HPER POLICY AND PROCEDURES FOR PROMOTION OF SCIENTISTS
(Approved by Academic Council on December 12, 2009)

IU Policy Background: Supersedes and guides school and departments procedures
Excerpted from: Non-Tenure-Track Academic Appointee Handbook for IUB (2002); p.23-25

Classification of Scientist Rank with Qualifications

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

- Typically a candidate for the rank of **Assistant Scientist** would have to have completed the terminal degree in his or her discipline and, in some fields, have at least one year of successful postdoctoral research experience. A person at this level would be fully capable of original, independent research work but would typically work under the direction of a senior faculty member or an Associate Scientist or a Senior Scientist.

- A person at the level of **Associate Scientist** would have begun to establish a national reputation through published work and would typically have responsibility for carrying out independently, as principal investigator, projects of his or her own devising. Normally a person should have achieved a minimum of three years of successful research as reflected in published work in refereed sources before attaining or being appointed to the rank of Associate Scientist.

- A **Senior Scientist** would have shown a career of continued growth in scholarship which has brought a national or international reputation as a first-class researcher who has made substantial contributions to his or her discipline.

Promotion Procedures

Nomination and promotion procedures for holders of research appointments are similar to those for faculty promotions.

- Dossiers are prepared by the scientist’s or scholar’s department or project unit and reviewed by administrators and advisory committees at the school and campus levels.

- At the campus level, the Research Ranks Promotions Advisory Committee is appointed by the Dean of Faculties and the Vice President for Research and Dean of the University Graduate School. [EXTENSIVE procedural detail is provided]

Personnel Policies

The chairperson of the department in which a scientist’s project is located (or the project or institute director, in the case of projects not directly under an academic department) initiates recommendations for the establishment of new positions, advertising plans, appointment renewals of appointment, and recommendations for promotion.
• Assistant Scientists normally are on one-year, renewable appointments subject both to annual evaluative reviews by the chairperson or director and to the assurance of funding.

• Associate Scientists and Senior Scientists normally are appointed for periods of more than one year, depending upon the nature of the research missions to which they are assigned, their responsibilities, and funding prospects.

• It should be the policy of the university to provide optimal conditions of job security to Associate Scientists and Senior Scientists through the use of extended and open contracts, as funding permits.

• Except for those persons in research classifications who have been granted “research project tenure” (which carries a one-year termination period), the minimum notice of termination shall be the normal pay period (which is current policy for all non-tenure-line academic appointees).
Possible HPER Procedures for Promotion of Scientists

Governing Authority

• The School of HPER procedures for hiring and retention of Assistant, Associate, and Senior Scientists shall be consistent with the policy and procedures provided in the Indiana University Bloomington Non-Tenure-Track Academic Appointee Handbook (2002).

Promotion Procedures

• Assistant Scientists must submit a promotion dossier and undergo promotion review no later than the beginning of their sixth year of service. Associate Scientists may submit a promotion dossier and undergo promotion review when nominated by the appropriate Officers of Indiana University.

• The excellence in research criteria for tenure track faculty being considered for promotion for tenure-track faculty from Assistant Professor to Associate Professor and from Associate Professor to Professor, as delineated in the HPER Tenure and Promotion Handbook, shall constitute the criteria used to determine suitability for promotion from Assistant Scientist to Associate Scientist and from Associate Scientist to Senior Scientist.

• The regularly constituted Department and School of HPER Tenure and Promotion Committees shall function as the peer review committees for promotion within the Scientist rank.

• For the purpose of providing peer-context to the discussion, an Associate or Senior Scientist(s) may serve as an ex officio non-voting member of the Department and/or School of HPER Tenure and Promotion Committees. If a suitable ex-officio member is not available at either the department or school level, a qualified Associate or Senior Scientist from another department or school may be asked to serve. Addition of an ex-officio non-voting member shall be at the sole discretion of the Tenure and Promotion Committees.

• Protocols for presentation of a promotion dossier, dossier review, and voting as stipulated in the HPER Tenure and Promotion Handbook for tenure-track tenure and promotion, along with any additional procedures stipulated in the Indiana University Bloomington Non-Tenure-Track Academic Appointee Handbook (2002), will be followed when considering promotion within the Scientist rank.

Type and Length of Contract

• Individuals serving the School of HPER in the Scientist rank must have full external funding to cover both direct and indirect costs accrued in support of their research endeavors.

• The School of HPER will adhere to Indiana University Bloomington requirements when awarding contracts to Assistant, Associate and Senior Scientists.