

# CIT Policy on Researcher/System Engineer/System Scientist Special Faculty Review

## Carnegie Institute of Technology Carnegie Mellon University

January 10, 2011

### Background and Purpose

To support the research mission of CIT, various kinds of special faculty appointments are made in accordance with the Carnegie Mellon University Policy on Special Faculty Appointments. The Researcher/System Engineer/System Scientist special faculty appointments made in CIT are as follows.

### CIT Researcher/System Engineer/System Scientist Special Faculty Appointments

JCC	Title	Category <sup>1</sup>	Term <sup>2</sup>	Experience (yrs)	Education <sup>3</sup>
4336	Research Associate	B	no limit	Initial level	PhD
4335	Researcher/System Engineer/System Scientist	B	Two 3-year terms	0	PhD
4334	Senior Researcher/System Engineer/System Scientist	B	no limit	4-6	PhD
4333	Principal Researcher/System Engineer/System Scientist	B	no limit	>7	PhD

<sup>1</sup> Category as specified in the University Policy on Special Faculty Appointments

<sup>2</sup> These appointments must be renewed annually. Renewal is subject to the availability of research funding.

<sup>3</sup> For candidates with unique skills needed for a particular special faculty position, Ph.D. requirement may be waived with CIT Dean's approval.

Special faculty members with a title of Researcher/System Engineer/System Scientist in CIT contribute to research in different ways, often in the context of large research teams. While Researcher/System Engineer/System Scientist faculty members in CIT may conduct some independent research, more often they provide high level support for research projects. Their varied and unique contributions as a research team member rather than as an independent researcher are what distinguish Researcher/System Engineer/System Scientist faculty members from research-track faculty members.

The University Policy on Special Faculty Appointments governs how Researcher/System Engineer/System Scientist special faculty appointments are made; rights, privileges, and responsibilities of such appointees; and rules governing duration of terms, reappointment, and termination. As stated in the university policy, "each research appointment made under (B) requires a review by the department and by a college review committee before any reappointment that would extend it beyond an initial four years or beyond three years since the reappointment following the latest review."

This CIT policy defines a procedure for evaluation of Researcher/System Engineer/System Scientist special faculty members for reappointment or promotion. The policy provides for a

uniform process of evaluation across CIT, and also a mechanism for ensuring high quality of these special faculty research appointments in CIT.

### **Criteria for Reappointment or Promotion**

Considering the range of research and research support activities performed by Researcher/System Engineer/System Scientist special faculty members, general rather than specific criteria are applied in evaluations for reappointment and promotion. The general criteria relevant for reappointment and promotion are as follows:

- 1) demonstration of expertise and depth of knowledge
- 2) sustained accomplishment in a particular specialization
- 3) competence and creativity in implementation of research ideas, problem solving, and management of research
- 4) impact of contributions to research projects
- 5) impact of contributions to teaching, education, administration, and service

The professional activities of Researcher/System Engineer/System Scientist special faculty members such as professional practice, teaching, consulting, public service, and service in professional societies can also be considered for evaluation insofar as such activities either contribute to or are an extension of research or research support activities.

