

**College of Pharmacy**  
**GUIDELINES FOR APPOINTMENT OF RESEARCH FACULTY**

The Executive Committee of the College of Pharmacy adopted the following guidelines for appointment of research faculty in the College, and these have been approved by the Vice President for Research.

In case of inconsistencies between University documents and these guidelines, University policy VI.F.8, "Research Faculty Appointment and Promotion" (<http://www.purdue.edu/policies/human-resources/vif8.html>) prevails.

**Appointment**

1. Research faculty appointments will be consistent with University regulations.
2. A candidate for appointment may be brought forward by any faculty member or administrator. The nomination will be accompanied by a description of the candidate's expected responsibilities (Description of Responsibilities). The source of funding for the position will be clearly stipulated as part of the nomination process. A nomination must receive approval by the Department Head, and then by the Dean (or his designee). Final approval for the position must be obtained from the Vice President for Research before a search can be initiated or appointment made.
3. Per University guidelines the normal search and screen processes in place for tenure-track and tenured faculty hires will be used for Research Faculty hires. Procedures to obtain a search waiver are described in the "Guidelines for Research Faculty Appointments." A waiver of competitive search can be considered for candidates who have a record commensurate with the requirements of a research faculty member. A request for waiver should be submitted on the form found at:

[https://www.purdue.edu/ethics/ResearchSearchWaiver.EC\\_rev.pdf](https://www.purdue.edu/ethics/ResearchSearchWaiver.EC_rev.pdf)

This requires the approval of Department Head, Dean, Office of Institutional Equity, and the Vice President for Research.

4. A review committee of at least three regular faculty members will be appointed by the Department Head to review the credentials of potential appointees. For joint appointments there will be equal representation of all departments involved.
5. The relationship between the term of employment and the availability of supporting funds shall be included explicitly in the offer letter. Decisions concerning offer of reappointment will be the responsibility of the Head of the employing department and will be contingent on the availability of funds.

**Qualifications**

1. It is expected that research faculty will meet the same criteria for appointment as regular faculty, except that teaching and service components (unless highly relevant to research)

are not considered. One example in which service might be a consideration is when a research faculty member is being hired to manage a core research facility.

2. Research faculty will typically have a Ph.D. in their discipline and a record of publication and external funding commensurate with their level of appointment. Candidates with professional doctorates (M.D., Pharm.D., D.N.P., D.V.M, etc.) may also be nominated if they can demonstrate exceptional qualifications in research.
3. If the candidate will be expected to compete for independent external funding, he or she may be asked to participate in a research round table, at which the faculty explore with the candidate his or her research ideas and plans.
4. If the candidate is being hired to manage a core facility or to engage in other specialized endeavors, the review will center on the candidate's expertise and experience in these areas, the candidate's capacity for interdisciplinary collaboration, and the likelihood that significant funding can be generated beyond the initial appointment.

### **Review**

1. The appointment letter shall contain the phrase, "Your initial appointment will be for the period [*start date* – *end date*] and is contingent upon the continued availability of research funding. Continuation of this appointment beyond [*end date*] is possible, contingent upon availability of funds and satisfactory performance."
2. The faculty mentoring program for tenure-track faculty should be followed for research faculty members.
3. As with regular faculty members, there will be an ongoing review of the appointee by the Department Head and/or by one or more faculty appointed by the Department Head. This review will be conducted at least annually. The review will focus on the Description of Responsibilities submitted with the nomination, and how well the candidate has met the expectations in that description.
4. A research faculty appointment will be renewed annually throughout the period of appointment unless the annual review is unsatisfactory. In that case the research faculty member will be advised in writing of the conditions required for renewal of appointment and be given a reasonable period in which to achieve a satisfactory review.

### **Promotion**

1. Procedures for promotion are stipulated by the University.
2. The criteria for promotion will generally be the same as the criteria for promotion of regular faculty, except that research performance will be the criterion on which promotion is based, unless other responsibilities were specifically noted in the Description of Responsibilities. (See ¶1 under "Qualifications" for an example.)

### **Privileges**

1. Teaching and Graduate Student Mentoring

The research faculty member will be primarily engaged in research and research-related activities. In some cases due to specialized expertise, the research faculty member may be

considered for a limited teaching assignment. In this case, a separate part-time teaching appointment is required and must be prior approved by the Vice President for Research and the Provost. The research faculty member may receive an appointment to the Graduate School consistent with University and College of Pharmacy guidelines for such appointments.

## 2. Eligibility for Internal Funding and Research Awards

In addition to eligibility for funding programs and awards administered by the Office of the Vice President for Research, the research faculty member will be eligible for PRF awards, college research awards, and travel awards as allowed by University guidelines.

## 3. Voting

The research faculty member will have no voting privileges within the Department or College. However, any unit may request an exception to this policy from the College Executive Committee. (The Executive Committee consists of the Dean, Associate Deans, and Department Heads.) Such an exception may be partial, in which case the issues on which the research faculty member may not vote will be defined as part of the request or limited by the Executive Committee.

All other Privileges for the research faculty member will be consistent with University policy and guidelines.