

PROMOTION DOCUMENT FOR RESEARCH PROFESSIONALS



College of Agriculture
& Natural Resources

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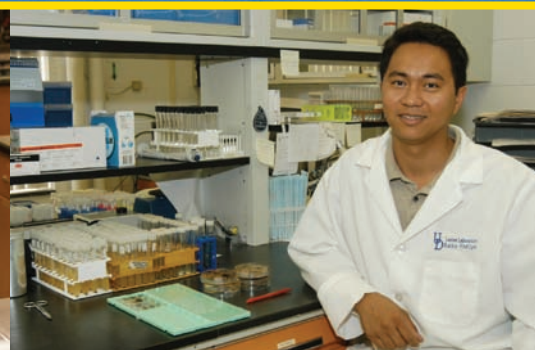


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I. General Aspects of the College of Agriculture and Natural Resources Promotion Process for Research Professionals

Purpose of Promotion Document

The purpose of the Promotion Document is to provide procedural guidelines for pursuit of promotion in the College of Agriculture and Natural Resources (CANR) by research professionals. The document is intended to help define fair and equitable promotion standards and procedures recognized and honored by CANR research professionals, their faculty supervisors, and administrators of the University of Delaware. Research professionals are encouraged to pursue professional excellence and growth. This document provides guidelines for pursuit of professional advancement in recognition of demonstrated advanced capabilities and responsibilities. The document is not intended to define a required career path that must be sought and met by research professionals. Nor is the intent of the document to serve as a contract or guarantee of promotion based on years of service.

This document applies to CANR research professionals who are on the research scientist career ladder including research specialists, associates, and scientists. The document does not apply to post-doctoral researchers or graduate student research assistants (unless they are also classified as professional employees). This document does not apply to those classified by one of the CANR research manager titles. Research managers are eligible for promotion through University of Delaware reclassification procedures rather than through the research scientist career ladder promotion guidelines listed herein. Managers should seek promotion through their supervisors and are eligible to do so throughout the year. Professionals on the research professional career ladder may also be eligible for promotion to a manager position through reclassification if responsibilities and capabilities are more closely aligned with a higher-level research manager position. These individuals should consult their supervisors and human resources for information on reclassification.

Promotion Criteria

The responsibilities of research professionals are diverse and may include research, teaching, managerial, and service responsibilities. The percentages of time dedicated to these responsibilities vary according to the nature of individual positions, even within the same title and rank. Due to the diverse nature of research professional positions, research professionals are not necessarily expected to perform all of the duties associated with a rank but are expected to meet job requirements as mutually understood by professionals and their supervisors in the review process.

Criteria for promotion are based on education, years of experience, past performance, and evidence of activity in most of the responsibilities for the position sought and/or evidence of necessary skills. Professionals may skip over a rank during the promotion process if sufficient evidence is provided for fulfilling the qualifications and additional responsibility requirements of the rank sought.

Job responsibilities and standards for education and experience for each title and rank are outlined in the Research Professional Career Ladder table on page 11. Equivalent degrees obtained from non-U.S. institutions are recognized. Years of experience refers to all

experience relevant to the job sought including experience obtained at the university prior to obtaining professional rank status and experience obtained outside the university. Various combinations of formal education and experience will be considered when increases in capability and responsibility are demonstrable. Advances in capability and contribution to the university will be emphasized for promotion consideration.

Promotion criteria and procedures are equivalent for professionals supported by university funds (“hard” lines) and those supported by grant money (“soft” money). Budgetary restrictions do not influence the eligibility for promotion unless a university-wide promotion freeze is implemented in which case the promotion process would not be initiated. No individual should be deterred from applying for promotion based on budgetary constraints.

General Roles and Procedures

Research professionals interested in seeking promotion must take an active role in initiating the promotion process and making professional preparations to be eligible for promotion. Equally important, supervisors are to be active in assuring the promotion procedures are readily available and expectations for promotion are clear.

Research professionals are to be provided with the promotion document when appointed to professional status. Copies of the promotion document are available in each department. Written reminders of the promotion procedure will be issued by the dean’s office during the course of the promotion process. Research professionals and their supervisors should discuss career plans and steps to achieve career goals during the performance appraisal period. The CANR Office of the Dean announces (via email by June 1) the deadline for a research professional to provide written intent to apply for promotion (July 15). Promotions granted are to become effective July 1 of the following year.

