

**GUIDELINES FOR PROMOTION
NON-TENURE TRACK RESEARCH FACULTY
DEPARTMENT OF BIOSYSTEMS ENGINEERING
AUBURN UNIVERSITY**

The purpose of this document is to outline the guidelines for promotion of non-tenure track (NTT) Research faculty members in the Department of Biosystems Engineering (BSEN). This document is developed to complement the policies described in the Auburn University Faculty Handbook (<http://www.auburn.edu/academic/provost/facultyHandbook/index.php>). NTT Research faculty members are expected to be familiar with the appropriate and most up-to-date policies in the handbook. Progressively higher professional competence and accomplishment is expected for upward movement of BSEN NTT faculty members.

Promotion to NTT Associate Research Professor

In general, a faculty member to be considered for promotion to NTT Associate Research Professor is expected to establish and maintain an active, extramurally funded, independent, and innovative research program that address important problems within the broad field of engineering as applied to biological systems, natural resources, agriculture, and the environment. The productivity of the research program of a faculty member is broadly measured in terms of output and impact. The candidate must develop a comprehensive research program, as evidenced by, but not limited to:

- a) Conducting independent research.
- b) Seeking and securing externally-funded grants and contracts especially those from regionally or nationally competitive grant programs.
- c) Publishing peer-reviewed manuscripts (including as senior-author/corresponding author) in nationally or internationally-recognized journals, and also composing book chapters and textbooks.
- d) Developing collaborative relationships with faculty in other disciplines within Auburn University, as well as those in other universities, government agencies and industry.
- e) Directing/serving on committees of graduate students.

All BSEN NTT research faculty members are expected to:

- a) Provide service at the department, college and university levels, and/or professional societies.
- b) Serve as editors, reviewers for professional publication outlets, and serve on panels of agencies and funding agencies.
- c) Assist with the Land Grant mission of the University by interacting with stakeholders as needed.
- d) Comport themselves in a collegial manner.

The likelihood of continued and consistent excellence and productivity, based on the above guidelines, will be a major consideration in the recommendation of promotion of an NTT Assistant Research Professor to NTT Associate Research Professor.

Promotion to NTT Research Professor

- a) Continue to meet the guidelines for promotion to NTT Associate Research Professor.
- b) Establish and maintain national or international reputation for excellence and accomplishments in research that includes:
 - Conducting a substantially unique and independent research program.
 - Assume sole responsibility for conceptualizing, designing, initiating, and conducting scientific-based research program.
 - Involvement in multiple extramural awards from nationally competitive grant programs.
 - Serving on editorial boards of journals relevant to his/her expertise.
- c) Demonstrate leadership
 - Participating in large, funded research and outreach projects.
 - Participation on review panels, committees, and/or other influential groups within the biosystems engineering profession.
 - Serving on public- and/or private-sector advisory and/or steering committees and/or panels.
 - Receiving regional or national awards from professional organizations.
 - Holding leadership positions on committees with Auburn University, and/or professional societies.

The likelihood of continued and consistent excellence and productivity, based on the above guidelines, will be a major consideration in the recommendation for promotion of an NTT Associate Research Professor to NTT Research Professor.

There is no fixed requirement for years of service before consideration of promotion in the research title series. However, the qualifications for promotion from Research Assistant Professor to Research Associate Professor generally cannot be demonstrated fully in less than five complete years of service in the rank of Research Assistant Professor, and the qualifications for promotion from Research Associate Professor to Research Professor generally cannot be demonstrated fully in less than four complete years of service in the rank of Research Associate Professor. Promotion process can be initiated by department head or by the candidate at an appropriately scheduled time. More information about the Research Title Series can be found in the [Auburn University Faculty Handbook](#).