

PROFESSOR, ASSOCIATE PROFESSOR* and RESEARCH PROFESSOR

INITIAL APPOINTMENT:

Ad hoc committee review, MEDSAC Steering Committee approval, and University Board of Trustees approval are required for initial appointment.

Associate Professor and Professor: must be appointed on the basis of components (Research, or Scholarship, or Institutional Scholarship, and/or Clinical, and Teaching), national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. These appointments are typically for five years or with tenure, if in tenurable components. Please see pages 9-12 in the [SMD Regulations of the Faculty](#) for details.

Research Professor: must be appointed on the basis of national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. Research Professors may be appointed for one to five years.

PLEASE SUBMIT ITEMS 1 – 5 to OAA via BOX or by email

1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form). **Note: Research Professors should not be paid 100% from a GR 5 (grant) account.**
2. Original signed offer letter
3. Employment Eligibility Verification (I-9) form – please ensure the candidate completes the I-9 prior to their start date. OAA will verify I-9 completion with HR. Do not submit the I-9 or supporting information to OAA.
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA, Box 270140)
5. [Affirmative Action Form](#) – this form is only for the use of OAA and will not be forwarded to the HR Service Center

PLEASE SUBMIT ITEMS 6 – 10 VIA the Promotion & Reappointment Manager (PRM)

6. Department Chair/Center Director recommendation letter (for Research Professor, letter must identify funding source(s) for salary for the entire appointment period). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)
7. Current Curriculum Vitae

NOTE: FOR ITEMS 8 AND 9 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE APPOINTMENT PACKET.

8. Internal referee letters (4-8) (Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty)
9. External referee letters (4-8)
10. Selected reprints of most significant recent publications (3-5 from the last 3 years)

*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.

PROFESSOR, ASSOCIATE PROFESSOR* and RESEARCH PROFESSOR

PROMOTIONS:

Ad hoc committee review, MEDSAC Steering Committee approval, and University Board of Trustees approval are required for promotion.

To Associate Professor and Professor: must be promoted on the basis of components (Research, or Scholarship, or Institutional Scholarship, and/or Clinical, and Teaching) and national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. These appointments are typically five years in length.

To Research Professor: must be promoted on the basis of national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. Research Professors may be appointed for one to five years.

Granting of Tenure:

Associate Professor: Research, or Institutional Scholarship, and/or Clinical, and Teaching

Professor: Research, or Scholarship, or Institutional Scholarship, and/or Clinical, and Teaching

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email

1. Faculty Personnel Action Form (PAF 510). Note: Research Professors should not be paid 100% from a GR 5 (grant) account.

PLEASE SUBMIT ITEMS 2 – 7 VIA the Promotion & Reappointment Manager (PRM)

2. Department Chair/Center Director recommendation letter (for Research Professor, letter must identify funding source(s) for salary for the entire appointment period). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)
3. Current Curriculum Vitae – following either the URSMD (see Appendix II of the SMD Regulations of the Faculty, pages 38-40), or eCV format

NOTE: FOR ITEMS 4 AND 5 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE PROMOTION PACKET.

4. Internal referee letters (4-8) (*Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty*)
5. External referee letters (4-8)
6. Self-Assessments (please see Appendix C for more detailed explanation; these pages should be given to the faculty member):
 - Self-Assessment of Teaching
 - Peer-Evaluation of Teaching (one is required)
 - Self-Assessment of Research, Scholarship, or Institutional Scholarship, as applicable (not required for those with Clinical and Teaching components only)
 - Self-Assessment of Clinical Contributions (optional for those with Clinical component)
 - Self-Assessment of Diversity, Equity & Inclusion (optional for all faculty)
7. Selected reprints of most significant recent publications (3-5 from last 3 years)

*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.

PROFESSOR, ASSOCIATE PROFESSOR* and RESEARCH PROFESSOR

REAPPOINTMENTS:

MEDSAC Steering Committee approval and University Board of Trustees approval required for reappointment.

(For reappointment terms please see pages 9-12 in the [SMD Regulations of the Faculty](#))

Please note: effective September 1, 2017, internal and external referee letters for reappointment at the rank of Professor and Research Professor are no longer required. Such letters may be included if the Chair/Center Director wishes.

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email

1. Faculty Personnel Action Form (PAF 510). Note: Research Professors should not be paid 100% from a GR 5 (grant) account.

PLEASE SUBMIT ITEMS 2 – 5 VIA the Promotion & Reappointment Manager (PRM)

2. Department Chair/Center Director recommendation letter (for Research Professor, letter must identify funding source(s) for salary for the entire appointment period). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)
3. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV Format

NOTE: FOR ITEMS 4 AND 5 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE REAPPOINTMENT PACKET.

4. Internal referee letters (3-5) (Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty). **Referee letters are not required for reappointment at the rank of Professor or Research Professor.**
5. External referee letters (2-4). **Referee letters are not required for reappointment at the rank of Professor or Research Professor.**

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