

ACADEMIC PROFESSIONALS: RESEARCH SCIENTISTS
APPENDIX C TO
UW REGULATION 2-4

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APPENDIX C TO UW REGULATION 2-4
RESEARCH SCIENTISTS

I. DEFINITION AND DESCRIPTION

Research Scientists are academic professionals whose primary responsibilities are to conduct and support research. UW Regulation 2-7 describes the activities that fall into this set of responsibilities for faculty; the same definition of research applies to Academic Professionals.

A Research Scientist typically works under the direction of a faculty supervisor.

II. EXTENDED-TERM-TRACK APPOINTMENTS

Extended-term-track Research Scientists include Research Scientists who are on probationary appointments as well as those who are on extended-term appointments.

A. Portfolios

A portfolio, developed by the Research Scientist and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended-term renewal, or promotion. The portfolio should contain at least the following information:

1. Information concerning the initial appointment, including the letter of offer for the position.
2. A summary of all previous reappointment decisions.
3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.

4. Documentation of recommendations at all levels, including the supervisor's recommendation, recommendations of faculty and other extended-term-track Research Scientists in the department, and recommendations of any appropriate department head, tenure and promotion committee, and dean.
5. The candidate's complete curriculum vitae.
6. A brief narrative summary of the candidate's accomplishments, including refereed and nonrefereed publications, original contributions to knowledge, patents, grants and grant proposals, contributions to the support of research, and other forms of professional recognition.
7. Wherever appropriate to the job description, documentation concerning the candidate's teaching effectiveness, service activities, student advising (including advising of graduate students and Postdoctoral Associates), supervisory performance, and any other elements of the job description.
8. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 2-7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.

B. Reviews During the Probationary Period

Faculty Supervisor and Peers. Based on the record in the portfolio and his or her experience, the faculty supervisor shall make the initial recommendation for reappointment or dismissal. The faculty and extended-term-track Research Scientists in the department shall review the portfolio and submit recommendations to the department head.

Department Head. The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.

College Tenure and Promotion Committee. The dean may seek recommendations from the college tenure and promotion committee, augmented by a set of extended-term Academic Professionals.

College Dean. The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.

Academic Affairs. The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by a set of extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.

C. Reviews for Extended-Term Renewal or for Promotion.

Reviews for extended-term renewal or for promotion of Research Scientists shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in II.A

D. Ranks

There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, and Senior Research Scientist. Normally, an extended-term-track Research Scientist should have at least 4 years of research experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.

Assistant Research Scientist. In general, the qualifications for Assistant Research Scientist include a Master's degree or equivalent experience in an appropriate field, together with convincing promise for significant contributions to the University's mission in research and scholarship.

Associate Research Scientist. The Associate Research Scientist will normally have at least a Master's degree or its equivalent. Associate Research Scientists must also have a record of demonstrated, significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise. The following list contains examples of such support; the list is not exhaustive.

1. Demonstrated development of expertise at the state of the art, consistent with the job description.
2. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.
3. Evidence of effective mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

Senior Research Scientist. The Senior Research Scientist will normally have a Ph.D. or an equivalent terminal degree, although Associate Research Scientists who have a Master's

degree may be eligible for this rank if they have comparable accomplishments in research and scholarship. Senior Research Scientists must also have a sustained record of scholarly initiative and recognized contributions to their fields. The following list contains some possible elements of such a record; the list is not exhaustive.

1. Demonstrated proficiency in the management of a research laboratory or related facility.
2. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise.
3. Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts.
4. Significant contributions to national or international scientific meetings.
5. Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

E. Job Descriptions

The elements of the job description that are appropriate for Research Scientists are teaching, research, service, administration, and, in some cases, extension. As a general guideline, if the teaching element of the job description exceeds an average of eight credits per academic year, another category of Academic Professional may be more appropriate.

F. Governance

Extended-term-track Research Scientists shall have representation in the Faculty Senate, to be determined by regulations governing that body.

Source:

Revisions adopted 3/23/2012 Board of Trustees meeting

Renumbered 7/1/2018: previously Appendix C to UW Regulation 5-408, now Appendix C to UW Regulation 2-4