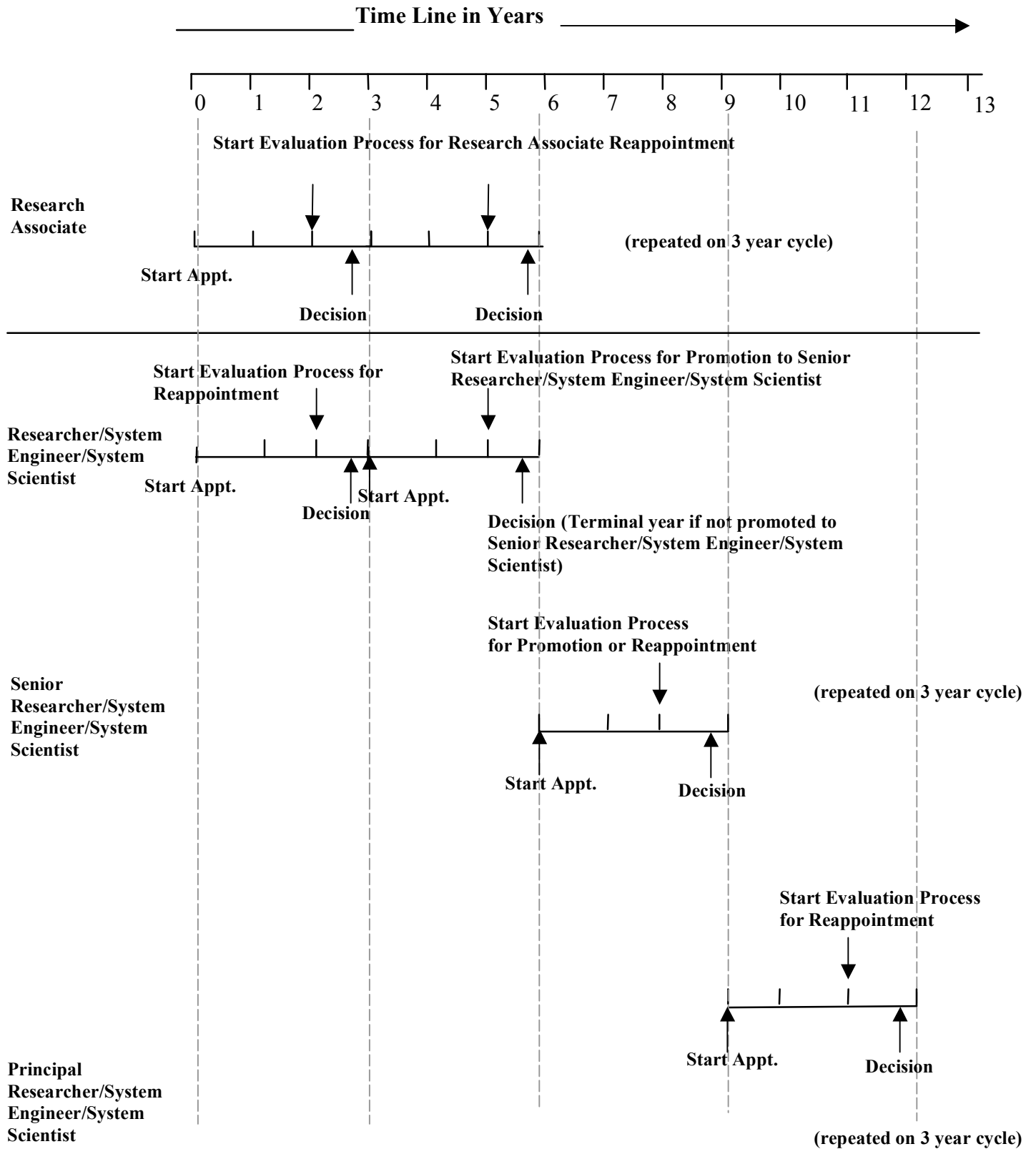
Reappointment and promotion are based on evaluation of the quantity and quality of professional work over time as described in the criteria above, and of assessment of the impact of the candidate's contributions to the mission of CIT.

### **Schedule for Reappointment and Promotion Reviews**

The schedule for review of Researcher/System Engineer/System Scientist special faculty appointments for reappointment and promotion is shown on the "Researcher/System Engineer/System Scientist Faculty Time Chart." At every appointment level, a review is initiated two years after the start of the appointment, with a decision for reappointment or promotion in the third year. If a Researcher/System Engineer/System Scientist faculty member is not promoted to the Senior Researcher/System Engineer/System Scientist level during their second three-year term at the Researcher/System Engineer/System Scientist level, then that second three-year term will be their terminal appointment.

**CIT RESEARCHER/SYSTEM ENGINEER/SYSTEM SCIENTIST  
FACULTY TIME CHART**

(year-to-year continuation of special faculty appointments are subject to the availability of funds)



## **Documentation and Procedure**

The candidate for reappointment or promotion shall submit a Personal Review and Plan (PRP), and a current curriculum vitae (CV). The PRP will consist of three parts: a review, a commentary, and a prospectus. The review will consist of at most two pages in which the candidate summarizes activities and accomplishments within the preceding two or three years. The candidate can cite and provide any evidence that supports these activities and accomplishments. The commentary will be at most two pages in which the candidate discusses what has been working, what is not working as well as the candidate might like, and the plans for additional work on recent activities. The prospectus will consist of at most two pages and will outline what the candidate would like to accomplish during the coming three-year period, professional goals, and the prospects for continued research funding.

For promotion to Principal Researcher/System Engineer/System Scientist, 5 to 8 letters of reference will be required in addition to the PRP and CV. The letters can be from a combination of internal and external individuals, at the discretion of the department.

It is the responsibility of the Department Head to inform the candidate of the departmental due date for the submittal of the documentation for reappointment or promotion at least three months prior to the due date. For consideration in the Fall semester, the departmental due date will be in late August; for consideration in the Spring semester, the due date will be in late January.

The documentation will be reviewed by the senior, tenured faculty of the relevant department, and a departmental letter will be prepared which should be signed by all the senior, tenured faculty members. The candidate's documentation and the departmental letter will be submitted to CIT by the end of September for consideration in the Fall semester, or by the end of February for consideration in the Spring semester.

Cases for reappointment and promotion of CIT Researcher/System Engineer/System Scientist special faculty members will be examined by the CIT Review Committee, which consists of the Dean, the Associate Dean for Graduate and Faculty Affairs, the CIT department heads, the CIT Faculty Chair, and the CIT Faculty Chair Elect. After the review, the CIT Dean will make a decision about reappointment or promotion and will convey this to the relevant department head, and to the candidate.