

# UGA Research Scientist Promotion Workshop

## *Part 1*

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# What is a Research Scientist?

(at UGA)

# What is a Research Scientist?

The Research Scientist faculty track at UGA that includes the ranks of Assistant Research Scientist, Associate Research Scientist and Senior Research Scientist.

- All of these positions are non-tenurable faculty positions within units, involved in some aspect of research, research-related instruction, research service and/or research administration. Research Scientists exhibit a degree of independence beyond that of other research staff and students.
- Appointment and Promotion policy and process managed by the **Office of Research**.  
[https://research.uga.edu/research-scientists/  
Guidelines for the Appointment and Promotion of Research Scientists](https://research.uga.edu/research-scientists/Guidelines%20for%20the%20Appointment%20and%20Promotion%20of%20Research%20Scientists)
- Default to **Office of Faculty Affairs** policies for any issue that OoR policies do not address.  
[https://provost.uga.edu/faculty-affairs/  
Guidelines for Appointment, Promotion, and Tenure of Academic Rank Faculty](https://provost.uga.edu/faculty-affairs/Guidelines%20for%20Appointment,%20Promotion,%20and%20Tenure%20of%20Academic%20Rank%20Faculty)



# Appointments

# Special Considerations for Appointments

The procedures to appoint a research scientist follow the regular [faculty appointment process](#) managed by the Office of Faculty Affairs with the following exceptions:

1. Include the Statement of Roles and Responsibilities and Unit Definition of Privileges in the offer letter
2. The faculty vote that was taken on the appointment of the candidate should be included in the hiring proposal in UGAJobs
3. In the UGAJobs system, the hiring proposal is routed through the Office of Research for review and approval.

**Promotion**

# General processes and features of faculty promotion

- Faculty vote, with input from external evaluators.
- A dossier details accomplishments, expectations, and previous reviews.
- Candidate initiates the process by requesting **preliminary review** by eligible unit faculty
- **External reviewers** are selected and asked to prepare an evaluation.
- The dossier, including the external evaluations, is submitted for **unit-level review**.
- A complete dossier is submitted for **university-level review**.
- Once approved by the **President**, the promotion goes into effect the next academic year.
- Principle of flow ensures thorough review.

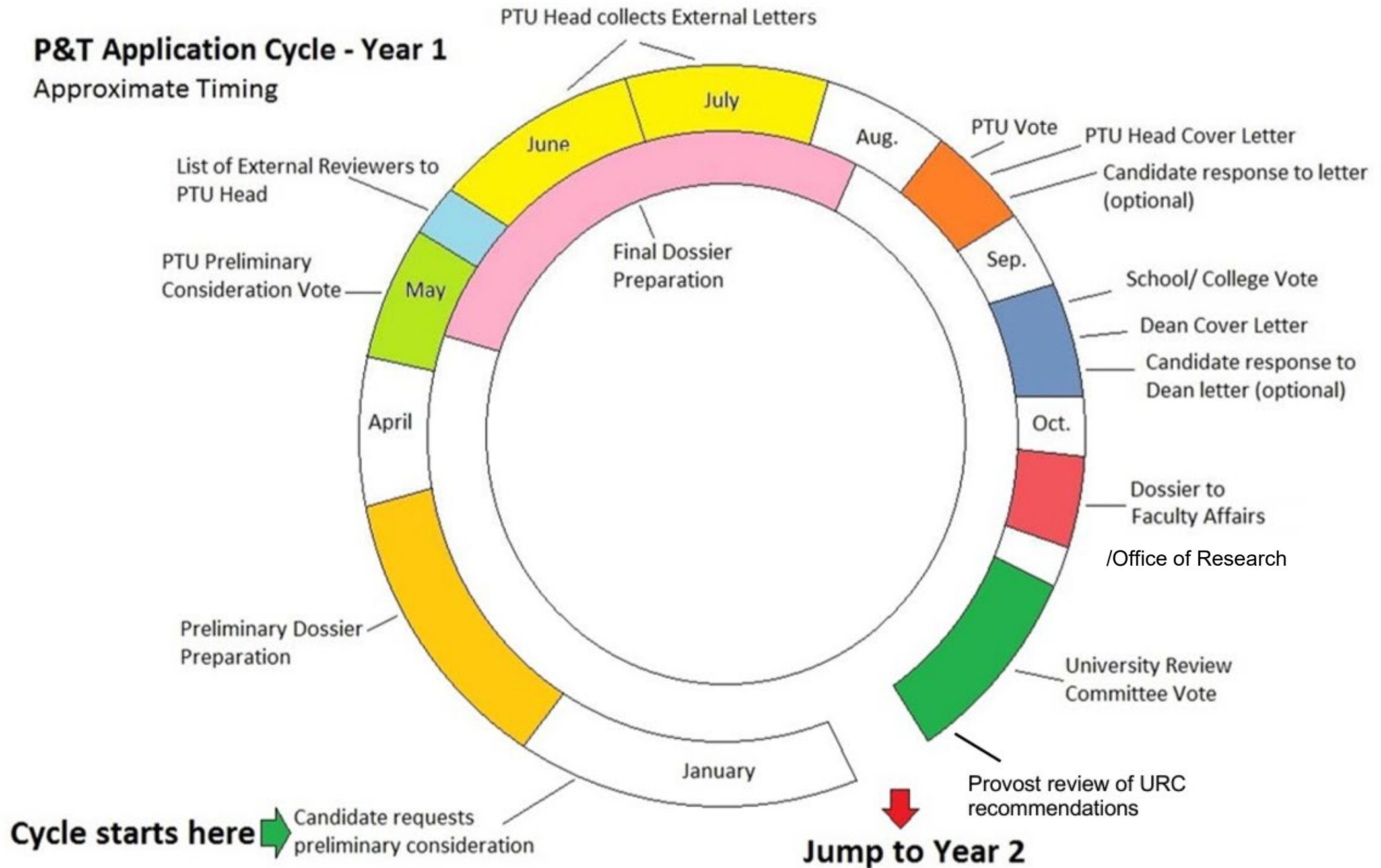
<https://provost.uga.edu/faculty-affairs/promotion-tenure/>

