The University of Toledo
Research-Track Faculty
Standard Operating Procedure
Effective August 2025

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Document Includes
1. **Overview of Scope and Funding**
2. **Research Faculty Rank Qualifications, Responsibilities and Progression in Rank**
3. **Annual Evaluation**
4. **Rank Progression Review and Process**
5. **Hiring and Compensation Research Faculty**
6. **Annual Salary Increases:**
7. **Research Track Promotion Increase**
8. **Retirees Rehired**

1. Overview, Scope and Funding:

The following guidelines do not apply to faculty in the College of Medicine and Life Sciences.

Research track faculty are vital to the continued research excellence of the University of Toledo, working within a specific college, department, and/or faculty research group. The role of a research faculty is to conduct research in either a group setting or on an individual basis. Research track faculty can be 9-month or 12-month appointments and should have a position description that outlines the research focus and overall responsibilities aligned to this research. Research faculty are usually grant funded but may be funded on soft funds from within a college to bridge funding gaps when a research faculty is between grant funding, or when there is a delay in grant funding, contingent on funding availability. Research faculty positions at The University of Toledo are non-tenure track, non-tenure eligible, and may be benefit eligible.

Although not tenure eligible, research faculty can hold a non-tenured rank of Assistant Research Professor, Associate Research Professor, and Research Professor. Those in a research faculty position are hired to work on specific grant funded project(s) for a limited period of time and can be funded from one or multiple grant funded sources. The position descriptions for each rank should be written to describe their unique role and responsibility level with respect to the research mission in which they are hired. In addition, the descriptions outlined below provide the level of growth in responsibilities and years of services in which research faculty achieve promotion in rank. Any salary increases associated with a promotion in rank are subject to the availability of grant funding support.

2. Research-Track Faculty Criteria for Hiring and Rank Progression:

Research Assistant Professor:
Ph.D. or equivalent terminal degree in relevant field(s) from an accredited university or college is required, *and a minimum of 3 years of experience as a postdoctoral research fellow is preferred*.
Conduct research and mentorship duties. Research activities include leading a research program in at least one area, developing and expanding research pathways, planning and carrying out research activities, assisting in writing grant proposals, assisting in preparing reports for funding agencies, may serve as corresponding author on publications, and work with undergraduate / graduate students and postdoctoral researchers. Service activities include coordinating research and safety in a lab with other research faculties, maintaining and upkeeping at least one laboratory, purchasing necessary laboratory supplies, and may provide services to the external research community. Mentorship activities include directing activities of one or more graduate students, directing activities of undergraduate students, and working with student and postdoctoral researchers to draft manuscripts for publication.

Research Associate Professor:
Ph.D. or equivalent terminal degree in relevant field(s) from an accredited university or college, *and a minimum of 4 years of experience as a Research Assistant Professor.*
Perform research, service, and mentorship duties. Research activities include leading a research program in at least one area, planning and carrying out research activities, developing and expanding research pathways with tenured / tenure-track faculty, assisting in writing of grant proposals, leading reporting to funding agencies, writing publications, working with undergraduate / graduate students and postdoctoral researchers, and advising tenured / tenure-track faculty related to research studies and data. Service activities include coordinating research and safety in a lab with other research faculty across multiple labs, taking responsibility for the maintenance and upkeep as well as health and safety of at least one major laboratory, purchasing necessary laboratory supplies, supporting faculty and students from other departments, providing services to the external research community, interfacing with the internal research community and stakeholders, and adding research capabilities. Mentorship activities include directing activities of multiple graduate students consistently, directing activities of undergraduate students, working with student and postdoctoral researchers to draft manuscripts for publication, working with student and postdoctoral researchers to develop research and communication abilities, and mentoring Research Assistant Professors.

