

## **Advanced Structures and Composites Center**

### **Criteria for the Evaluation and Promotion of Research Faculty Members**

Research faculty members in the Advanced Structures and Composites Center at the University of Maine are expected to conduct externally funded research and may with the Director's and related university approvals participate in teaching, graduate advising, and public service. Research faculty members may have a Joint Appointment with an appropriate academic department or other research center or institute, in which case they would require evaluation by a Joint Peer Review Committee with membership from both the Advanced Structures and Composites Center and the academic department or other research center or institute. The Director of the Advanced Structures and Composites Center and the Chair of the academic department or the Director of the other research center or institute will appoint the members of a joint peer review committee to evaluate the research faculty member performance. The joint peer review committee will be formed by a proportionate number of tenured faculty members representing the Advanced Structures and Composites Center and the academic department or the other research center or institute. The annual research faculty evaluation will be conducted within the framework of the Advanced Structures and Composites Center criteria and the academic department's criteria or research center or institute's criteria for faculty evaluations. The Research Faculty contributions to the mission of the Center and service to the discipline, the University, and the public are encouraged and may be requested from time to time as a condition of appointment. Research faculty members who participate in approved teaching, graduate advising, and service will have such activities considered in their evaluation.

#### **Research**

Advanced Structures and Composites Center research faculty members are expected to participate in original, externally funded research that may include federal and state funding or industrial contracts. Documentation of the research will be through publication in refereed journals and in other scholarly vehicles such as books, book chapters, technical reports and published symposium contributions, as well as presentations at professional conferences. For purposes of evaluation, these categories should be clearly distinguished on the curriculum vitae and other documentation. Quality of sustained scholarship will be the primary measure for promotion. Evaluation of research by peers in the same discipline from outside the University of Maine will be a factor. Advanced Structures and Composites Center research faculty members will be expected to seek and obtain levels of external funding appropriate for support of their research. Funding level, per se, will be considered as a primary criterion for evaluation.

#### **Teaching**

The Advanced Structures and Composites Center encourages research faculty members to participate in teaching and student advising as appropriate. Discussion with and approval by the Director is required to ensure that these activities complement the Center's goals as closely as possible. Instruction in the classroom, laboratory, and field are all appropriate teaching activities, as are participation on graduate committees and direction of graduate research.

#### **Service**

The Advanced Structures and Composites Center encourages research faculty members to participate in service to the Center, the University, their discipline, and the public. Discussion with the Director is required to ensure that these activities are as complementary as possible to Center goals. The Director may request research faculty members to provide specific service to the Center to ensure they are well represented in the goals of the Center.

### **Annual Evaluations, Promotion**

The criteria listed above will apply in evaluation of all Advanced Structures and Composites Center research faculty members for decisions concerning reappointment and promotion. Each research faculty member will be reviewed annually for reappointment until achieving just-cause protection status. Research faculty members must have spent at least six years in the Center to be eligible for promotion to a higher rank. If, when appointing new research faculty members in the future, the Advanced Structures and Composites Center should wish to set special requirements or grant exceptions from any of these expectations, such modification must be voted on by the Center faculty and Management Team members as a whole prior to the appointment, and the terms must be specified in writing. Evaluation and promotion will follow University of Maine regulations and schedules. Any special requirements or exceptions to the Promotion and Tenure guidelines that the Center may vote to recommend at the time of hiring must be approved by the Vice President for Research and Dean of the Graduate School (VPRDGS), and the Executive Vice President for Academic Affairs (EVPAA) and Provost.

### **Criteria for Ranks**

#### **A. Assistant Research Professor**

An Assistant Research Professor should normally hold the doctoral degree in the appropriate field or possess equivalent experience as a professional.

To be recommended for second-year reappointment, the faculty member must provide evidence of:

- a. Research publication and professional activity
- b. Public, Professional, and University service.

To be recommended for reappointment in the third through sixth years, the faculty member must provide evidence of:

- a. the requisite professional experience to be considered for this rank;
- b. active research and professional activity and that the faculty member's work has begun to achieve recognition at the state, regional, national, or international level;
- c. an established record of public, university, and professional service;
- d. secure external funding support of their research activities.

#### **B. Associate Research Professor**

To be recommended for promotion to Associate Research Professor, the faculty member must provide evidence of:

- a. demonstrated ability as a scholar through significant research publication in the five years preceding consideration for this rank (peer-reviewed publications are expected as part of one's overall research productivity). Such activity must be supported by substantial recognition from either scholars or professionals such that the faculty member is seen as obtaining recognition over time for work completed;
- b. a record of university and professional service appropriate to the faculty member's role. As part of this role, it is expected that the faculty member will have indicated willingness and ability to participate in Center and University governance, to be active in appropriate state, regional and/or national associations, and to maintain professional relationships with colleagues in the Center, the University, and beyond;
- c. demonstrated ability to secure external funding support of their research and outreach.

### **C. Research Professor**

To be recommended for promotion to Research Professor, the faculty member must demonstrate high-quality research and service as detailed in the requirements for Assistant and Associate Professor.

