

Guidelines for Appointing and Reappointing Research Professorial Faculty

This document discusses the process through which research professorial faculty are appointed and reappointed in the College of Agriculture and Life Sciences. Reappointments will be reviewed by the senior associate dean every 3 years for assistant research professors or every 5 years for associate and full research professors.

Appointments/reappointment should be based on a full and realistic appraisal of consistently demonstrated competence of the individual and an evaluation of his or her capability and prospects in respect to the position description. Questions to consider include:

- 1. Does the performance of the individual meet requirements of the position?*
- 2. What is the standing of the individual in his or her discipline and research program area as viewed by other Cornell faculty and colleagues outside Cornell?*
- 3. What does the evidence reveal about the performance of the candidate since the initial and/or last appointment?*
- 4. What does the evidence reveal about the promise of the candidate over the reappointment period proposed?*

The unit chair/director should prepare a dossier to include the following materials:

From the Unit

1. Letter from chair or director of primary unit to the senior associate dean in consideration of the questions above, including:
 - evaluation of candidate's research program and performance,
 - indication of support from department or faculty sponsor,
2. Faculty evaluation of research - The chair/director should solicit a statement from a faculty member evaluating the direction and accomplishment of the candidate's research program, including assessment of the research program's relationship to the department/unit's mission.
3. Letter of endorsement from chair/director of any secondary department to which candidate has responsibility or from which candidate receives funding.
4. *(Not required for initial appointments)* Documentation of annual performance reviews. Lack of documentation of annual reviews can negatively impact consideration for reappointment. Any absent evaluations must be explained.
5. Draft letter of notification of reappointment & updated job description for the incumbent.
6. *(Upon initial appointment for those hired without a national search and for research professors in all ranks at every other reappointment – i.e., every 6 years for assistants and every 10 years for associates/full):*
Evaluation by peers to include:
 - 4-6 letters or emails evaluating the candidate based on the criteria above from peers or appropriate leaders in a related discipline at Cornell and from outside sources at the local, state or national levels. At least three letters must be external to Cornell.

- A copy of the solicitation letter should be included.

From the Candidate

1. Updated curriculum vita.
2. A research statement from the candidate that includes:
 - Goals/accomplishments for previous appointment period
 - Goals/for upcoming appointment period
 - Funding applied for as well as received to support program
3. *(Not required for initial appointments)* If the candidate has advisees, include an evaluation of advising:
 - List of all advisees with expected degrees and degree dates
 - 3-5 letters (if possible) from a representative sample of students, selected by and solicited by the department.
 - A copy of the solicitation letter and an indication of advisees contacted should be included.
4. *(Not required for initial appointments)* If appropriate (i.e., if teaching has been approved by the dean and completed by the candidate), include an evaluation of teaching:
 - List courses taught; include course outlines, years offered and enrollments per offering.
 - For team-taught courses, include a statement of specific involvement by the candidate.
 - Student evaluations should be summarized in a table, including statement of changes made or planned.

Review/Communication

1. The primary chair or director will review the materials with faculty (at or above the rank of the candidate) and:
 - A. submit the dossier to the senior associate dean if reappointment is recommended by the unit,
 - B. discuss the situation with the senior associate dean and associate dean of research if the unit recommendation is negative, prior to making any official notification to the dean or the dean or the candidate
2. College-level review of appointment and reappointment will include review and recommendation to the dean by an ad hoc committee. The dean and senior associate dean will review the unit's recommendation in conjunction with any other deans if/as appropriate for jointly administered units.
3. Notification of reappointment to the incumbent will be conveyed by a letter from the unit's chair or director.

We have reviewed the dossier and to the best of our understanding, met all the requirements in the guidelines. We understand that missing or incorrect items could result in possible delay of the promotional process.

Signature of Chair

Date

Signature of Preparer

Date