Research Professor:
Ph.D. or equivalent terminal degree in relevant field(s) from an accredited university or college, *and a minimum of 4 years of experience as a Research Associate Professor*.
Research activities include directing several research programs simultaneously, planning and carrying out research activities, identifying and pursuing new research pathways and programs, supporting and pursuing existing research pathways, writing and assisting in the writing of grant proposals, leading reporting to funding agencies, writing publications, ideally having published at least one publication, planning the research of undergraduate / graduate students and postdoctoral researchers as well as Research Assistant Professors and Research Associate Professors, and advising tenured / tenure-track faculty related to research studies and data. Service activities include coordinating research and safety in a lab with other research faculty across multiple labs, taking responsibility for the maintenance and upkeep as well as health and safety of several laboratories, assisting with budgeting and purchasing, supporting faculty and students from other departments, providing services to the external research community, interfacing with the internal and external research community and stakeholders, adding research capabilities, and serving as primary contact

and interface with university facilities, police, and emergency management. Mentorship activities include directing activities of graduate students, postdoctoral researchers, and other research faculty consistently, directing activities of undergraduate students, working with student and postdoctoral researchers to draft manuscripts for publication, working with student and postdoctoral researchers to develop research and communication abilities, mentoring Research Assistant and Associate Professors, and running educational programs such as summer programs, workshops, etc.

3. Annual Evaluations:

Annual evaluations will be performed for each research faculty member by their supervisor, reviewed with the research faculty member, and submitted to the college dean's office for record keeping. These annual evaluations are to be used when research faculty are going up for promotion.

Annual evaluation review is to be submitted using a Word Document in a Memo Format.

Evaluations are to <u>occur in the Spring of each year.</u>

The annual evaluation will consist of the following:
1. Evaluation of the performance tied to the person's position description; include review of the scholarly contributions; as well as how they are performing relative to the Rank Qualifications and Responsibilities as listed above.
    a. This could be addressed in a few statements or paragraphs stating how the researcher has met or not meeting responsibilities.
2. Seek input from faculty members whose grants, contracts, or funding supports the research faculty member's salary.
    a. Include a statement or additional documentation from other sources as needed.
3. Review and refresh job description if needed, along with a review of CV related to research activity to ensure research continues to align with area of qualifications.

4. Rank Progression Review and Process:
- Consideration for promotion
    - Research Assistant Professor to Research Associate Professor may occur between the 4th and 7th year in the Research Assistant Professor position.
    - Research Associate Professor to Research Professor may occur no later than the 8th year
    - The supervisor will recommend promotion in a memorandum and presentation of all previous annual evaluations to the Department Chair. Upon a positive decision made by the Chair, the Chair will initiate the promotion process with the Dean of the College. Upon the review and approval by the dean, final approval will be reviewed and approved by the Office of the Provost.

- Process
    - Fall Term – Determine which research faculty should be considered for promotion
    - March 1st – Submit request for promotion to Office of the Provost, via AFFA Email
    - March 31st – College will be notified regarding each request
    - College submits change documentation for implementation for the new fiscal year.

5. **Hiring and Compensation Research Faculty:**
    *   All University hiring processes, procedures, and policies must be followed and adhered to when seeking to make a hire, or request a title or compensation change.
    *   Title and salary are commensurate with work history, responsibility levels, and degree(s)
    *   Position may be on a 9-month or 12-month basis depending on grant funding and deliverables
    *   A position on a 9-month academic year contract may also be eligible for up to 3 months of summer salary without exceeding their daily rate and are not eligible for vacation accruals. Any additional compensation must align with applicable polices, guidelines or mandates.
    *   12-month employees are not eligible for summer research grant funding.
    *   12-month employees are eligible for vacation accruals per university policy.
    *   Compensation requests should be based on education, experience, years of service, and other considerations as ties to rank ranges above.
    *   Employment and compensation decisions will need to be aligned with grant funding availability.
    *   Final contract compensation will be reviewed and approved by the Office of the Provost and Office of Academic Finance and Faculty Administration prior to any offers being extended to an employee.

6. Annual Salary Increases:

Research faculty may be eligible for university annual salary increases as approved by the Board of Trustees, if the funding source for the position allows.

7. Research Track Promotion Increase:
    *   Rank promotion increase may range from 6% to 8% of current base salary.
    *   The range allows hiring department to balance funding availability, along with discipline specific area of focus.
    *   Rank promotion increase is applied, then any annual Board of Trustees approved increase is applied.
    *   Pending grant funding availability to support increases

8. Rehired UToledo Retirees, Based on Grant Funding Availability do NOT fall within this process.