Research Faculty

Recruitment

1. Per UT policy, openings for all research faculty positions must be posted for recruitment on the UT website and all suitable candidates must be considered.
2. Once a candidate is identified, the recruitment package (complete CV, 3 letters of reference, research summary) is provided via secure website to the department faculty. [Note: Candidates must have credentials commensurate with recruitment to a tenured/tenure-track (TTT) position of the same rank.]
3. The hire must be approved by a vote of the TTT faculty.
4. Upon department approval, the candidate’s file is sent to the Dean’s Office for final approval. A formal offer cannot be extended until the hire has received final approval.

Offers

1. Per University policy, tenure is not associated with research faculty appointments. Appointment as a research faculty does not offer or imply future appointment to a TTT position.
2. The salary offered should not exceed the rate offered to recent TTT faculty hires of the same rank (lower salaries are acceptable).
3. Appointments shall be full-time and on a 12-month basis. Exceptions require approval of the Department Chair. Zero percent time appointments are not allowed.
4. The hiring faculty member must provide the funding for the candidate’s annual salary. At the time of hire or subsequent renewal, the hiring faculty member must have available funds for the duration of the appointment. Exceptions to either of these provisions require prior approval of the Department Chair.
5. If the candidate has their own external funding, they may pay a portion of their salary not to exceed 33% of the annual allocation.
6. Initial appointment will be for a maximum of 3 years, not to exceed the expiration date of the funding from which the candidate will be paid. Renewals are allowed and will be based on programmatic need, availability of funding, and progress towards research goals. Renewal is at the discretion of the hiring faculty member in consultation with the Department Chair.
7. Initial offer and renewal letters must be signed by the hiring faculty member and the Department Chair.
8. The offer letter will include a copy of this policy document.
9. Per University policy, background checks and degree verifications must be completed.
10. Any space provided to the new-hire must be within the footprint of the hiring faculty member’s currently assigned space.

Reviews, Termination, and Promotion

1. Per University policy, research faculty must submit annual reports to the Department Chair on the schedule prescribed by the University.
2. Supervising faculty are to conduct annual performance evaluations.
   a. Evaluations should be similar in nature to the evaluations for TTT faculty, addressing teaching and service when applicable. Areas such as adherence to safety protocols and university policies should also be considered.
   b. A copy of the evaluation is to be sent to the Department Chair.
   c. For research faculty who are performing below expectations, a written development plan must be prepared and presented to the employee.
3. Termination prior to the scheduled appointment end date for either poor performance or lack of funding must be coordinated through the Department Chair.
4. Promotions will be evaluated by the policy and procedures set forth by department, college, and university policy governing TTT promotions. The exception being that there is no probationary period or “up or out” year for Research Assistant Professors.

General

1. Research faculty will be added to the NTT faculty list serve and the NTT faculty section on the department website.
2. Voting privileges are granted under the department NTT faculty policy. [Voting rights for NTT faculty are currently being clarified with the Provost’s Office]
3. Per University policy, research faculty are given automatic PI status.
4. Per University policy, research faculty are eligible for membership on the department Graduate Studies Committee (GSC). Membership requires approval of the GSC.
5. Research faculty may be instructors of record for organized courses. Approval to teach a course comes from the NTT Faculty Committee. Teaching performance will be assessed by the NTT Faculty Committee.
6. Hiring of staff, including postdocs, on funds belonging to research faculty requires approval of the Department Chair. Any staff hired report to, and are the responsibility of the research faculty and the supervising faculty member.
7. In the absence of an active adjunct appointment, at the end of the supervising faculty member’s appointment at the University, the appointment for any research faculty belonging to their group will end by no later than August 31 of that same year or when available funding is exhausted, whichever occurs first.
8. In the event of laboratory accidents which are caused research faculty, the supervising faculty member is solely responsible for costs to repair damage.