This document discusses the process through which Research Scientists are appointed in the College of Agriculture and Life Sciences. A dossier-based review must be conducted for initial appointment to this title. Through an exception approved by the department chair and the dean, the dossier-based review may be conducted during the first year, with continued appointment contingent on successful review. Appointment decisions will be made by the Office of the Dean, after review of the dossier and consideration of a recommendation by an ad hoc committee. Please submit the dossier electronically via Dropbox to Anne Marie Sheridan (ams53@cornell.edu) or Renee Hoffman (rmh6@cornell.edu) in the Office of the Senior Associate Deans at least two months in advance of the requested term date for the position.

Appointment 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?

To assemble the appointment dossier, the department chair should gather the following materials:

**From the Department**

1. Letter from Chair or Director of primary unit to the Senior Associate Dean including:
   - Chair’s/Director’s evaluation of candidate’s research program and performance.
   - Chair’s/Director’s indication of support from department. Note: if the dossier review is competed in advance of hire, only one faculty vote is needed, as the long as questions 1-4, above, are considered. If the dossier review is conducted post-hire, a new vote should be taken, including feedback on the candidate’s performance at Cornell.
   - Faculty evaluation of research - The Chair/Director should solicit a statement from a faculty member evaluating the direction and accomplishment of the research program, including assessment of the research program’s relationship to the department/unit’s mission.
   - Letter of endorsement from Chair/Director of any secondary department(s).
2. (If appointed previously at Cornell) Documentation of annual performance reviews. Lack of documentation of annual reviews can negatively impact consideration for reappointment. Any absent evaluations must be explained.
3. Draft letter of notification of appointment (or continued appointment) as well as the job description to the incumbent.
4. Peer letters:
   - Research: Four to six letters or emails (with authenticating strings) 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.
   - Teaching (if applicable): Four to six letters or emails (with authenticating strings) from students who have completed the candidate’s course(s) should be solicited by the department chair, based on names of students. Candidates may suggest to the department chair some names for the department chair to solicit. No more than 50% of letters may come from students suggested by the candidate. Other letters must come from students selected (and solicited) by the department chair. This section must contain a copy of the request letter, a list of students contacted, the method of student selection, and the rate of response.

**From the Candidate**

1. Updated curriculum vita.

2. **Research**
   - A statement from the candidate that includes the following:
     - Goals/Accomplishments for previous appointment period.
     - Goals for upcoming appointment period.
     - Funding applied for as well as received to support program.
3. **Teaching (if part of the Research Scientist’s responsibilities)**
   A statement from the candidate that includes the following:
   - Goals/Accomplishments for previous appointment period.
   - Goals for upcoming appointment period.
   - List of courses taught, including course outline, years offered and enrollments per offering. For team-taught courses, include a statement of specific involvement by the candidate.
   - Student evaluations
     - summarized in a table, not actual evaluations, including statement of changes made or planned

**Review/Communication**
The primary Chair or Director will review the materials with faculty and:
- **a)** If initial appointment (for dossier review completed pre-hire) or continued appointment (if dossier review completed within first year of hire) is recommended at the department level, submit them to the Senior Associate Dean.
- **b)** If appointment is not recommended at the department level, the Chair must discuss the situation with the Senior Associate Dean and Associate Dean of Research before any official notification is sent either to the Office of the Dean or the candidate.

The Office of the Dean will review the department’s recommendation in conjunction with any other Deans as appropriate for shared departments (e.g., cross-college appointments). Notification of approval will be sent to the department by the appropriate Senior Associate Dean; notice of initial appointment/continued appointment to the incumbent will be conveyed by a letter from the department Chair, as included in the dossier.