

Institute of Molecular Biology NTTF Review and Promotion Policies

1.0 Collective Bargaining Agreement Processes

Review and promotion procedures are specified in Article 19 of the Collective Bargaining Agreement. This document elaborates only on those components of review and promotion that are not prescribed in the CBA. When conducting contract and promotion reviews, the Institute of Molecular Biology will rely on Article 19 as a primary resource. These procedures also apply to all unrepresented faculty, unless a university-wide policy exists that contradicts the terms of this policy.

2.0 Annual (contract) review

- 2.1 All research faculty members in the Institute of Molecular Biology are reviewed annually, typically in the spring. During their first contract, career NTTF will be also be reviewed halfway through the contract period.
- 2.2 The Institute Director is responsible for setting timelines for annual reviews, and communicating deadlines to faculty and their supervisors.
- 2.3 Supervisors perform the annual evaluation. Where there is more than one supervisor, each will be responsible for their area of assignment.
- 2.4 The annual evaluation will is based upon the professional responsibilities as described in a faculty member's position description along with annual goals and major assignments during the year under review. Because the research faculty are funded by sponsored projects, evaluations should reflect the kind of activities that the faculty have been funded to do.
- 2.5 At the time of the annual evaluation, supervisors, with input from the faculty member, will set individual goals for the upcoming year. Progress towards these goals will be reviewed as part of the annual review for the subsequent year.
- 2.6 Review materials
 - 2.6.1 The Institute Director or designee is responsible for developing and maintaining evaluation forms.
 - 2.6.2 In preparation for an annual review, the faculty member will provide their supervisor with a complete updated CV and a report on activities and accomplishments that reflects progress towards goals set a year prior.
 - 2.6.3 For each faculty member being reviewed, the supervisor will provide the Institute Director with: a current job description, all of the documents provided by the faculty member, and a completed, signed evaluation, using the form provided.
 - 2.6.4 The supervisor and the faculty member should sign the supervisor's evaluation. The faculty member's signature acknowledges receipt of the evaluation; it does not indicate agreement with the evaluation. Faculty may also provide a response or addendum to the evaluation.
 - 2.6.5 Documents provided by the faculty member and their supervisor will be placed in the faculty member's personnel file.

3.0 Promotion review

3.1 Timeline

- 3.1.1 As required by the CBA, a faculty member must notify the director of their desire to seek promotion in the year prior to seeking promotion. This should typically be done as part of the annual review process, but may occur as late as June 30.
- 3.1.2 The Institute Director is responsible for developing and communicating unit deadlines to promotion candidates and their supervisors well in advance of deadlines. The exact timeline may vary from year to year depending on the number of candidates being considered for promotion.
- 3.1.3 Complete dossiers must be submitted to the Office of Vice President of Research and Innovation by March 1, unless notified by OVPRI of a different deadline.

3.2 Review committee

- 3.2.1 In years where there are research NTTF promotion reviews in the Institute of Molecular Biology, the Institute Director appoints a promotion review committee as well as a review committee chair.
- 3.2.2 The committee will be made up of 3-5 TTF and career NTTF members who have a rank equivalent or higher to the aspirational rank of the candidate. This committee should include at least one research NTTF member of the appropriate rank, if such a faculty member is available. Prior to appointing a funding continent faculty NTTF, the director will confirm that their funding permits participation in this committee.
- 3.2.3 The review committee will not include the candidate's immediate supervisor or the Institute Director.
- 3.2.4 In the event that there are not enough members of the Institute of Molecular Biology at the appropriate rank to make up a committee, the Institute Director should appoint faculty members from other units.
- 3.2.5 The committee is responsible for reviewing the candidate's materials, voting, and making a written recommendation, including a formal vote, to the Institute Director. The Institute Director will include a voting summary in their evaluation letter.

3.3 Review materials

- 3.3.1 The candidate is required to prepare a **personal statement** (2-6 pages) that describes their scholarly accomplishments, agenda, and future plans during the term prior to promotion consideration. The candidate's personal statement should adequately and accurately describe their research program, indicating graduate and postdoctoral students co-supervised, research products, in addition to past, present, or future funding activity. It should also contain a discussion of service activities for the institute, the college, the university, the profession, and the community, as relevant given the candidate's job duties.

3.3.1.1 Other materials as applicable to a particular candidate

For consideration for promotion, a complete dossier is required, and should include, as applicable: (1) a signed and dated current curriculum vitae; (2) a signed and dated candidate's statement; (3) a list of graduate students and postdoctoral research associates co-supervised; (4) copies of research publications, and other professional works; (5) a list of invited lectures at international research conferences and symposiums; (6) a list of past, present and future funding activity; (7) a list of service to the institute and the university. It is possible to update the dossier with supplemental material such as news about submitted manuscripts, awards, etc., but is the candidate's responsibility to bring these materials to the Institute Director, who then forwards them to the OVPRI.

3.4 External and internal reviews

- 3.4.1 Review for promotion to senior research assistant I and senior research assistant II will generally include only internal reviews, unless the candidate has job duties that are to create an external impact.
- 3.4.2 Candidates for promotion to research associate I and research associate II will be determined on a case by case basis.
- 3.4.3 Promotions to research associate professor and research full professor will have external reviews, but may also include internal reviews.
- 3.4.4 Prior to embarking on obtaining reviews, the committee chair will discuss with the OVPRI the candidate and their job duties, and propose a plan regarding the

- time and quantity of reviews, and obtain agreement from the Office about the type and quantity of reviews.
- 3.4.5 The review committee chair manages the process of obtaining supervisor's evaluation, and internal and external reviews.
- 3.5 Criteria for promotion
- 3.5.1 The Institute of Molecular Biology relies on the following primary indicators to evaluate faculty performance: (a) quality of work; (b) effectiveness or impact of effort; and (c) contribution to the institute, the college, university, and local, state, and national community.
- 3.5.2 Promotion is not an automatic process, awarded for having put in time, but rather awarded for excellence.
- 3.5.3 Promotion criteria may be customized for particular positions. Position-specific criteria will be based on the most important core professional responsibilities as described in a faculty member's position description and accommodate a wide range of research and evaluation methods, scholarly approaches, and technical contributions to diverse disciplinary outlets. Because research faculty are funded by sponsored projects, these evaluations will also reflect the kind of activities that they have been funded to do.
- 3.5.4 All faculty are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of research, teaching, and service activities as appropriate, given the candidate's job duties. Candidate's statement should describe opportunities they have had to contribute to the University's goals of equity and inclusion.
- 3.5.5 Criteria for Promotion
These guidelines provide a specific institute context within the general university framework for promotion of NTTF. The guidelines that apply to the candidate's promotion file are generally those in force at the time of hire or at the time of the most recent promotion.
- 3.5.6 Criteria for promotion to senior research assistant and senior research assistant II
- 3.5.6.1 The criteria and standards for promotion of senior research assistant and senior research assistant II will depend on the job description of the particular candidate.
- 3.5.7 Criteria for promotion to senior research associate and senior research associate II
- 3.5.7.1 The criteria and standards for promotion of senior research associate and senior research associate II will depend on the job description of the particular candidate.
- 3.5.8 Criteria for promotion to research associate professor and research professor
- 3.5.8.1 Generally, the criteria for promotion in this classification are comparable to criteria for tenure-track faculty, including national and international impact of their scholarship.
- 3.5.8.2 The criteria and standards for promotion of research associate professor and research associate professor II will depend on the job description of the particular candidate.