The complete timeline, qualifications, responsibilities, and procedures to apply for promotion are detailed in this document.

Effective Dates and Salary Adjustments

Promotions and appropriate title changes and salary increases become effective July 1. The university Human Resources Classification and Compensation Salary Guide for Professionals can be found at <http://www.udel.edu/hrclass/SalaryGuide.html> and is updated periodically. A salary increase of 5% of the mid-range salary for the new level is typically awarded for rank or grade changes unless the new salary is less than the minimum for that level as established by the university. In such cases, the increase shall be sufficient to bring the candidate’s salary at least to the minimum of the range for that level. The increase in salary for promotion is independent of salary increases applied through the annual budget turnaround process. In the event there is a discrepancy between this document and university budgetary policies and procedures, university policies prevail.

Amendment of Professional Promotion Policies and Procedures

Approval and amendments of this CANR promotion document for research professionals shall be by majority vote of the research professionals covered by this document with

approval of the Dean of the CANR. Research Managers are excluded from voting on changes to this policy since they are promoted through the UD process. A committee consisting of at least one representative from each department shall review this document every 3 to 5 years. Questions of interpretation of the document should be directed to the Associate Dean for Academic Programs and Research.

II. Promotion Process for Level 14 and Below (see page 10 for dates and deadlines)

1. Candidate meets with supervisor(s) to discuss promotion.
2. Candidate notifies dean's office in writing of intent to seek promotion and copies supervisor and department chair.
3. Candidate completes the required Research Professionals Promotion Form (Appendix) and submits, along with a resume or CV, to supervisor(s), department chair, and dean.
4. Supervisor(s) reviews candidate's documentation and provides written decision for support or denial to the department chair and copies the candidate. A decision of denial must be accompanied by a description of deficiencies that warrant denial of promotion.

In the event the supervisor is also the department chair or dean, the individual can provide one written decision indicating the dual role and decision.

If the promotion is denied, the candidate has the right to meet with their supervisor to appeal the decision. If the outcome of this meeting is not satisfactory, the candidate may proceed with the promotion process to the department chair without supervisor approval of promotion. If the supervisor and department chair are the same person, the candidate appeals directly to the chair of the CANR Peer Appeal Panel.

5. Department chair reviews documentation and provides written decision for support or denial to the dean and copies the candidate and candidate's supervisor(s). A decision of denial must be accompanied by a description of deficiencies that warrant denial of promotion.

If the promotion is denied, the candidate has the right to meet with their department chair to appeal the decision. If the outcome of this meeting is not satisfactory, the candidate may appeal and proceed with the appeal to the CANR Peer Appeal Panel. The panel reviews the documentation and submits their recommendation (with vote tally) to the dean.

6. The dean reviews all documentation and provides written notification of decision to candidate, supervisor, and department chair. Denials of promotion must be accompanied by description of deficiencies that warrant denial of promotion.

If the promotion is denied, the candidate has the right to meet with the Dean to appeal the decision. The dean's decision is final.

7. At any time, the candidate may withdraw from the promotion process.

Any violation of University policy may be appealed by using the Grievance Procedure Advisory Body of the Professional Advisory Council.

CANR Peer Appeal Panel

The purpose of the CANR Peer Appeal Panel is to allow the candidate an alternate channel for promotion when there has been a negative decision rendered by the department chair. In addition, in cases where the supervisor and department chair are the same person, the candidate appeals a negative decision at the supervisor level directly to the chair of the CANR Peer Appeal Panel.

The dean's office informs the department chair and director of the research and education center in Georgetown, of the potential need of an appeal panel. Each unit selects one research professional, level 14 and below, to serve on the appeal panel. The director of the research and education center selects a representative from either the Georgetown facility or the Newark farm. Individuals applying for promotion are not eligible to serve on the panel. The department chair/director informs the dean's office who will serve as the unit's representative. The panel will be chaired by a research professional from each unit on a rotating basis in the following order: 1) Animal and Food Sciences, 2) Bioresources Engineering, 3) Entomology and Wildlife Ecology, 4) Food and Resource Economics, 5) Plant and Soil Sciences, 6) Georgetown Research and Education Center/Newark Farm. If a unit has no representatives to chair the appeal panel, then the rotation moves to the next unit. The dean's office will keep a record of past chairs.

