POSITION RIGHTS, OBLIGATIONS AND GUIDELINES FOR HIRING AND PROMOTION

Original: July 31, 2003
Revised February 1, 2013

POSITION RIGHTS

	Advisor to masters & Ph.D. students	Serve on masters projects	Member of Ph.D. committee[1]	Chair Ph.D. committe[1]	PI or Co-PI	Teach	Vote at Heller Faculty Meetings
Faculty Positions[2]							
- 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
Special Faculty Positions							
- 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
Research/Program Positions							
- Research/Program Analyst	no	no[3]	no	no	no	no	no
- Research/Program Associate	no	no[4]	no	no	yes[3]	no	no
- Senior Research/Senior Program Associate	no	yes	yes	no	yes[4]	no	no
Fellow and Social Scientist Positions							
- 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

[1] Assumes terminal degree for the discipline and other qualifications to be Chair.

[2] Includes both tenure/tenure track faculty and contract faculty.

[3] Yes if they have a Masters degree or adequate experience.

[4] With permission of the Center Director, and with the supervision of a senior researcher.

The Heller School for Social Policy and Management
Brandeis University

POSITION OBLIGATIONS[5]								
	Advisor to masters & Ph.D. students	Serve on masters projects	Serve on Ph.D. committee[1]	Chair Ph.D. committee[1]	PI or Co-PI	Teach	Publish	Vote at Heller Faculty Meetings
Faculty Positions[2]								
- 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
Special Faculty Positions								
- 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
Research/Program Positions								
- 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
Fellow and Social Scientist Positions								
- 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

[5] "Obligations" are to be interpreted generally and may be further specified in appointment letters. For example, while there is a general obligation for Professors to serve on PhD committees, there is no obligation to say yes to all requests to do so.

The Heller School for Social Policy and Management
Brandeis University

RELATIONSHIP TO THE UNIVERSITY					
Positions	Years Length of Contract (Min.)	Sabbatical/Paid Leave	Tuition Benefits[6]	TIAA/ CREF[7]	Vote at University Faculty Meetings
Faculty Positions[2]					
- Assistant Professor/Research Prof	2/3	no	full	yes	yes
- Associate Professor/Research Prof/Prof of Practice	2 years[8]	yes[9]	full	yes	yes
- Professor/Research Prof/Prof of Practice	3 years	yes	full	yes	yes
- Professor Emeritus	0	no	no	no	no
Special Faculty Positions					
- Lecturer	1	no	no	yes	yes[10]
- Senior Lecturer	1	no	no	yes	yes[10]
- Visiting Prof. (any rank)	1	no	no	yes	no
- Adjunct Prof. (any rank)	varies	no	no	yes	no
Research/Program Positions					
- 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
Fellow and Social Scientist Positions					
- Fellow/Social Scientist	2	no	some	yes	no
- Senior Fellow/Senior Scientist or Senior Social Scientist	2	no	some	yes	no
- Distinguished Fellow/Distinguished Scientist	3	no	some	yes	no

[6] As described in staff handbook for exempt employees.
[7] 26 years of age / 1 year vesting
[8] Years of contract do not pertain for faculty with tenure.
[9] Center Directors must participate in planning both the timing and proposed activities during a sabbatical leave for Contract Faculty and Fellows/Scientists.
[10] After two semesters of teaching.

The Heller School for Social Policy and Management
Brandeis University

MINIMUM QUALIFICATIONS FOR INITIAL APPOINTMENT						
	Degree	Years Experience Related to the Position[11]	Publications	PI or Co-PI	Professional Reputation	Teaching Experience
Faculty Positions[2]						
- 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.[12]	10	yes	no	yes	yes
- Professor Emeritus	NA	NA	NA	NA	NA	NA
Special Faculty Positions						
- 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
Program Positions						
- 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
Fellow Positions[13]						
- 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.[4]	10+	yes	yes	yes	no
Research						
- 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

[11] Years experience since terminal degree (generally)

[12] Or terminal degree for the discipline.

[13] Fellows could be appointed with a BA and extensive experience. The required years of experience can vary based on the candidate's graduate degree.

Social Scientist Positions						
- 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

The Heller School for Social Policy and Management
Brandeis University

GUIDELINES FOR PROMOTIONS[1]						
	Years in Current Position[2]	Publications	Grantsmanship	Teaching Experience	Committee Experience	National Reputation
Faculty Positions[2]						
- 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
Special Faculty Positions						
- 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
Program Positions						
- 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
Fellow						
- Fellow	3	yes	PI	no	no	recognizable
- Senior Fellow	varies	yes	PI	no	no	unique
- Distinguished Fellow	NA	NA	NA	NA	NA	NA
Research						
- 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

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

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

[2] Includes both tenure/tenure track faculty and contract faculty.

The Heller School for Social Policy and Management
Brandeis University

Social Scientist Positions						
- 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