In particular, the faculty member must demonstrate:

- a. continuing commitment to scholarly or professional activities since the last promotion;
- b. a leadership role within the University or Profession as part of an overall response to public, university, and professional service;
- c. continuing commitment to secure external funding.

The establishment of a national, or international reputation as a scholar (and as appropriate, a practicing professional) is of primary importance in considering promotion to this level.

### **Sustained Performance**

All research faculty members of the Advanced Structures and Composites Center are expected to maintain productivity in research and other approved activities consistent with or exceeding the standards applied at their most recent promotion.

### **Steps to appoint Advanced Structures and Composites Center staff to Assistant/Associate Research Professor**

Below is the description and steps to take to appoint a staff member as a Research Assistant Professor in the Advanced Structures and Composites Center. For newly hired Research Faculty members, these steps should be initiated after the final candidate has been selected and accepted. The workforce coordinator will initiate and complete this process.

**Research Professors** are non-tenure track appointments that are at least partially soft -funded. Research appointments are subject to an MOU and reviewed and approved by center or institute Director(s), Chair(s) if applicable, Dean(s) if applicable, the VPRDGS and the EVPAA and Provost.

#### **Steps to Appoint**

1. HR Requisition Approval and Search Completion
2. Identify academic department or other research center or institute
3. Develop MOU with the ASCC and the academic department or other research center or institute. Draft may be sent to the VPRDGS office for review prior to sending signed document.
4. MOU approved and signed by:
  1. Center Director
  2. Academic Home Dean and Chair or research center or institute Director
  3. Research Professor
  4. VPRDGS
  5. EVPAA and Provost
5. Send signed MOU and CV to VPRDGS office with request for appointment
6. On approval, the fully signed MOU will be distributed to all signatories and HR

#### **Items to Include in the MOU**

- Rationale for the appointment
- Teaching - Research split in responsibilities and salary (specify if this includes a teaching release)
- Specify specific responsibilities at Center and Academic Home
- Specify duration of the appointment (including evaluation schedule)
- Specify the makeup of the review committee for evaluation
- Specify the criteria for evaluation
- Statement of MOU modification, for example ... Modifications to this MOU can be made at any time by the request of any and mutual consent of all signatories (list titles).
- MOU must list the date of the agreement

Memorandum of Understanding  
between  
**The Advanced Structures and Composites Center**  
and  
**Faculty Name**  
Effective Date: **Date**

This Memorandum of Understanding (MOU) establishes the terms and conditions associated with the **Research Assistant/Associate Professor** position of **Faculty Name** in the **Advanced Structures and Composites Center**, with an academic home in **UMaine Unit**.

**Purpose for Appointment**

Describe the reason for the appointment, such as submitting proposals, collaborating on a project, mentoring students, etc.

**Rationale for Appointment**

Describe the reason that the faculty member should be appointed, such as knowledge, skills, and experience.

**Responsibilities**

Describe the responsibilities at the center or institute of the faculty member.

- Work closely with the center/institute director to develop and pursue a mutually agreeable plan for research and other expected activities
- Lead research projects and publish research papers closely aligned with and supportive of the center/institute vision, mission, and goals.
- Increase awareness and recognition of the center/institute vision, mission, and value to society
- Participate in the center/institute meetings, events, and graduate student defenses
- Recruit and mentor undergraduate students to participate in research experiences and pursue funding opportunities to support student-training activities
- Foster collaborative research activities with other center/institute members and its external collaborators to promote synergistic and complementary research
- Lead and/or participate in developing collaborative activities in strategic areas identified by the university
- Participate in the center/institute outreach and education programs
- Serve as the major advisor for PhD and/or MS students
- Obtain external support through individual and multi-investigator grant proposals that create collaborative opportunities for faculty and students and maintain an externally funded research program supportive of students, staff time, use of facilities, and materials/supplies necessary to carry out the research
- Faculty must identify themselves as faculty of both their academic unit and the research center or institute in their professional capacity.

**Resources**

Describe the resources that will be made available to the faculty member by the center or institute.

**Duration and Appointment Criteria**

Note the appointment term of the faculty member and reappointment criteria.

Memorandum of Understanding  
between  
**The Advanced Structures and Composites Center**  
and  
**Faculty Name**  
Effective Date: **Date**

Modifications to this MOU can be made at any time by the request of any and mutual consent of the signatories below.

<b>Faculty Appointee</b>	<b>Date</b>
<b>Director, Research Center or Institute</b>	<b>Date</b>
<b>Director/Chair, UMaine Academic Unit</b>	<b>Date</b>
<b>Peer Committee, UMaine Academic Unit</b>	<b>Date</b>
<b>Dean, UMaine Academic Unit</b>	<b>Date</b>
<b>Vice President for Research and Dean of the Graduate School</b>	<b>Date</b>
<b>Executive Vice President for Academic Affairs and Provost</b>	<b>Date</b>

If faculty is requesting credit for "just cause"

<b>AFUM Union Representative</b>	<b>Date</b>
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CC: HR