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

As outlined in Chapter 3 of the Handbook of Operating procedures, the title of Instructor can be used to recognize an entry level faculty member whose primary contribution to the department is research. The Promotions, Tenure, and Appointments Committee (PTAC) of the Department of Cellular and Structural Biology must document that the applicant for this position is ready for the transition from trainee to faculty appointment. The following criteria have been established for use in determining the eligibility of an applicant for appointment as an Instructor/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 research accomplishments, typically deriving from his/her graduate and postdoctoral research. It is expected that he/she will have a record of first-author publications in peer-reviewed journals.

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

The process for seeking appointment to the level of Instructor/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 Chair of the Departmental PTAC:
   i) a complete and current curriculum vitae (CV).
   ii) a letter of recommendation from the mentor that evaluates the research accomplishments and capabilities of the candidate, provides a justification for promotion to the level of Instructor, and confirms his/her commitment to the candidate.

3. The CSB PTAC will evaluate the candidate based on submitted documentation to assess whether he/she meets the criteria for appointment as an Instructor and will forward its recommendation to the Chair of the department.

4. 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 Instructor/Research.

Approved at CSB Faculty Meeting held on 28 March 2011