

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.***

*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.