Procedures to be Followed in Considering a Researcher 6 Promotion to Researcher 7 in the Department of Chemistry

(as approved by the faculty of Chemistry on 12/11/01; links and job titles updated 2017)

Those Researcher 6 staff members who have made significant contributions to research and are involved in graduate student and/or postdoctoral associate instruction and advising may be recommended for promotion to Researcher 7. The expectation is that such individuals will have made significant research contributions at an advanced level that have lead to a recognition beyond the University and have been evaluated by well-recognized chemists.

The promotion dossier should include:

(a) letters of recommendation from the faculty supervisor and at least one other faculty member,

(b) at least two outside letters of recommendation, evaluating the professional contributions of the individual, and

(c) a full curriculum vitae with publication list.

The dossier will be forwarded to the Department Head for evaluation, and the Department Head (possibly with consultation with selected faculty or faculty committees) will decide the matter. The criteria to be used follow closely from the appropriate section of the College of Science & Engineering "Guidelines on the Criteria for Promotion and Tenure" (https://cse.umn.edu/r/guidelines-on-the-criteria-for-promotion-and-tenure/) with a few differences:

The quality of a candidate's research and the impact of the work within the candidate's professional discipline are the primary criteria by which professional distinction in research is established.

While it is recognized that "teaching" is not a central part of the professional activities of a Researcher 6 or Researcher 7, contributions to teaching will be considered where applicable.

Examples of factors upon which an analysis of the research accomplishments of the candidate may be based include, but are not limited to, the following:

• written evaluations of the candidate's research activities and of the candidate's publications in reviewed research journals and research monographs. These evaluations are requested from persons who are generally recognized as leaders in the candidate's research area and/or the broad chemistry community. The candidate will be asked to suggest the names of reviewers to the appropriate faculty supervisor. The department should seek appraisals both from persons suggested by the candidate and from other recognized scholars.

• written evaluations of the candidate's publications in the form of abstracts, conference
preprints, conference proceedings, and other professional publications. These evaluations are an integral part of the documentation upon which the decision on the quality of the candidate's research is based, but they do not form the primary basis for that decision.

• participation in professional conferences, symposia, meetings, and special lectures, especially those for which participation was by invitation.

In evaluating the candidate's research contributions through the various avenues of publication and presentation, the objectives are to establish the work is of high quality, that it is a scholarly and creative contribution to the candidate's professional discipline, and that it is a measure of the candidate's potential to make continuing contributions in pure and/or applied research. Other qualifications that the candidate may have acquired, and that may be used to establish the candidate's research ability include, but are not limited to, the following examples:

• election to prestigious national! organizations that recognize excellence in a discipline.

• research awards and honors granted by professional societies, government agencies, and industry.

• external research funding from sources outside the University, only in as much as this is a measure of the research skill and competence of the candidate.

• patents, inventions, and other such developments of a significant scientific or engineering nature. publication of scholarly review articles and research monographs.

**NOTE**: *This document was originally created in 2001 for the purposes of promoting staff from the former job titles of “Research Associate” and “Senior Research Associate.” Those were retired in as part of a campus-wide job family study in 2014. References to Department Chair have been updated to the new title Department Head. The link above has been updated to reflect the new link to tenure policy in the College of Science & Engineering (formerly Institute of Technology)*