

LLE INSTRUCTION 1310H

SUBJECT: APPOINTMENT AND PROMOTION TO FACULTY-EQUIVALENT POSITIONS

1. **Purpose:** To codify and disseminate the standards and requirements for appointment and promotion to faculty-equivalent positions (Research Associate, Research Engineer, Scientist, Senior Research Engineer, and Senior Scientist) within LLE.

2. **Discussion:** Research engineering and scientific staff of the Laboratory for Laser Energetics occupy faculty-equivalent positions. These positions are not tenured and are generally term appointments contingent on continued funding for a particular project from agencies outside the University. It is the policy of the Laboratory to appoint only individuals with demonstrated excellence in their scientific and engineering discipline to these faculty-equivalent positions. General University guidance governing faculty-equivalent appointments, policies, and information is given in the University of Rochester's *Faculty Handbook*. This instruction sets forth the specific standards, requirements, and procedures for faculty-equivalent appointments used at LLE in conformance with general University policy.

3. **Position Descriptions:**
 - a. Research Associate: The appointment to Research Associate is normally made for a recent doctoral program graduate for a limited term. This appointment is not normally renewed beyond two years. Persons appointed to this rank normally report to a Research Engineer, Scientist, or Senior Scientist. Research Associates are invited to attend the School of Engineering and Applied Science faculty meetings, as well as faculty meetings of The College (without vote).

 - b. Research Engineer: The appointments to the position of Research Engineer is reserved for engineers and applied scientists of established reputation who hold a baccalaureate degree or higher, or by exception have made outstanding contributions to the Laboratory, and are responsible for a major task or function in support of research. The incumbent normally reports to a Group Leader or Division Director, and responsibilities include supervision of other professional staff. The appointment, which is renewable, is a term appointment contingent upon continued funding of the research program from agencies outside the University. Research Engineers are invited to attend School of Engineering and Applied Science faculty meetings, as well as faculty of The College (without vote.)

- c. Scientist: The appointment to the position of Scientist is made for persons of established reputation who are committed to a scientific career as a member or research visitor of LLE. Normally the candidate will hold a Ph.D. or Sc.D. in the physical sciences or engineering. Persons appointed to this rank are expected to assume responsibility for a significant segment of the Laboratory research program and to interact with students and other faculty in the conduct of their research. Scholarship and excellence in research, including published scholarship, as well as a record of service to the Laboratory and University, are expected to be at a level between an Assistant and Associate Professor. A Scientist appointment is a faculty-equivalent title for professionals whose principal responsibility is to research; the appointment level is considered to be at the equivalent rank of a regular University academic appointment intermediate in level between an Assistant and an Associate Professor. Appointments at this level are generally term appointments contingent upon continued funding of the research program from agencies outside the University. Scientists are invited to attend School of Engineering and Applied Science faculty meetings, as well as faculty meetings of The College (without vote).

- d. Senior Research Engineer: The appointment to the position of Senior Research Engineer is made for individuals of recognized accomplishment who are committed to a research engineering career at LLE. The candidate will hold a baccalaureate degree or higher and normally reports to a Group Leader or Division Director with responsibilities that include leading a major project or group for a significant segment of the Laboratory research program that involves interacting with students and LLE scientific staff in the conduct of their research. A record of extended service to the Laboratory and University is required, as is active involvement in the broader technical community. Leading or contributing to published scholarship is highly encouraged. Appointments at this level are generally term appointments contingent upon continued funding of the research program from agencies outside the University. Senior Research Engineers are invited to attend School of Engineering and Applied Science faculty meetings, as well as faculty meetings of The College (without vote).

- e. Senior Scientist: The appointment to Senior Scientist is limited to those persons of established reputation in research with experience and accomplishments comparable to faculty appointments at the Associate Professor to Professor level. Normally the candidate will hold a Ph.D. or Sc.D. in the sciences or engineering. Scholarship and excellence in research, including published scholarship, as well as a record of service to the Laboratory and University, are expected to be at a level equal to that of tenured faculty. Generally, candidates appointed to a Senior Scientist position will have served as a Scientist for approximately five years, or have had equivalent professional experience at that level elsewhere. The incumbent will typically report directly to a Division Director or the Laboratory Director for a major element of the program of research, and will be responsible for the direction of other Senior Scientists,

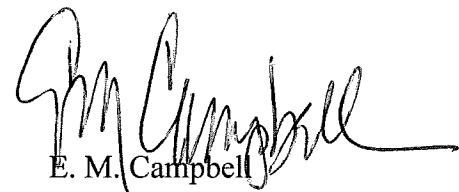
Scientists, Research Engineers, students, and other staff. Appointments at this level are generally term appointments contingent upon continued funding of the research program from agencies outside the University. Senior Scientists are invited to attend School of Engineering and Applied Science faculty meetings, as well as faculty meetings of The College (without vote).

