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| **College** | **Biodesign Institute** |
| **Unit** |  |
| **Document** | **Academic Professional Promotion Criteria** |

**Unit and college approval**

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| **Date of approval by the faculty** | **March 21, 2018** |
| **Date of review by the dean** | **Joshua LaBaer, M.D., Ph.D.**  **November 27, 2018** |

**Provost office approval**

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| **Vice Provost for Academic Personnel** | **Date** |

**Biodesign Institute**

**PROMOTIONAL EVALUATION CONSIDERATIONS AND CRITERIA**

**ACADEMIC PROFESSIONALS**

**Promotion of Academic Professionals**

A full list of Academic Professional (AP) titles are listed in ACD 505-03. Within the Biodesign Institute, APs generally hold fixed-term, year-to-year appointments. Promotion of academic professionals is warranted only when achievements are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity, but on demonstrated excellence. Promotion criteria for academic professionals depends on the AP's assigned job responsibilities and the level of their position. Guidelines for significant accomplishment are outlined below. The three areas considered in evaluation of all academic professionals seeking promotion are excellence through position effectiveness, professional contributions, and institutional, professional, or community service.

**Promotion of Academic Professionals from Assistant to Associate Rank**

Candidates for promotion from Assistant to Associate Academic Professional must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in institutional, professional, or community service. Examples are outlined in the categories listed below.

**Position Effectiveness**—Research support will be the focus of the job description; multiple examples from among the following may serve to demonstrate excellence:

1. Demonstrated superior management of instrumentation or equipment facilities that support the research, instructional or outreach missions of the institution
2. A record of significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise depending on the level of the position.
3. Demonstrated development of expertise in the area(s) of assignment consistent with the job description and the level of the position
4. Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant
5. Evidence of effective mentorship, laboratory instruction, or the supervision or coordination of undergraduates, graduate students, or employees whose work is essential to the research enterprise

**Professional Contributions-** Professional contributions comprise a wide range of endeavors that draw upon the academic professional’s expertise, talents, and interests and represent a commitment to the profession or to the discipline that extends beyond the scope of assigned responsibilities.

1. Professional contributions may include, but are not limited to:
2. participation in appropriate professional or scholarly organizations
3. publication and dissemination
4. consultations and evaluations drawing on the academic professional’s expertise
5. fellowships or scholarly awards
6. grant proposals submitted or grants received
7. Research, teaching, leadership, management, or administrative roles within the academic professional’s specialization beyond those stated in the position description for the individual.

**Institutional, Professional, and Community Service**— Service may include such activities as membership on academic unit committees, roles in shared governance, contributions to campus committees, and/or similar activities within professional organizations. Service may also include community activities that draw upon professional expertise or subject knowledge and/or advance the university by meeting the needs of the greater public.

Service may include, but is not limited to:

1. Significant involvement in institutional, professional, or community service work as appropriate
2. Evidence of extensive collaboration with faculty in their research activities
3. Evidence of effective outreach to K-12 schools or the general public
4. Participation on Institutional or unit committees

**Promotion of Academic Professionals from Associate to Full rank**

The term "full" is not usually stated, but is used to designate the highest rank of an academic professional title. Candidates for promotion to this rank will typically have a minimum of seven years in rank at ASU and may count the year of application for promotion toward this eligibility requirement.

Candidates must demonstrate excellence in position effectiveness, continued growth in professional contributions, and involvement in institutional, professional, and community service activities. Examples are outlined in the categories listed below.

**Position Effectiveness** -- Research support will be the focus of the job description; multiple examples from among the following may serve to demonstrate excellence:

1. A sustained record of scholarly initiative and recognized contributions to their fields
2. Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise
3. Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts
4. Significant contributions to national or international scientific meetings
5. Sustained, demonstrable effectiveness in mentorship, laboratory instruction, and supervision or coordination of undergraduates, graduate students, or employees whose work is essential to the research enterprise

**Professional Contributions-** Professional contributions comprise a wide range of endeavors that draw upon the academic professional’s expertise, talents, and interests and represent a commitment to the profession or to the discipline that extends beyond the scope of assigned responsibilities.

Professional contributions may include, but are not limited to:

1. publication and dissemination
2. efforts to transfer techniques and practices resulting from creative activity at the university to other institutions
3. consultations and evaluations drawing on the academic professional’s expertise
4. fellowships or scholarly awards
5. grant proposals submitted or grants received
6. Research, teaching, leadership, management, or administrative roles within the academic professional’s specialization beyond those stated in the position description for the individual.

**Institutional, Professional, and Community Service**— Service may include such activities as membership on Institutional or unit committees, roles in shared governance, contributions to campus committees, and/or similar activities within professional organizations. Service may also include community activities that draw upon professional expertise or subject knowledge and/or advance the university by meeting the needs of the greater public.

Service may include, but is not limited to:

1. Sustained involvement in institutional, professional, or community service work as appropriate
2. Evidence of a leadership role in at least some aspects of their collaborations with faculty in their research activities
3. Demonstration of leadership roles in professional societies, such as chairing or organizing sessions at national symposia, memberships on national committees, holding offices in professional societies, appointments to important review bodies for governmental agencies

**Procedure for Promotion of Academic Professionals**

The Biodesign Institute Personnel Committee will be comprised of Knowledge Enterprise and Biodesign Institute APs and Faculty. The AP will prepare their promotion case materials and submit to the Biodesign Institute personnel committee. The Personnel Committee will review the candidate's promotion material, evaluate the case, and prepare a letter of recommendation for the Unit Director. The Unit Director will prepare an independent letter evaluating the case. Both letters will be included in the promotion portfolio and provided to the Vice President of Research of the Knowledge Enterprise.

Promotion cases should run concurrent with the annual performance review cycle where promotions are effective July 1. Promotion case materials should be submitted for consideration by October 1.