

LTRR Policy and Procedures for Establishing Joint, Adjunct, and non-tenure track Research Professorships, Promotions, and Continuing Status

Joint Professorships

The purpose of these appointments is to establish a formal institutional association between the LTRR and University of Arizona faculty who already hold primary appointments in other departments. This association is intended to recognize and foster substantial participation and collaboration in research, teaching, or service in LTRR by the jointly appointed faculty member. These appointments may also establish or strengthen collaborations between LTRR and the home departments of the joint faculty.

Joint appointment professors in LTRR may be invited (but not required) to attend faculty meetings and other LTRR events. They may participate in faculty discussions and, at the discretion of the *core faculty*¹, to vote on faculty decisions.

The process for appointing Joint Professorships (at Assistant Professor, Associate Professor, or Professor level) will be as follows:

1. A minimum of two LTRR faculty members will nominate the person for a joint appointment. The nomination will be discussed at an LTRR faculty meeting, and the faculty will decide whether to proceed with an invitation to the faculty member.
2. The Director will issue the invitation to the faculty member to submit an application, which will consist of a *letter of interest* and a current *curriculum vitae*.
3. The remaining procedures will follow the College of Science guidelines (see attached Joint Appointment Process Guide, Sample Letter to CoS Dean, and Checklist). Note that the decision step will involve all core faculty as to whether or not to make the appointment, and the appropriate level (i.e., Assistant Professor, Associate Professor, or Professor).
4. A Joint Appointment in LTRR will be reviewed at least every five years by the faculty, and the faculty will decide whether to continue the Joint Appointment, and at what level (i.e., Assistant Professor, Associate Professor, or Professor). The criteria for promotion will be the same as for promotion of tenure-track faculty in LTRR (see LTRR Policy on Promotion and Tenure, December 2002).

Adjunct Professorships

The purpose of these appointments is to establish a formal institutional association between the LTRR and colleagues who are not employed by the University of Arizona, or colleagues who are employed by the University of Arizona, but not in a regular faculty position (state funded line). This association is intended to recognize and foster substantial participation and collaboration in research, teaching, or service in LTRR by the Adjunct faculty member.

Adjunct professors in LTRR may be invited (but not required) to attend faculty meetings and other LTRR events. They may participate in faculty discussions and, at the discretion of the core faculty, to vote on faculty decisions.

The process for appointing Adjunct Professorships (at Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor level) will be as follows:

1. A minimum of two LTRR faculty members will nominate the person for a Adjunct appointment. The nomination will be discussed at an LTRR faculty meeting, and the faculty will decide whether or not to proceed with an invitation to the nominee.
2. If the decision is to proceed, the Director will issue an invitation to the nominee to submit an application, which will consist of a *letter of interest* and a current *curriculum vitae*.
3. The LTRR faculty will review the application and decide whether to proceed or not with the appointment, and if so, the level (i.e., Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor level).
4. If the decision is to proceed, the nominee will fill out a UA Affiliate/Associate Form and this will be submitted to the Office of the Provost (see attached Guidelines for Associates, Affiliates and Volunteers, and related forms.)
5. An Adjunct Appointment in LTRR will be reviewed at least every five years by the faculty, and the faculty will decide whether to continue the Adjunct Appointment.
6. Promotion of an Adjunct appointee to a higher rank (i.e., Adjunct Associate Professor or Adjunct Professor) may be considered on request of the appointee, or may be initiated by any of the LTRR core faculty. The criteria for promotion will be the same as for promotion of tenure-track faculty in LTRR (see LTRR Policy on Promotion and Tenure, December 2002).

Non-Tenure Track Research Professorships

The purpose of these appointments is to recognize and foster collaboration with LTRR colleagues as *core faculty members* who are not employed in a regular, tenure-track faculty position.

1. A minimum of two LTRR faculty members will nominate the person for a Research professor appointment. The nomination will be discussed at an LTRR faculty meeting, and the faculty will decide whether or not to proceed with an invitation to the nominee.
2. If the decision is to proceed, the Director will issue an invitation to the nominee to submit an application, which will consist of a *letter of interest* and a current *curriculum vitae*.
3. The LTRR faculty will review the application and decide whether to proceed or not with the appointment, and if so, the level (i.e., Assistant Research Professor, Associate Research Professor, or Research Professor level).

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4. Promotion of a Research professor appointee to a higher rank (i.e., Associate Research Professor or Research Professor) may be considered on request of the appointee, or may be initiated by any of the LTRR core faculty. The criteria for promotion will be the same as for promotion of tenure-track faculty in LTRR (see LTRR Policy on Promotion and Tenure, December 2002).

¹For the purpose of this document and policy, the term *core faculty* means: the tenure and non-tenure track professors with primary appointments in the LTRR, who are primarily employed at the LTRR, and who perform as principal investigators and are generally included in faculty discussions and decisions.

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