

# **POSITION RIGHTS, OBLIGATIONS AND GUIDELINES FOR HIRING AND PROMOTION**

**Original: July 31, 2003**  
**Revised January 1, 2013**

<b>POSITION RIGHTS</b>							
	Advisor to masters & Ph.D. students	Serve on masters projects	Member of Ph.D. committee <sup>1</sup>	Chair Ph.D. committee <sup>1</sup>	PI or Co-PI	Teach	Vote at Heller Faculty Meetings
<b>Faculty Positions<sup>1</sup></b>							
- Assistant Professor/Research Prof	yes	yes	yes	yes	yes	yes	yes
- Associate Professor/Research Prof/Prof of Practice	yes	yes	yes	yes	yes	yes	yes
- Professor/Research Prof/Prof of Practice	yes	yes	yes	yes	yes	yes	yes
- Professor Emeritus	no	yes	yes	no	yes	yes	no
<b>Special Faculty Positions</b>							
- Lecturer	yes	yes	yes	no	yes	yes	yes
- Senior Lecturer	yes	yes	yes	yes	yes	yes	yes
- Visiting Prof. (any rank)	no	yes	yes	no	yes	yes	no
- Adjunct Prof. (any rank)	yes	yes	yes	no	yes	yes	no
<b>Research/Program Positions</b>							
- Research/Program Analyst	no	no	no	no	no	no	no
- Research/Program Associate	no	no	no	no	yes <sup>3</sup>	no	no
- Senior Research/Senior Program Associate	no	yes	yes	no	yes <sup>4</sup>	no	no
<b>Fellow and Social Scientist Positions</b>							
- Fellow/Social Scientist	yes	yes	yes	yes	yes	no	yes
- Senior Fellow/Senior Scientist or Senior Social Scientist	yes	yes	yes	yes	yes	no	yes
- Distinguished Fellow/Distinguished Scientist	yes	yes	yes	yes	yes	no	yes

<sup>1</sup> Assumes terminal degree for the discipline.<sup>1</sup> Includes both tenure/tenure track faculty and contract faculty<sup>3</sup> Cannot serve as sole PI; co-PI in conjunction with senior staff person.<sup>4</sup> With permission of the Center Director, and with the supervision of a senior researcher.

<b>POSITION OBLIGATIONS</b>								
	Advisor to masters & Ph.D. students	Serve on masters projects	Serve on Ph.D. committee <sup>1</sup>	Chair Ph.D. committee <sup>1</sup>	PI or Co-PI	Teach	Publish	Vote at Heller Faculty Meetings
<b>Faculty Positions<sup>2</sup></b>								
- Assistant Professor/Research Prof	yes	yes	yes	yes	yes	yes	yes	yes
- Associate Professor/Research Prof/Prof of Practice	yes	yes	yes	yes	yes	yes	yes	yes
- Professor/Research Prof/Prof of Practice	yes	yes	yes	yes	yes	yes	yes	yes
- Professor Emeritus	no	no	no	No	no	no	no	no
<b>Special Faculty Positions</b>								
- Lecturer	no	no	no	no	no	yes	no	yes
- Senior Lecturer	no	no	no	no	no	yes	no	yes
- Visiting Prof. (any rank)	no	no	no	no	no	yes	no	no
- Adjunct Prof. (any rank)	no	no	no	no	no	yes	no	no
<b>Research/Program Positions</b>								
- Research/Program Analyst	no	no	no	No	no	no	no	no
- Research/Program Associate	no	no	no	No	no	no	no	no
- Senior Research/Senior Program Associate	no	no	no	No	yes	no	yes	no
<b>Fellow and Social Scientist Positions</b>								
- Fellow/Social Scientist	no	no	no	No	yes	no	yes	no
- Senior Fellow/Senior Scientist or Senior Social Scientist	no	no	no	no	yes	no	yes	no
- Distinguished Fellow/Distinguished Scientist	no	no	no	no	yes	no	yes	no

<sup>1</sup> Assumes terminal degree for the discipline.<sup>2</sup> Includes both tenure/tenure track faculty and contract faculty.

<b>RELATIONSHIP TO THE UNIVERSITY</b>					
Positions	Years Length of Contract (Min.)	Sabbatical/Paid Leave	Tuition Benefits <sup>1</sup>	TIAA/ CREF <sup>2</sup>	Vote at University Faculty Meetings
<b>Faculty Positions<sup>2</sup></b>					
- Assistant Professor/Research Prof	2/3	no	full	yes	yes
- Associate Professor/Research Prof/Prof of Practice	2 years <sup>4</sup>	yes <sup>5</sup>	full	yes	yes
- Professor/Research Prof/Prof of Practice	3 years	yes	full	yes	yes
- Professor Emeritus	0	no	no	no	no
<b>Special Faculty Positions</b>					
- Lecturer	1	no	no	yes	yes
- Senior Lecturer	1	no	no	yes	yes
- Visiting Prof. (any rank)	1	no	no	yes	no
- Adjunct Prof. (any rank)	varies	no	no	yes	no
<b>Research/Program Positions</b>					
- Research/Program Analyst	0	no	some	yes	no
- Research/Program Associate	0	no	some	yes	no
- Senior Research/Senior Program Associate	0	no	some	yes	no
<b>Fellow and Social Scientist Positions</b>					
- Fellow/Social Scientist	2	no	some	yes	no
- Senior Fellow/Senior Scientist or Senior Social Scientist	2	?	some	yes	no
- Distinguished Fellow/Distinguished Scientist	3	?	some	yes	no

<sup>1</sup> As described in staff handbook for exempt employees.<sup>2</sup> 26 years of age / 1 year vesting<sup>2</sup> Includes both tenure/tenure track faculty and contract faculty.<sup>4</sup> Years of contract do not pertain for faculty with tenure.<sup>5</sup> Center Directors must participate in planning both the timing and proposed activities during a sabbatical leave for Contract Faculty and Fellows/Scientists.