The dean's office informs the appropriate unit representative that they will chair the appeal panel and provides a list of the other selected members. The chair of the appeal panel then schedules an appeal meeting(s) in the time allocated for appeals. If there are no available representatives from a unit, the unit will not be represented. However, there must be at least five members on the appeal panel. If the situation arises that there are fewer than five members, the appeal panel chair will select an additional research professional from any unit to serve on the panel.

The chair of the appeal panel will be responsible to ensure that all members receive all promotion qualification and responsibility documentation before the appeal panel meets. After the appeal panel has reviewed all documentation, each member votes for or against promotion for the candidate, and the panel informs the dean's office of their vote tally. The dean's office informs the individual(s) of the recommendation of the appeal panel. The dean reviews all documentation, renders the final decision on promotion, and informs the candidate.

III. Promotion Process for Level 15 and Above (see page 10 for dates and deadlines)

1. Candidate meets with supervisor to discuss promotion.
2. Candidate notifies dean's office in writing of intent to seek promotion and copies supervisor and department chair.
3. Candidate completes Research Professionals Promotion Form (Appendix) and submits to supervisor(s), department chair, and dean, along with a resume/CV and a list of at least three individuals (at least one individual must be from within the UD campus community) qualified to evaluate the promotion materials and prepare a letter of recommendation on promotion. The Associate Dean for Academic Programs and Research then arranges for three confidential letters of recommendation.
4. Supervisor(s) reviews candidate's documentation and provides written decision for support or denial to the department chair and copies the candidate. A decision of denial must be accompanied by a written description of deficiencies that warrant denial of promotion.

In the event the supervisor is also the department chair or dean, the individual can provide one written decision indicating the dual role and decision.

If the promotion is denied, the candidate has the right to meet with their supervisor to appeal the decision. If the outcome of this meeting is not satisfactory, the candidate may proceed with the promotion process to the department chair without supervisor approval of promotion. If the supervisor and department chair are the same person, the process may continue to the Scientist Review Panel.

5. Department chair reviews documentation and provides written decision for support or denial to the dean and copies the candidate and candidate's supervisor(s). A decision of denial must be accompanied by a description of deficiencies that warrant denial of promotion.

If the promotion is denied, the candidate has the right to meet with their department chair to appeal the decision. If the outcome of this meeting is not satisfactory, the candidate may still proceed with the promotion process to the Scientist Review Panel without department chair/supervisor approval of promotion.

6. The documentation is forwarded to the *Scientist Review Panel*. The review panel reviews the documentation, submits its recommendation, justification, and vote tally to the Dean and Associate Dean for Academic Programs and Research and copies candidate, supervisor, and department chair.

If the promotion is denied, the candidate has the right to meet with the Scientist Review Panel to appeal the decision. The candidate has the option to be accompanied by an individual(s) who can support in the appeal. If the outcome of this meeting is not satisfactory, the candidate may appeal and proceed with the promotion process to the dean without the Scientist Review Panel approval of promotion.

7. The dean reviews all documentation and the final recommendation of the *Scientist Review Panel* and renders decision of support or denial of promotion. The candidate, supervisor, department chair, and *Scientist Review Panel* are notified of the decision. A decision of denial must be accompanied by a written description of deficiencies that warrant denial of promotion.

If the promotion is denied, the candidate has the right to meet with the Dean to appeal the decision. The candidate has the option to be accompanied by an individual(s) who can support in the appeal. The decision of the dean is final.

8. At any time, the candidate may withdraw from the promotion process.

Any violation of University policy may be appealed by using the Grievance Procedure Advisory Body of the Professional Advisory Council.

The Scientist Review Panel

The purpose of the Scientist Review Panel is to provide a peer evaluation for candidates seeking promotion to Level 15 and above.

