

**Non-Tenured Faculty in Molecular and Behavioral Neuroscience**  
**Evaluation Criteria**  
**Faculty of Arts and Sciences-Newark (FASN)**  
**Rutgers University-Newark**

There are five ranks in the NTT Research series:

1. Research Associate;
2. Assistant Research Professor;
3. Associate Research Professor;
4. Research Professor;
5. Distinguished Research Professor.

Generally, the first appointment will be at the Research Associate level. However, individuals who meet the criteria for promotion to higher ranks (described below) could be eligible for a first appointment at a higher level. At all levels, continued employment is contingent on availability of funding.

**Criteria for Appointment to Research Associate Rank:**

The individual considered for appointment at this rank should at least hold a Bachelor degree in biology, psychology, mathematics, or physics (or a related discipline).

**Criteria for Reappointments:**

Continued need for position, availability of funding, and satisfactory performance of duties in existing position (appropriate to the level of the appointment) as determined by supervising investigator and/or CMBN Director.

**Criteria for Promotion:**

After six years in a given rank, the NTT faculty will be evaluated for promotion to the next level. However, NTT research faculty can request that they be evaluated earlier if they feel they meet the promotion criteria applicable to their situation. The promotion criteria for each rank are listed below.

**General Considerations Regarding Promotion Criteria:**

Evaluation for promotions will be primarily based on accomplishments in research and scholarship. However, contributions to teaching and service will also be considered. If needed, a description of the criteria used to assess excellence in scholarship, teaching and service can be found at the end of this document.

### **Promotion to Non-Tenured Assistant Research Professor:**

To attain this rank, the individual must hold a bachelor degree, a PhD or MD degree, and have significant post-doctoral research experience. Compelling evidence of accomplishments in research and scholarship are also required.

### **Promotion to Non-Tenured Associate Research Professor:**

To attain this rank, the main criterion is excellence in research and scholarship. There is something rather different in kind as well as in quality to be sought in an NT Associate Research Professor as distinct from a NT Assistant Research Professor. Only in rare instances where an individual's scholarship has enabled his/her teaching to achieve national recognition, that is, to make an impressive and recognized impact on teaching in the discipline as a whole, not limited to this University, may teaching become a principal basis for promotion to NT Associate Research Professor. Significant accomplishments in the activities specified under the criterion of service will strengthen a candidacy for promotion to NT Associate Research Professor. Such accomplishments are expected in a member of the profession, but cannot replace scholarship and research as a justification for promotion to NT Associate Research Professor.

### **Promotion to Non-Tenured Research Professor:**

An individual promoted to this rank should have made substantial progress and demonstrated further distinction beyond that required at the Associate Research Professor level. Promotion to this rank requires that the individual has steadily contributed a high volume of important and original research articles in his/her field of research while maintaining a high level of external funding to support his/her research program. Significant accomplishments in the activities specified under the criterion of teaching and service will strengthen a candidacy for promotion to NT Research Professor. However, such accomplishments cannot replace excellence in scholarship and research as a justification for promotion to NT Research Professor.

### **Promotion to Non-Tenured Distinguished Research Professor:**

The standard for promotion to NT Distinguished Professor is significantly higher than that applied in promotion to Professor. Promotion to this rank is reserved for those faculty members who have achieved scholarly eminence in their discipline and fields of inquiry. Only those faculty members who have demonstrated outstanding achievement in those areas by earning significant recognition inside and outside the University are eligible for promotion to Distinguished Professor. Typically, such recognition is reflected in national and international reputation in one's discipline. Significant accomplishments in the activities specified under the criterion of teaching and service will strengthen a candidacy for promotion to NT Distinguished Research Professor. However, such accomplishments cannot replace excellence in scholarship and research as a justification for promotion to NT Distinguished Research Professor.

## **Description of the Criteria Used to Assess Excellence in Scholarship, Teaching and Service**

### **Research and Scholarship:**

Active scholarship should be a fundamental endeavor of all NT Research faculty members. Scholarship, including basic and applied research, means in-depth study and learning in a specific field and inquiry and experimentation designed to make direct contributions to knowledge in that field. Scholarship, as measured by peer recognition of its originality, impact on, and importance to the development of the field, is demonstrated most typically by refereed publications, such as journal articles and books of high quality. Scholarship and research accomplishments are also demonstrated by the design and execution of applied research in the laboratory or in the field; through the presentation of papers at organized scholarly meetings, usually at the national or international level; through the attraction of external support or competitive fellowships and awards appropriate to the faculty member's field of study; through such activities as editing, translation, the acquisition of significant patents, the compilation of information, and the development of materials that make information more accessible to researchers, other scholars, and practitioners; and through publication in other academic or professional journals and lecturing in professional and other public forums.

### **Teaching:**

Although not required or expected from NT Research Professors at any level, contributions to teaching will strengthen a candidacy for promotion. Teaching includes classroom, field, and non-credit instruction; supervision of research, student internships, professional practice, clinical practice, theses, and doctoral dissertations; academic advising and acting as a mentor; the training of extension volunteers and paraprofessionals; the improvement and enrichment of course offerings and other instructional activities within the faculty member's discipline or profession; participation in interdisciplinary courses, honors courses and other special courses offered through the undergraduate colleges and other units of the University; and, the writing of textbooks and the development of other instructional materials to enhance education in the faculty member's discipline or profession. Effective teachers must demonstrate depth and breadth of knowledge in their discipline, must communicate this knowledge to others, and must give evidence of a continuing development of their knowledge so as to insure their continued effective teaching over the duration of their appointment. They stay informed of advances and current thinking in their subject and relate them to their teaching in a meaningful and balanced way. Effective teachers communicate enthusiasm for their subject and have a responsibility to create a positive environment for learning and one that stimulates imaginative thinking. They maintain a critical attitude toward their teaching and strive continuously to improve it.

**Service:**

Service includes the contributions a faculty member makes to the academic profession, to the University, and to society at large. Contributions to the advancement of the academic profession are most typically demonstrated by active participation in professional and scholarly associations; by service on editorial boards and as a reviewer of scholarly works and proposals; by participation on expert committees, such as NIH (National Institutes of Health) research study sections, research committees of the National Academy of Science. Contributions to the effective operation of the University at all levels are most typically demonstrated by significant academic and professional service to the department, the discipline, the faculty, the undergraduate colleges, the graduate programs, the campus, or the University as a whole, through such activities as contributions to important committees and other activities in support of the academic development of the University and the enhancement of student academic development and student life programs. Contributions to society at large are most typically demonstrated through the application of the faculty member's academic expertise and particular professional skills to the solution of international, national, state, county and local problems and by service for the public good on governmental and other special committees, boards, agencies, civic groups and commissions.