# Timeline



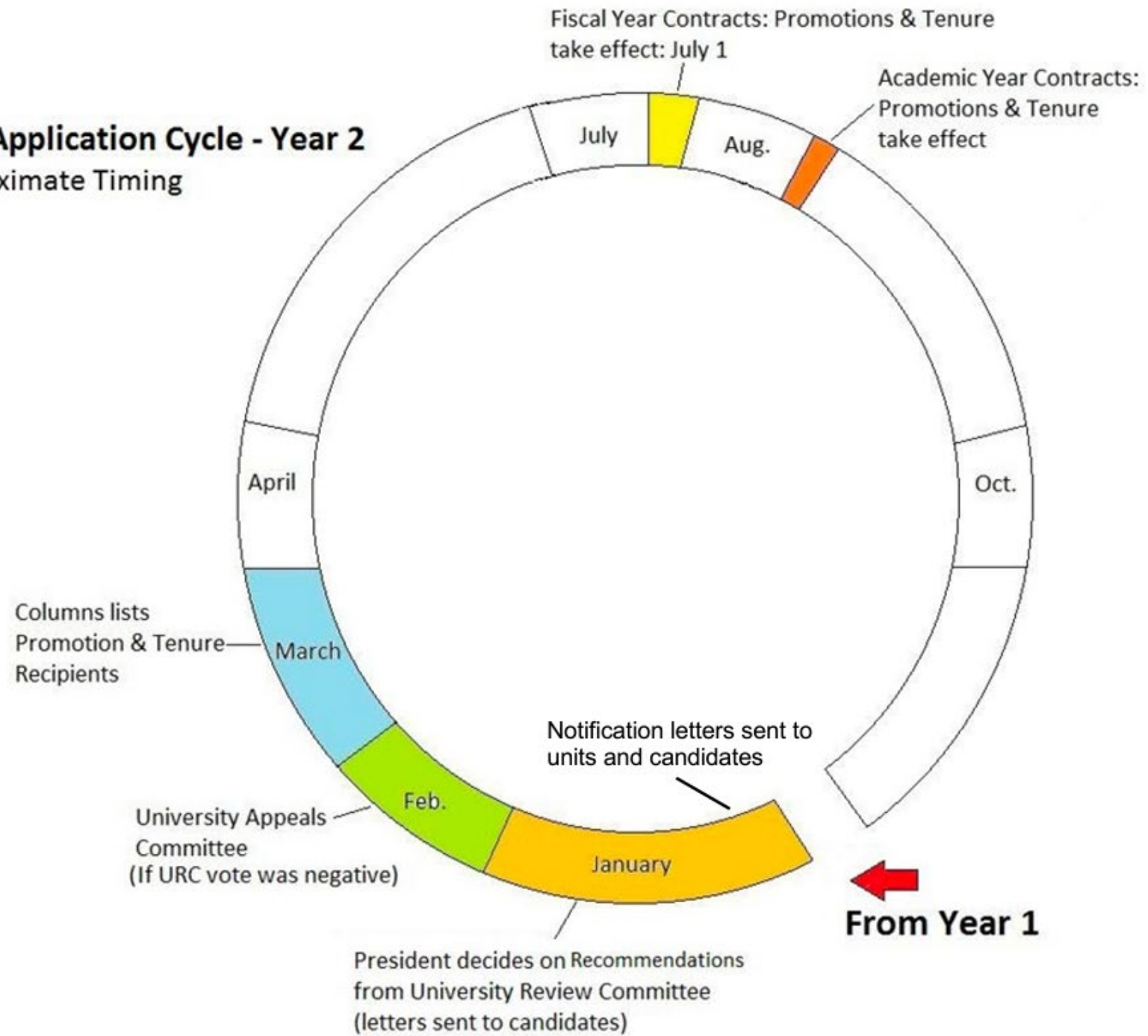
# P&T Application Cycle - Year 1

Approximate Timing



## P&T Application Cycle - Year 2

Approximate Timing



**How is the Research Scientist  
promotion process different?**

# Special Considerations for Promotion of Research Scientists

- No maximum time in rank
- Roles and Responsibilities instead of unit-defined standards
- Annual evaluations instead of third year review
- Different cover form
- No college level vote
- Different university level review



# Highlights from the Guidelines

[Research Scientist Guidelines-highlighted](#)

Follow along:

[Guidelines for the Appointment and Promotion of Research Scientists](#)

# Dossier components

# Dossier Components

Academic faculty			Research Scientist	
Section 1	<a href="#">Recommendation for Promotion Form</a> —Academic faculty		Section 1	<a href="#">Recommendation for Promotion Form</a> —non-TT faculty
Section 2	Dean/Unit head cover letter		Section 2	Unit head’s cover letter
Section 3	<a href="#">PTU P&amp;T guidelines</a>		Section 3	<b>Statement of Roles and Responsibilities</b>
Section 4	Vita (+ 2-page summary of accomplishments)		Section 4	Vita (+ 2-page summary of accomplishments)
Section 5	Achievements (12 page max, 25 page max for Sections 4+5)		Section 5	Achievements (12 page max, 25 page max for Sections 4+5)
Section 6	Third year review		Section 6	Annual evaluations
Section 7	External Evaluations		Section 7	External evaluations

# **From Faculty Affairs guidelines:**

## **VII.A. Preparing for Promotion and/or Tenure Unit Evaluation (pg.15)**

Preparation and verification of the contents of the dossier is a cooperative endeavor between the PTU head and the candidate, with the candidate having the final say about the dossier's contents, except for the requirement that all external letters of review be included.

While the faculty member is responsible for assuring that all relevant and salient information is available, and for preparing the vita according to these Guidelines, the unit head is responsible for preparing Section 5 in a succinct and factual manner and having the candidate review and approve it for accuracy.