4. **Appointment and Promotion Procedures:**

- a. Research Associate: The supervisor will make the request for appointment or promotion to the Division Director. If approved, the Division Director will assemble a packet that will include a complete curriculum vitae, letters from two LLE personnel of equivalent or higher rank in the pertinent area of interest, and at least two letters from external referents. The packet will be forwarded to the Laboratory Director for approval.
- b. Research Engineer: The supervisor will make the request for appointment or promotion to the Division Director. If approved, the Division Director will assemble a packet that will include a complete curriculum vitae, letters from several LLE personnel of equivalent or higher rank in the pertinent area of interest, and at least one letter from an external referent. The packet will be forwarded to the Laboratory Director for approval.
- c. Scientist: The supervisor will make the request for appointment or promotion to the Division Director. If approved, the Division Director will assemble a packet that will include a complete curriculum vitae, list of publications, citations, letters from several LLE personnel of equivalent or higher rank in the pertinent area of interest, and at least three letters from external referents. At least one of the letters should be from a person not closely connected with the candidate, e.g., a close colleague, personal friend, or Ph.D. supervisor. The candidate will prepare a statement of his career objectives and research interests. The packet will be forwarded to the Laboratory Director. The Laboratory Director will appoint an *ad hoc* committee consisting of a chair (Senior Scientist) and either a Scientist or Senior Scientist each from the Theory Division, Experimental Division, and either the Engineering or Omega Facility Division. The committee will review the candidate's credentials and make a recommendation to the Laboratory Director for the appointment or promotion. A final determination will be made by the Laboratory Director. Only one set of originals of the documentation will be retained by the Laboratory Director's office. No other copies of the promotion packet will be retained by divisions, groups, or members of the promotion committee.
- d. Senior Research Engineer: The supervisor will make the request for appointment or promotion to the Division Director. If approved, the Division Director will assemble a packet that will include a complete curriculum vitae, list of publications, citations, letters from three LLE personnel of equivalent or higher rank in the pertinent area of interest, and at least three letters from external referents. At least one of the letters should be from a person not closely connected with the candidate, e.g., a close colleague, personal friend, or supervisor. The candidate will prepare a statement of

his career objectives and research interests. The packet will be forwarded to the Laboratory Director. The Laboratory Director will appoint an *ad hoc* committee consisting of a chair (Senior Scientist) and either a Scientist or Senior Scientist each from the Theory Division, Experimental Division, and either the Engineering or Omega Facility Division. The committee will review the candidate's credentials and make a recommendation to the Laboratory Director for the appointment or promotion. A final determination will be made by the Laboratory Director. Only one set of originals of the documentation will be retained by the Laboratory Director's office. No other copies of the promotion packet will be retained by divisions, groups, or members of the promotion committee.

- e. Senior Scientist: The supervisor will make the request for appointment or promotion to the Division Director. If approved, the Division Director will assemble a packet that will include a complete curriculum vitae, list of citations, letters from several LLE personnel of equivalent rank in the pertinent area of interest, and a minimum of five letters from external referents. The Division Director will seek letters from referents in addition to those suggested in a list supplied by the candidate. At least two of the letters should be from persons not closely connected with the candidate, e.g., a close colleague, personal friend, or Ph.D. supervisor. The candidate will prepare a statement of his career objectives and research interests. The packet will be forwarded to the Laboratory Director. The Laboratory Director will appoint an *ad hoc* committee consisting of a chair (Senior Scientist) and one Senior Scientist each from the Theory Division, Experimental Division, and one from either the Engineering or Omega Facility Division who will review the candidate's credentials and make a recommendation to the Laboratory Director on the appointment/promotion. The Laboratory Director will review the case, and if approved, forward the case for concurrence by the Provost. At the time a final determination is made in the case, only one set of originals of the documentation will be retained by the Laboratory Director's office. No other copies of the promotion packet will be retained by divisions, groups, or members of the promotion committee.



E. M. Campbell
Director