The Scientist Review Panel shall consist of three members from the Scientist group (level 15 and above) selected by the Associate Dean of Academic Programs and Research of the College of Agriculture and Natural Resources. Those ineligible to serve include candidates seeking promotion, those who report to a candidate, and those who directly supervise a candidate seeking promotion. If there are not enough eligible professionals within the college to serve, the associate dean of research will seek alternates, including from a pool of suggestions by the candidate(s) seeking promotion at level 15 and higher, CANR research managers, CANR Extension professionals with a research focus, faculty and other UD scientists outside CANR. All members of the panel must be at a level 15 or higher (any combination of levels) and from within the UD campus. The associate dean will be responsible to ensure that all members receive all promotion qualification and responsibility documentation before the review panel meets and schedule meetings in the timeframe allocated.

After completing its review of the promotion documentation and external letters of recommendation for all candidates, the review panel submits its recommendation, justification, and vote tally to the Dean and Associate Dean for Academic Programs and Research and copies candidate, supervisor, and department chair.

IV. Promotion Responsibilities, Timeline, and Deadlines

(Italicized items refer to appeal process)

Dean's Office Responsibilities

1. Notify professionals in writing of the July 15 deadline for declaration of their intention to submit a document for evaluation for promotion by **June 1**.
2. Inform department chairs and director of the research and education center of need for each division to select appeal panel member by **September 1**.
3. Announce members and chairperson of Peer Appeal Panel on **October 1**.
4. Notify candidate of decision by **March 1**.
5. Notify candidate of appeal decision by **March 15**.
6. Announcement of promotions to college by **May 1**.

Candidate's Responsibilities

1. Determine eligibility for promotion.
2. Meet with supervisor to discuss promotion and notify dean's office in writing of intent to seek promotion by **July 15**.
3. **For positions sought at Level 14 and below**, submit the required Research Professionals Promotion Form (Appendix) and resume/CV to supervisor, department chair, and dean's office by **August 15**.
4. **For positions sought at Level 15 and above**, submit the required Research Professionals Promotion Form (Appendix) and a resume/CV to supervisor, department chair, and dean's office. Also submit to the Associate Dean for Academic Programs and Research a list of at least three individuals (at least one individual must be from within the UD campus community) qualified to evaluate the promotion materials and prepare a letter of recommendation on promotion. All materials must be submitted by **August 15**.
5. *Meet with supervisor to appeal decision by **October 15**.*
6. *Meet with department chair to appeal decision by **November 30**.*
7. **For positions sought at Level 14 and below**, *schedule and meet with the Peer Appeal Panel by **January 20**.*
8. **For positions sought at Level 15 and above**, *meet with Scientist Review Panel to appeal the panel's decision, via the associate dean, by **February 1**.*
9. *Schedule to meet with the dean to appeal decision by **March 15**.*

Supervisor's Responsibilities

1. Notify candidate, department chair, and dean's office of decision by **September 15**.
2. *Notify candidate and the dean's office of their appeal decision by **November 1**.*

Department Chair's/Director's Responsibilities

1. Report the name of the unit's appeal panel member to the dean's office by **September 20**.
2. Notify candidate, supervisor, and dean's office of decision by **November 15**.
3. *Notify candidate, supervisor, and dean's office of their appeal decision by **December 15**.*

Peer Appeal Panel's Responsibilities

1. Meet with candidate to discuss appeal by **January 20**.
2. Submit recommendation and vote tally to the dean by **February 10**.

The Scientist Review Panel's Responsibilities

1. Notify the candidate, supervisor, department chair, and dean of recommendation and vote by **January 20**.
2. *Meet with the candidate regarding appeal before **February 1**.*
3. *Notify the candidate and the Associate Dean in writing of their appeal decision by **February 10**.*

The Associate Dean's Responsibilities

1. Select the members of the Scientist Review Panel by **September 1**.
2. The Associate Dean for Academic Programs and Research arranges for three confidential letters of recommendation by **September 1**.
3. Arrange times for review panel to meet, and distribute all position qualifications, candidate documentation, and references to the panel members by **November 1**.
4. *Notify the Scientist Review Panel of any appeals and schedule appeal meetings by **February 1**.*