The faculty member must have reasonable access to departmental facilities and services to prepare the vita and to organize information for the unit head to use in preparing Section 5 of the dossier. Prior to the evaluation, the candidate should review Sections 4 and 5 to assure that the information is accurate and includes all significant information.



# Dossier Components

Academic faculty			Research Scientist	
Section 1	<a href="#">Recommendation for Promotion Form</a>	Unit head	Section 1	<a href="#">Recommendation for Promotion Form</a>
Section 2	Dean/Unit head cover letter	Unit head	Section 2	Unit head's cover letter
Section 3	<a href="#">PTU P&amp;T guidelines</a>	Offer letter	Section 3	<b>Statement of Roles and Responsibilities</b>
Section 4	Vita (+ 2-page summary of accomplishments)	Candidate	Section 4	Vita (+ 2-page summary of accomplishments)
Section 5	Achievements (12 page max, 25 page max for Sections 4+5)	Unit head/ Candidate	Section 5	Achievements (12 page max, 25 page max for Sections 4+5)
Section 6	Third year review	Unit head	Section 6	Annual evaluations
Section 7	External Evaluations	Unit head	Section 7	External evaluations

# Dossier Components

Preliminary Review	External Reviewers	Unit Review	University Review	Research Scientist Promotion Dossier	
			✓	Section 1	<a href="#">Recommendation for Promotion Form</a>
			✓	Section 2	Unit head's cover letter
✓	✓	✓	✓	Section 3	Statement of Roles and Responsibilities
✓	✓	✓	✓	Section 4	Vita, including 2-page statement of accomplishments
	✓	✓	✓	Section 5	Achievements
	✓	✓	✓	Section 6	Annual evaluations
		✓	✓	Section 7	External evaluations

# **Next session: Preparing Dossier materials**

February 7 3-5 pm  
Coverdell N104

# Resource Summary

## **For Research Scientists specifically**

<https://research.uga.edu/research-scientists/>

[Guidelines for the Appointment and Promotion of Research Scientists](#)

[Research Scientist Recommendation for Promotion Form](#)

[2024 Announcement](#)

## **Office of Faculty Affairs general resources for faculty promotion**

<https://provost.uga.edu/faculty-affairs/>

<https://provost.uga.edu/faculty-affairs/promotion-tenure/>

[Faculty appointment process](#)

[Guidelines for Appointment, Promotion, and Tenure of Academic Rank Faculty](#)

[Two-year promotion cycle](#)

[Promotion and Tenure workshops](#)



**Thank you!**