This document outlines the process through which Research Associates appointed in the College of Agriculture and Life Sciences may be considered for promotion. Such appointments are reviewed by the Senior Associate Dean and the Associate Dean and Director of the Cornell University Agricultural Experiment Station. Please submit materials for review in a PDF format using tabs/bookmarks in the navigation panel, labeled as is indicated below in parentheses, via Cornell Drop Box https://dropbox.cornell.edu/login for review at least two months in advance of the term date for the position to your Executive Dean’s/Senior Associate Dean’s Assistant.

The general university criteria for promotion are “excellence in performance of the responsibilities of the position and unusual promise for continued achievement.”

Normally, eligibility for promotion from Research Associate to Senior Research Associate is based on the completion of at least five years as Research Associate.

The promotion of a Research Associate to Senior rank assumes:

- The Research Associate has met the terms of his/her previous appointment at a consistently high level of performance
- The Research Associate has surpassed the original requirements for the position and currently functions as a Senior Research Associate
- The specifics of the individual’s work performance document activity at the Senior rank

Senior Research Associates must possess a demonstrated ability to conduct a substantively unique and independent program of research and to assume sole responsibility for conceptualizing, designing, initiating, and conducting a program of scientific research.

In assembling materials for consideration for promotion, the individual and the Chair of the Department should provide documentation that describes the duties and responsibilities of the individual’s position. It is particularly helpful to detail the specifics of the individual’s work performance that illustrate activity at the level required for Senior Research Associates.

Prior to submission to the Senior Associate Dean, each member of the department tenure-track and Senior Research faculty should review the documentation, and it should be discussed in a department meeting. After such a review, the faculty should vote to support or not support the request for promotion.
Materials needed:

From the Department:

1. The current position responsibilities, along with the initial position description for the individual and any subsequent changes. This is required to show the progression of the position and the changes to the requirements of the work performed by the individual (Current Position Responsibilities, Initial Position Description, and Subsequent Changes)
2. The proposed new position description (New Position Description).
3. A letter from the Department Chair to the Senior Associate Dean that includes (Chair’s Letter):
   • Evaluation of the candidate’s performance as a Research Associate
   • Evaluation of publications, presentations and the like
   • Date of meeting and results of faculty vote, giving reasons for support and for any objections, reservations, or abstentions
4. Documentation of annual performance reviews and/or annual reports. (Annual Performance Reviews).
5. Draft letter of notification of promotion.
6. Letters or e-mail (two to four) of evaluation of the individual from peers or appropriate leaders in a related discipline at Cornell, at least one of whom has not been closely associated with nor selected by the candidate and at least three letters from individuals outside of Cornell, including at least one of whom has not been closely associated with nor selected by the candidate. (Peer Letters)

From the Candidate:

1. Updated curriculum vita, including a list of publications. (CV)
2. One loan set of not more than three recent publications. (Publications with a sub-tab for each publication)
3. Documentation of a demonstrated ability to conduct a substantively unique and independent research program. (Research Program)
4. A statement (maximum of five pages) that includes the following:
   • Self-analysis of programs and future development plans for research. (Self-Analysis)
   • Description of constructive interaction with faculty, colleagues, organizations, agencies, industry groups and/or businesses. (Description of Constructive Interaction)
5. A list of grants since the last appointment. (Grants)

College Response

The College Administration will review the file and notify the department of the decision. Notification of promotion of the candidate will be conveyed by a letter from the Department Chair to the candidate.

If a negative decision is reached at the department level, it is essential that the Chair discuss the situation with the Senior Associate Dean before any official notification is sent either to the Dean or the candidate.