At a Glance - Research Professional Promotion Timeline		
Please refer to Promotion Process sections for details. <i>Italics denote step in appeal process.</i>		
Deadline	Topic	Responsible Party
June 1	Notify research professionals of July 15 deadline to apply for promotion	Dean
July 15	Meet with supervisor. Notify dean of intent to seek promotion.	Candidate
August 15	Submit promotion documentation	Candidate
September 1	Inform department chairs/director of need for each unit to select Peer Appeal Panel member ^a	Dean
September 1	Select Scientist Review Panel members ^b	Associate Dean
September 1	Arranges for letters of recommendation	Associate Dean
September 15	Notify candidate of decision	Supervisor
September 20	Report the name of the unit's appeal panel member to dean ^a	Department Chair/Director
October 1	Announce members of Peer Appeal Panel ^a	Dean
October 15	<i>Meet with supervisor to appeal decision</i>	Candidate
November 1	<i>Notify candidate of appeal decision</i>	Supervisor
November 1	Schedule Scientist Review Panel meeting times. Provide promotion documentation. ^b	Associate Dean
November 15	Notify candidate of decision	Department Chair/Director
November 30	<i>Meet with department chair/director to appeal decision</i>	Candidate
December 15	<i>Notify candidate of appeal decision</i>	Department Chair/Director
January 20	<i>Meet with Peer Appeal Panel ^a</i>	Candidate ^a
January 20	Notify candidate and dean of recommendation and vote and tally ^b	Scientist Review Panel
February 1	<i>Meet, via associate dean, with Scientist Review Panel to appeal decision ^b</i>	Candidate ^b
February 10	Notify dean of recommendation ^a	Peer Appeal Panel
February 10	<i>Notify candidate and associate dean of appeal decision ^b</i>	Scientist Review Panel
March 1	Notify candidate of decision	Dean
March 15	<i>Meet with dean to appeal decision</i>	Candidate
May 1	Announcement of promotions	Dean

^a Applies to positions sought at levels 14 and below

^b Applies to positions sought at levels 15 and above

Research Professional Career Ladder							
Title/ Rank/ Job Level	Research Specialist (11)	Research Associate I (12)	Research Associate II (13)	Research Associate III (14)	Associate Scientist (15)	Scientist (16)	Senior Scientist (17)
Qualifications Various combinations of formal education and experience will be considered when increases in capability and responsibility are demonstrable. Years of experience refers to all experience relevant to the job sought including experience obtained at the university prior to obtaining professional rank status and experience obtained outside the university.							
Degree/ Experience	Associate	Bachelor +1 yr or Associate +2 yrs	Masters +1 yr or Bachelor +2 yrs	Doctorate/terminal degree +1 yr or Masters +2 yrs or Bachelor +4 yrs	Doctorate/terminal degree +2 yrs or Masters +4 yrs or Bachelor +7 yrs	Doctorate/terminal degree +4 yrs or Masters +7 yrs	Doctorate/ terminal degree +7 yrs or Masters + 10 yrs
Duties and Responsibilities: <i>Italicized words represent a change in scope of responsibility from previous level.</i>							
	Research Specialist (11)	Research Associate I (12)	Research Associate II (13)	Research Associate III (14)	Associate Scientist (15)	Scientist (16)	Senior Scientist (17)
A Scope of Responsibility	With a consistent exercise of discretion and judgment, supports research, instruction, &/or service to a unit.	Same as previous level	Same as previous level	Same as previous level	<i>Plans, schedules, and coordinates detailed phases of a service unit of moderate scope</i>	Plans, schedules, and coordinates detailed phases of a service unit of <i>major</i> scope	Plans, schedules, and coordinates detailed phases of a service unit of <i>complex</i> scope
B Project Oversight	Conducts research/ service of substantial importance in an assigned project using <i>standardized techniques</i> and resolves related problems	<i>Implements</i> appropriate research methods	<i>Designs and</i> implements appropriate research methods	Same as previous level	Designs, implements, <i>develops equipment, testing materials, and/or research methods and techniques to improve research/service</i>	Same as previous level	Same as previous level
C Project Assess- ment	Compiles data	Compiles and <i>analyzes</i> data	Same as previous level	Compiles, analyzes and <i>interprets</i> data	<i>Analyzes and interprets data</i>	<i>Oversight of data interpretation</i>	Same as previous level

