

**Promotion within Research Ranks**  
**Office of the Vice Provost for Research**  
**Indiana University**

The qualifications for each of the three research ranks are roughly equivalent to those set forth for members of the faculty in the area of research.

A three-rank system exists for those full-time researchers who hold a terminal degree and typically have postdoctoral experience (or its equivalent) and who are employed by the Office of the Vice Provost for Research and its centers, institutes, and museums primarily to conduct research and related activities. The three ranks are described below:

**Assistant Research Scientist**

A person at the rank of **Assistant Research Scientist** must have completed the terminal degree in his or her discipline and have demonstrated competence in various research activities such as participation on a research team; presenting at professional and scholarly meetings; writing grant proposals independently or as part of a team; preparing research reports; serving as expert consultant on design, implementation, or analysis of research projects). A person at this rank is fully capable of original, independent research work but may work under the direction of a senior faculty member or an Associate or Senior Research Scientist.

**Associate Research Scientist**

A person at the rank of **Associate Research Scientist** must have begun to establish a national reputation by a record of productivity in one or more of the following activities: research that informs methodological or substantive disciplines; research and evaluation work that informs practice or policy; contributions to proposal and grant development activities; or demonstrated ability to independently conduct project activities as a principal or co-principal investigator. Typically a person will have achieved a minimum of five years of successful research as reflected in the above ways before attaining or being appointed to the rank of **Associate Research Scientist**.

**Senior Research Scientist**

A **Senior Research Scientist** must have an established record of research that has resulted in a national or international reputation. The researcher must have made substantial contributions in his or her area(s) of expertise by disseminating the results of inquiry projects in appropriate high-quality venues, such as scholarly publications, prominent research reports, national conference presentations, or serving as principal investigator on funded projects. Having demonstrated continued career growth, a **Senior Research Scientist** is expected to provide intellectual leadership within the center. The quality of the venues and products must be considered worthy of the status of a senior member of the research community.

## **Supporting Evidence for Promotion to Associate or Senior Research Scientist**

To be promoted to the rank of Assistant, Associate or Senior Research Scientist the applicant must provide evidence of excellence in research. The evidence must document the qualities noted in the above descriptions of these ranks.

Documentation of research accomplishments should include, but is not limited to, the following types of accomplishments:

1. publications in scholarly or professional journals;
2. written grants or research proposals (funded and non-funded, internal and external, primary authorship and co-authorship including authorship and co-authorship of research design or analysis approach);
3. written reports of completed research projects;
4. publication of books (authored or edited) and/or chapters;
5. presentations at professional conferences;
6. presentations to funders or collaborators, clients, or funding agencies;
7. presentations at the center, campus, or external venues;
8. development of research materials and products that are innovative and relevant to the research activities of the center and academic research community including, but not limited to, white papers, working papers, blog posts, and social media posts.

Note: For each co-authored product, the applicant should describe the nature and scope of the applicant's contributions.

## **Promotion Procedures**

The following timetable and procedures are to be implemented for promotions to the Research Scientist ranks.

- In the summer, the candidate assembles the promotion dossier in consultation with a center director.
  - The final dossier should include but is not limited to:
    - Table of Contents
    - center's description of the position
    - unit criteria
    - complete curriculum vitae
    - candidate's statement
    - director's statement with recommendation
    - articles, chapters, reviews, and other examples of original research/creative activity
    - documentation of the quality of the work
    - six external referee letters (three for nominations at the rank of assistant scientist) to be solicited directly by the director
    - Vice Provost for Research statement with recommendation.
- In consultation with the candidate, the center director helps the candidate prepare the dossier and writes the director's statement with recommendation that accompanies the dossier.
- The candidate's application for promotion is submitted to the center director by September 1<sup>st</sup>.

- The dossier is submitted to the Vice Provost for Research by October 15.
- An OVPR Promotions Advisory Committee will be formed annually by the Vice Provost for Research, in consultation with center directors, to review and make recommendations for promotion.
  - The Promotions Advisory Committee is typically made up of three tenured faculty and research scientists who work in OVPR research centers and in an academic unit and hold a rank senior to that of the candidate.
  - To the extent possible, Promotions Advisory Committee members should be research scientists who are familiar with the methodological and/or substantive expertise of the candidate.
- After reviewing the dossier, Promotions Advisory Committee forwards its recommendation to the Vice Provost for Research by December 1.
- The dossier is then reviewed by the Vice Provost for Research.
- By January 15, the final dossier is forwarded with a recommendation from the Vice Provost for Research to the Office of the Vice Provost for Faculty and Academic Affairs (VPFAA).
- Nominations will be reviewed in the spring by the campus Promotion Advisory Committee, which will make recommendations to the VPFAA. VPFAA will make every effort to complete the review process by early April, with actions to be effective in July.

The rights and due process of the promotion procedures are parallel to those of tenure-line faculty. The IU policy related to Research Ranks can be found here: [https://www.indiana.edu/~vpfaa/academicguide/index.php/Policy\\_A-5](https://www.indiana.edu/~vpfaa/academicguide/index.php/Policy_A-5).