PTAC Guidelines for Appointment to a Non-Tenure Track Assistant Professor/Research Position in the Department of Cellular and Structural Biology

As outlined in Chapter 3 of the Handbook of Operating procedures, the Department must establish and document that an applicant for appointment to the position of Assistant Professor/Research has achieved the appropriate level of sustained research accomplishments for this faculty title. The Promotions, Tenure, and Appointments Committee (PTAC) of the Department of Cellular and Structural Biology has adopted the following criteria for establishing the eligibility of an applicant for appointment as an Assistant Professor/Research in the Department.

1. The applicant should be currently working in the laboratory of a mentor who is an established investigator, i.e., one with his/her own independent research publications and funding similar to an R01 grant from a federal, state, or private agency.

2. The applicant should have documented evidence of sustained research accomplishments. It is expected that he/she will have a record of first-author publications in peer-reviewed journals.

3. Although extramural support is not required for promotion to Assistant Professor/Research, it is expected that the candidate will have already started actively pursuing funding for his/her independent research program or have clear plans for applying for extramural support.

4. A mechanism of salary support, other than department funds, must be available.

5. The applicant should be someone who, in the next few years, would be expected to have acquired the requisite expertise in his/her research area to be considered eligible for a tenure track appointment in the Department.

The process for seeking appointment to the level of Assistant Professor/Research in the Department of Cellular and Structural Biology.

1. The mentor should contact the Chair of the Department and discuss the possibility of promotion for the candidate and the financial and space arrangements that necessarily follow such an appointment. If an agreement is reached, the Chair will indicate to the mentor that the following steps should be followed:

2. The applicant will submit the following documents to the Chair of the Department and the Chair of the Departmental PTAC:
   i) a complete and current curriculum vitae (CV).
   ii) a list of grant applications submitted within the past 5 years (a template is attached).
   iii) a letter from the candidate requesting consideration for promotion and detailing how he/she contributes (or will contribute) to the departmental missions; it is presumed that the candidate’s primary service to the department will be in research.
   iv) a letter of recommendation from the mentor that evaluates the research accomplishments and capabilities of the candidate, justifies promotion to the level of Research Assistant Professor, and confirms his/her commitment to the candidate.

3. The applicant will present a CSB departmental seminar on research that he/she has undertaken.

4. The CSB PTAC will evaluate the candidate based on his/her seminar and submitted documentation to assess whether he/she meets the criteria for appointment to the Assistant Professor/Research position and the PTAC will forward its recommendation to the Chair of the department.

5. The Departmental Chair will review the PTAC’s recommendation and the qualifications of the candidate. He/she will then decide whether the Department should request that the applicant be appointed to the faculty at the rank of Assistant Professor/Research.

Guidelines approved at the CSB Faculty Meeting held on 21 June 2012