Research Professional Career Ladder							
Title/ Rank/ Job Level	Research Specialist (11)	Research Associate I (12)	Research Associate II (13)	Research Associate III (14)	Associate Scientist (15)	Scientist (16)	Senior Scientist (17)
D Project Documenta- tion			Prepares progress reports	May prepare <i>final</i> report	<i>Prepares final</i> report	Same as previous level	Same as previous level
E Supervision	May provide <i>limited</i> supervision to students	May provide supervision to students and/or <i>salaried staff</i>	<i>Supervises and coordinates</i> the work of research/service team	Supervises and coordinates the work of research/service team	Same as previous level	Same as previous level	Same as previous level
F Research Scholarship				May serve as co-investigator of a research/service team	<i>Serve</i> as co-investigator/ <i>principle investigator</i> of a research/service team	Serve as <i>principle investigator</i> of a research/service team	Same as previous level
G Research Leadership				Plans, organizes and direct research/service projects	Plans, <i>schedules, & coordinates detailed phases of moderate</i> research projects.	Plans, schedules, & coordinates detailed phases of <i>major</i> research projects.	Plans, schedules, & coordinates detailed phases of <i>complex</i> research projects.
H Professional Growth			May present/publish research/service results	Same as previous level	<i>Present/publish research results</i>	Present research results <i>at national meetings/Publish in national publications</i>	Present research results at national/ <i>international</i> meetings/Publish in national/ <i>inter-national Publications</i>

Research Professional Career Ladder							
Title/ Rank/ Job Level	Research Specialist (11)	Research Associate I (12)	Research Associate II (13)	Research Associate III (14)	Associate Scientist (15)	Scientist (16)	Senior Scientist (17)
I Funding Procure- ment			May participate in proposal preparations (N/A service units)	<i>Assists in proposal preparations (N/A service units)</i>	<i>Develops proposals; assists in obtaining a significant portion of funding</i>	Develops proposals; obtains a significant portion of funding	Develops proposals; obtains funding for research
J Professional Activity			May interface with investigators at other institutions/agencies	<i>Interface with investigators at other institutions/agencies</i>	Same as previous level	Same as previous level	Same as previous level
K Service		May serve on committees	Same as previous level	Same as previous level	Same as previous level	Same as previous level	Same as previous level
L Teaching				May have teaching responsibility	Same as previous level	Same as previous level	Same as previous level
M Fiscal Responsibility					May be responsible for a budget	<i>Responsibilities for budget</i>	Same as previous level

Appendix: Research Professional Promotion Form for all Levels

1. Attach a current resume/CV to this form.
2. All supporting information provided in the form below should focus on the time-period since last promotion. If no previous promotion received, include information since commencement of position. Prior information can be attached as an appendix if necessary.
3. Optional documentation, such as letters of support and most recent performance appraisal, is permissible for Levels 14 and below.
4. For Level 15 and above, candidates must also provide a list of at least three individuals (at least one letter must be provided from within the UD community) qualified to evaluate the promotion materials.

Date:	Current Title and Level:
Name:	Department:
Phone:	Division Head:
Email:	Hire Date:
Title and Level of Position Sought:	
1.a. Describe work performed in current position and how this has evolved since appointment to this position.	
b. Describe how current duties performed (if any) already meet expectations of additional duties anticipated for position sought.	
2.a. Names and titles of persons from whom supervision or direction has been received. Include type of supervision (immediate, close, general)	
b. Names and titles of persons from whom supervision or direction will be received in new position. Include type of supervision (immediate, close, general)	
3. Names and titles of persons supervised or directed. Include type of supervision (immediate, close, or general).	

4. List contacts with people other than immediate supervisor and those under supervision. Indicate frequency and nature of contacts.
5. a. List reports, forms, papers, presentations etc. personally prepared. Indicate specific roles in preparation and frequency. b. List all papers, bulletins, articles, etc., which you are author or coauthor.
6.a. Describe how assignments have been made, including the level of independent decisions required, and how the outcome is evaluated. b. Describe how that process has evolved since commencement of current position, and any expected changes in new position.
7. List and describe any involvement in obtaining financial support for activities and responsibilities.
8. List and describe service on unit/university committees.
9. List and describe any services performed on behalf of the university.
10. List all courses taught and frequency.
11. List memberships in professional organizations.
12. List any professional awards or recognitions received.
13. General comments - Include anything pertinent, which you feel has not been covered or needs to be known about the position or your qualifications.