Research faculty usually do not do service, nor are they required to teach; however, they must take a major role in the enhancement of students’ education in one or more of the following ways: (1) supervise undergraduate research and/or thesis projects; (2) serve as
principal advisor to doctoral and/or masters students; (3) serve on committees for
doctoral and/or masters students or, (4) engage as non-voting participants in curricular
decisions.

Research faculty plans of work are to be assessed annually to ensure the education of
students is reflected as a top priority. If the need arises, the department head can ask a
research faculty member to teach or do service. In that case, the faculty member’s
contract must specify the term of service and, duties, and the funding that will be used to
cover that fraction of the research faculty member’s salary and benefits.

B. Promotion

1. Nominations: Nominations for promotion of a candidate to a higher rank of research
faculty may be initiated by the department head, tenured faculty, non-tenure-track
research faculty member senior to the candidate’s present rank, or by the candidate.

After appropriate consultation with and endorsement of the faculty of the relevant
department or program, the department head will recommend the applicant to the
college dean.

The dean forwards the department’s recommendation to the provost for approval.

2. Criteria

Promotion to the rank of associate research professor or research professor is based
on meeting promotion criteria and demonstrated evidence of outstanding research,
mentorship and successful performance of other duties as assigned and where
appropriate.

3. Documentation

Process:

a. Promotion to the rank of associate research professor or research professor is
based on meeting promotion criteria and demonstrated evidence of outstanding
research, mentorship and successful performance of other duties as assigned and
where appropriate.

b. Process and time line set forth in E6.0.II.D. will be used for the promotion of
research professors.

Criteria:

The candidate for promotion to associate research professor shall assemble a
portfolio that documents his/her accomplishments for the most recent five-year
period of full-time employment as an assistant research professor. For promotion
to research professor, the candidate shall assemble a portfolio that documents
his/her accomplishments for the most recent five-year period of full-time
employment as an associate research professor.
The portfolio for promotion shall focus primarily on the candidate’s research expertise with examples of how s/he has enhanced the education of RIT students and advanced the field in which s/he is engaged through peer-reviewed publications. If the candidate has been asked to teach or do service in this period (see section VII A), the portfolio shall include relevant examples of pedagogical approach, student and peer evaluations, or documentation of service activities. In all cases, the portfolio will also include documentation of the candidate’s efforts to develop professionally as well as evidence of other areas of activity that have been included in the candidate’s plan of work and as required for eligibility for promotion. The portfolio shall include all administrative reviews for the specified time period.

VIII. Definitions of Other Non-Tenure-Track Faculty Ranks

A. Visiting Faculty (lecturer, assistant professor, associate professor or professor)

This title may be assigned to those who possess the usual requirements for employment in that faculty rank but have been employed in a non-tenure-track position. Once assigned a visiting rank, there is no provision for promotion in rank at RIT. The time anyone may serve full-time in a visiting position is usually no more than three years at RIT. For positions approved as difficult to fill by the provost, this period may be extended to an absolute maximum of five years at RIT.

1. Visiting lecturer – This position is typically used to fill a permanent position for limited period of time in cases where a search is being conducted for an open position or a permanent faculty member is on an approved leave of absence.

2. Visiting Assistant, Associate or Professor – Persons hired into these visiting positions cannot be rehired for another visiting term.

B. Clinical Faculty (instructor, assistant professor, associate professor, or professor)

This title is usually limited to practitioners who are assigned regular and continuing responsibilities in a clinical setting in institutions with a formal affiliate relationship with the university. Once assigned a visiting rank, there is no provision for promotion in rank at RIT.

I X. Adjunct Faculty (adjunct professor)

This is a category of temporary, part-time employment as defined in E1.0 Employee Classification and Status. This title may be assigned to those with significant experience in a field that qualifies them to teach specific course(s). There is no provision for promotion in rank at RIT.
X. Responsible Office: Academic Senate and Office of the Provost and Senior Vice President for Academic Affairs. Inquires may be directed to:

Academic Senate – asenate@rit.edu
Office of the Provost – academicaffairs@rit.edu

XI. Effective Date: Approved June 22, 1959

XII. Policy History:

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