

## CONDITIONS GOVERNING RESEARCH FACULTY APPOINTMENTS IN THE SCHOOL OF FORESTRY

(March 9, 2010)

**Background:** This policy primarily covers the Northern Arizona University (NAU) School of Forestry-specific elements of research faculty appointments. It is designed to supplement the College of Engineering, Forestry and Natural Sciences' (CEFNS) policy regarding research faculty and the Conditions of Faculty Service (COFS) guidelines, and does not supersede any college or university policies.

**Definition:** Per Section 1.2.2 of the May 2007 NAU COFS, research faculty are non-tenured, non-tenure eligible faculty who are appointed to the rank of assistant research professor, associate research professor or research professor. Research faculty have established themselves by expertise, achievements, and reputation to be distinguished scholars and researchers. An individual must hold an earned doctorate degree in the appropriate (i.e., forestry or closely related) discipline to be eligible for appointment as a research faculty member in the School of Forestry. Research faculty members are primarily responsible for engaging in, being responsible for, or overseeing a significant area of research or scholarship. A more specific list of the duties they are expected to perform in the School of Forestry is provided in the "Duties" section of this document. Research faculty are typically supported through external resources secured through the efforts of the appointee or in collaboration with others. The three possible ranks include:

*Assistant Research Professor:* To be eligible for the rank of assistant research professor, the faculty member must show promise of scholarly activity or other creative endeavors related to the faculty member's discipline.

*Associate Research Professor:* To be eligible for the rank of associate research professor, the faculty member must supply evidence of a record that shows a sustained pattern of substantial scholarly activity or other creative endeavors related to the faculty member's discipline.

*Research Professor:* To be eligible for the rank of research professor, the faculty member must supply evidence of national or international recognition in his/her field and a sustained pattern of outstanding scholarly activity or other creative endeavors related to the faculty member's discipline, as well as evidence of leadership within the individual's scholarly and/or creative activity.

### **Appointment Process:**

1. An applicant for a research faculty position in the School of Forestry shall apply to the Executive Director by submitting a cover letter, current vita, a list of publications, and an interest statement. The application must follow the format specified in the document entitled *College of Engineering, Forestry & Natural Sciences Process and Guidelines for the Appointment of Research Faculty*, which is available in the Faculty Resources section of the CEFNS website. This includes answering each of the six questions required as part of the interest statement.
2. Upon receiving the application document and determining that it is complete, the Executive Director of the School of Forestry will present a summary of the candidate's credentials at the next regularly scheduled faculty meeting. If the faculty agrees that the application meets the School of Forestry's criteria and agrees (by a majority vote of faculty-quorum) that the applicant warrants further consideration, a seminar will be scheduled. At least three days prior to the seminar the candidate's vita, including a list of publications, will be made available to the full faculty for review.
3. The applicant will be required to present a seminar open to all School of Forestry faculty, staff and students. The presentation should be divided into two segments, which would cover (1) the applicant's recent or current research and (2) what they want to do in their new appointment. Each segment should include at least 10 minutes of presentation and should convey sufficiently substantive information to allow the faculty to learn both what the candidate has already accomplished and what they hope to accomplish as a School of Forestry research faculty member. Ample time should also be allowed for questions and discussion, so the total length of the candidate's presentation should typically be no longer than 30-40 minutes. The applicant should be encouraged to see this seminar not as a "hoop," but rather an opportunity to identify potential collaborators and let the faculty get to know them.
4. Following the seminar, a two-thirds vote of the faculty quorum in a meeting or by ballot will be required for approval of the application. If approved by the faculty, the Executive Director will then prepare a recommendation and forward it to the Dean of the College of Engineering, Forestry and Natural Sciences for his/her approval. Per the guidelines in the Conditions of Faculty Service document, the Dean will in turn make a recommendation to the Provost.

**Duration of appointment:** Research faculty members are appointed for one to three years. They shall have no expectation of continued employment beyond the end of the current appointment period. These appointments may be renewed. Once appointed, research faculty will be evaluated annually per the Conditions of Faculty Service

guidelines and will be subject to all other relevant university and college policies regarding research faculty appointments and promotions.

**Duties:** Research faculty are expected to submit research proposals for outside funding; all proposals must first be approved by the Executive Director of the School of Forestry and by the Dean (or designee) of the College of Engineering, Forestry and Natural Sciences. Research faculty may serve on graduate student thesis committees, participate in seminars, advise students for specific research projects, lecture in team-taught courses, serve on all School of Forestry committees except the Faculty Status Committee and, with the approval of the Executive Director, teach undergraduate or graduate courses in the School of Forestry. Research faculty can also serve as co-chair of masters (M.S. and M.F.) or Ph.D. graduate students' committees. The other co-chair must be a full-time faculty member of the School of Forestry. Research faculty members may serve as regular and voting M.F., M.S. or Ph.D. student committee members and will also have voting rights at School of Forestry faculty meetings and for elections held by other means such as ballots.

**Privileges:** Depending on the level of their activity, research faculty may be given office space and a computer, have use of vehicles and field equipment, and be provided with other types of support, but first priority must be given to full-time tenured and tenure-track faculty. Specific needs of the appointee may be specified in the appointment letter. Apart from the above, and except where specified in other School of Forestry,<sup>1</sup> CEFNS, or University policies, research faculty will be granted all of the privileges of full time faculty. This will include:

1. Faculty library privileges
2. Parking privileges similar to other faculty
3. Phone, email and internet access
4. Access to office supplies

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<sup>1</sup> For example, research faculty will not be allowed to be a Principal Investigator for Mission Research grants.