

**PROMOTION GUIDELINES FOR  
RESEARCH ASSOCIATE CAREER PATH**

**Assistant in Research  
Associate in Research  
Research Associate**

**Approved by Dean Serovich, January 11, 2016**

**Approved by Vice Provost Glover February, 2017**

**Adapted to Include Research Dissemination, February 7, 2018**

## **RESEARCH ASSOCIATE CAREER PATH**

This document applies to individuals seeking promotion through the Research Associate career path that includes the positions of Assistant in Research, Associate in Research, and Research Associate. Individuals in the Research Associate career path are responsible for assisting with research, dissemination, technical assistance, and/or service activities that are directly related to the mission of the Department and College.

### **Promotion Criteria**

information such as the number of training activities, number of participants, evaluation data, evidence of impact as well as contributions to the field such as development of new training methods and new training curriculum.

The master's degree in an appropriate area of specialization is required.

### Research Associate

The Master's degree in an appropriate area of specialization is required.

An individual eligible for consideration for promotion may request in writing, on an annual basis, an appraisal by their Department Chairperson of their progress toward promotion. If concerns regarding the appraisal cannot be resolved in discussions with the Department Chair, a meeting may be requested with the College Dean to discuss those concerns.

An employee is not required to apply for promotion. However, a complete application must be prepared and submitted by the faculty member in order for the person to be



## **REVIEW PROCESS FOR PROMOTION WITHIN THE RESEARCH ASSOCIATE CAREER PATH**

### **Department Advisory Committees**

Two committees will provide advice on promotion decisions within the Research Associate career path:

Departmental Research Associate Promotion Committee (D-RAP)  
College Research Associate Promotion Committee (RAP)

The purpose of these committees is to review applications for promotion and to provide faculty advice to the Chair and Dean on each application. The dean makes the final decision on promotion.

### **Departmental Research Associate Promotion Committee**

Each department shall establish on an annual basis, as needed, a Departmental Research Associate Promotion Committee (D-RAP) to review applications of faculty and to make recommendations to the Department Chair and the RAP Committee.

Where possible, departmental representatives serving on the RAP Committee should not serve on the D-RAP. In cases where a faculty member serves on both the RAP and D-RAP, the faculty member may vote on an application only once, i.e., either at the D-RAP or the RAP meeting.





attach a brief response within five (5) days of his/her receipt of the added material. The file shall not be forwarded until either the employee submits a response or until the second five (5) day period expires, whichever occurs first. The only documents which may be considered in making a promotion recommendation are those contained or referenced in the promotion file.

### Step 3

The Department Chair will meet with the D-RAP to provide the committee with a charge and to explain the evaluation process and criteria. It is the responsibility of the committee members to familiarize themselves with the procedures for conducting the review of the application and the criteria for promotion within the career path.

The D-RAP shall review and evaluate each application packet for promotion in accordance with the departmental criteria. Individuals serving on more than one committee (i.e., D-RAP and departmental RAP) should vote at the department level on candidates from their home unit but not on these candidates at the RAP Committee level. If a faculty member has a special personal and/or professional association with a candidate, that committee member will leave the room during all deliberations concerning the candidate and will abstain from making a recommendation concerning that candidate. (See “Procedural and Formatting Guidelines” document posted on CBCS intranet for clarification as well as relevant USF policies).

The Committee members will vote on promotion for each packet by confidential ballot. A brief written evaluation and the results of the vote will be recorded as a part of the packet and forwarded to the Department Chair. Where a split evaluation exists, a minority report will accompany the majority recommendation.

Candidates for promotion may request a meeting with the D-RAP to discuss the application prior to the committee's evaluation of the packet. The purpose of this meeting is solely to inform the committee of the candidate's scholarly activities and future directions in research and other areas of assigned duties, if applicable. No evaluative feedback will be given to the candidate. This meeting is optional for the faculty member.

### Step 4

The Chair shall review the application for promotion of each candidate and the recommendations of the D-RAP and add an evaluative letter and recommendation for promotion.

The employee shall have the right to review the file following the departmental review and attach a brief response to any materials contained therein, including the evaluation sections(s) prior to the next stage of review.



Approval History:

2/7/2018 update