MINIMUM QUALIFICATIONS FOR INITIAL APPOINTMENT						
	Degree	Years Experience Related to the Position <sup>5</sup>	Publications	PI or Co-PI	Professional Reputation	Teaching Experience
<b>Faculty Positions<sup>2</sup></b>						
- Assistant Professor/Research Prof	MA/Ph.D.	6/1-6	no	no	no	no
- Associate Professor/Research Prof/Prof of Practice	MA/Ph.D.	8/6	yes	no	yes	yes
- Professor/Research Prof/Prof of Practice	Ph.D. <sup>2</sup>	10	yes	no	yes	yes
- Professor Emeritus	NA	NA	NA	NA	NA	NA
<b>Special Faculty Positions</b>						
- Lecturer	MA/Ph.D.	0/0	no	NA	NA	no
- Senior Lecturer	MA/Ph.D.	4/6	no	NA	NA	yes
- Visiting Prof. (any rank)	determined by rank (DBR)	DBR	DBR	NA	NA	no
- Adjunct Prof. (any rank)	DBR	DBR	DBR	NA	NA	No
<b>Program Positions</b>						
- Program Analyst	BA	0	no	no	no	no
- Program Associate	BA/MA/Ph.D.	5/3/0	no	no	no	no
- Senior Program Associate	BA/MA/Ph.D.	8/6/3	yes	no	no	no
<b>Fellow Positions<sup>3</sup></b>						
- Fellow	BA/MA/Ph.D.	15/10/6	yes	no	no	no
- Senior Fellow	MA/Ph.D.	15/8	yes	yes	yes	no
- Distinguished Fellow	Ph.D. <sup>4</sup>	10+	yes	yes	yes	no
<b>Research</b>						
- Research Analyst	BA	0	no	no	no	no
- Research Associate	MA	0	no	no	no	no
- Senior Research Associate	Ph.D.	3	yes	no	no	no

<sup>2</sup> Includes both tenure/tenure track faculty and contract faculty.

<sup>2</sup> Or terminal degree for the discipline.

<sup>3</sup> Fellows could be appointed with a BA and extensive experience. The required years of experience can vary based on the candidate's graduate degree.

<sup>4</sup> Or terminal degree for the discipline.

<sup>5</sup> Years experience since terminal degree (generally)

<b>Social Scientist Positions</b>						
- Social Scientist	Ph.D.	3	yes	no	no	no
- Senior Scientist or Senior Social Scientist	Ph.D.	6	yes	yes	yes	no
- Distinguished Scientist	Ph.D.	10+	yes	yes	yes	no

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<b>GUIDELINES FOR PROMOTIONS<sup>1</sup></b>						
	Years in Current Position <sup>2</sup>	Publications	Grantsmanship	Teaching Experience	Committee Experience	National Reputation
<b>Faculty Positions<sup>2</sup></b>						
- Assistant Professor	6	yes	no	yes	yes	recognizable
- Assistant Research Professor	6	yes	yes	yes	yes	recognizable
- Associate Professor/Professor of the Practice	varies	yes	no	yes	yes	unique
- Associate Research Professor	varies	yes	yes	yes	yes	unique
- Professor/Research Prof/Prof of Practice	NA	NA	NA	NA	NA	NA
- Professor Emeritus	retirement	NA	NA	NA	NA	NA
<b>Special Faculty Positions</b>						
- Lecturer	0	no	no	yes	no	no
- Senior Lecturer	NA	NA	NA	NA	NA	NA
- Visiting Prof. (any rank)	NA	NA	NA	NA	NA	NA
- Adjunct Prof. (any rank)	NA	NA	NA	NA	NA	NA
<b>Program Positions</b>						
- Program Analyst	varies	no	no	no	no	no
- Program Associate	varies	no	yes	no	no	no
- Senior Program Associate	varies	yes	yes	no	no	no
<b>Fellow</b>						
- Fellow	3	yes	PI	no	no	recognizable
- Senior Fellow	varies	yes	PI	no	no	unique
- Distinguished Fellow	NA	NA	NA	NA	NA	NA
<b>Research</b>						
- Research Analyst	varies	no	no	no	no	no
- Research Associate	3-5	yes	no	no	no	no
- Senior Research Associate	3-5	yes	PI	no	no	recognizable

<sup>1</sup> Assumes met criteria for initial appointment. Entries for each position describe criteria for promotion from this level to the next level.

<sup>2</sup> Years in position can vary in light of strengths in other criteria and/or acquisition of terminal degree while in the position.

<sup>2</sup> Includes both tenure/tenure track faculty and contract faculty.

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<b>Social Scientist Positions</b>						
- Social Scientist	6	yes	yes	no	no	yes
- Senior Scientist or Senior Social Scientist	varies	yes	yes	no	no	yes
- Distinguished Scientist	NA	NA	NA	NA	NA	NA