




Confirmation of Approval

College/Unit	College of Liberal Arts and Sciences
Unit	Hugh Downs School of Human Communication
Document	Criteria for Promotion of Research Professors

The attached document has been approved by the provost's office.

	7/10/18
Deborah Clarke, Vice Provost for Academic Personnel	Date

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College of Liberal Arts & Sciences
Criteria for promotion of Research Professors
Hugh Downs School of Human Communication

Approved by the dean on September 25, 2015

Approved by the faculty assembly of the school on November 4, 2015

Minor revisions July 9, 2018

Hugh Downs School of Human Communication
Promotion Criteria for Research Professors
(8/2015)

Research Professors play an important role in the success of HDSHC's research efforts. Promotion of Research Professors is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity, but on demonstrated excellence.

Assigned job responsibilities may vary considerably from candidate to candidate depending on the needs of the unit. Therefore, promotion criteria should be applied in the context of and as appropriate to the job description.

Promotion to Associate Research Professor

It is expected that Assistant Research Professors who seek promotion to the rank of Associate Research Professor will have minimum of five years' in rank at ASU. A case for promotion should demonstrate how the candidate has significantly and substantially enhanced the research mission of the unit. This might be evidenced by multiple examples from among the following over the period in rank:

- a. A record of demonstrated, significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise of the unit. Typically, a convincing record will include—over the last five years in rank—3-5 publications and 2-4 presentations of work at academic conferences.
- b.
- c. Demonstrated development of expertise in area(s) of assignment, consistent with the job description
- d. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant
- e. Evidence of excellence in mentorship, teaching, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise

Promotion to (full) Research Professor

Candidates for promotion to Research Professor will have at least seven years of research experience; most of that experience should be at ASU. They should have records of continued and sustained excellence since the previous promotion. A case for promotion should demonstrate how the candidate's leadership has enhanced the research mission of the unit in a substantial way. This might be evidenced by multiple examples from among the following over the period in rank:

- a. A sustained record of scholarly initiative and recognized contributions to the field. Typically, such a record will include—over the last seven years in rank—5 or

more publications and 4 or more annual presentations of work at academic conferences.

- b.
- c. Demonstrated proficiency in the management of a research agenda or/or team
- d. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise
- e. Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts
- f. Significant contributions to national or international disciplinary meetings
- g. Sustained, demonstrable excellence in mentorship, teaching, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise

Application for Promotion

The candidate is responsible for providing requested information to the Personnel Committee within the time frame established by the School, College, and University. Candidates may work with the Managing Director of School Operations for specific information on what information the promotion application should contain and the format in which it should be submitted (i.e., curriculum vitae, personal statement, etc.), as well as review the Provost's website (<https://provost.asu.edu/sites/default/files/ProcessGuideFixed-TermFacultyPromotionP6.pdf>).

The Personnel Committee may request, through the HDSHC Director, additional materials from the candidate if deemed necessary. And if applicable, the application should also include:

- a. His or her position title, name of program administered, program mission, approximate number and type of constituents served by the program annually (e.g., students, community members, agencies, etc.), and the program's contribution to the School's and the University's mission
- b. His or her role and responsibilities in the program, copy of job description, and date of appointment to the program as well as his or her contributions to School, College and University missions. Since administration is manifested in multiple activities, these contributions to organizational missions may include evidence related to instruction, public engagement, and service, as well as criteria laid out above

Promotion Purpose and Evaluation Procedures

The purpose of the promotion review is to ascertain whether a Research Faculty has met the criteria for promotion in HDSHC.

Each candidate will be reviewed by the HDSHC Personnel Committee. The HDSHC Director will evaluate all relevant and required information about the candidate, including the recommendation from the Personnel Committee. The Director will write her/his own letter to

the Dean of the College of Liberal Arts and Sciences (CLAS), including a recommendation for granting or denying promotion. For evaluation procedures in the college and university after the promotion case leaves HDSHC, see information disseminated by the Office of the Provost and the Office of the CLAS Dean.