**Computer Science Department**   
**Ranked Non-Tenure Track Research Faculty**  
**Policy and Procedures**

The Computer Science Department will follow the Missouri S&T Campus Policy and Procedures for ranked NTT research faculty Collected Rules and Regulations Executive Guideline No. 35 Chapter 310.035 for Non-Tenure Track Faculty along with the following noted in this document. [The current guidelines are posted here](https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty).

**Criteria for Appointment to NTT Ranked Research Positions**

A candidate with Ph.D. degree in Computer Science or closely related discipline and with experience in research may be hired into NTT ranked research position. A candidate is expected to satisfy the departmental requirements for high quality publications, writing and supervising grant proposals, supervising graduate students, teaching research oriented graduate courses, and presenting research findings at quality research meetings. The duties will be clearly outlined in advance of the initial appointment. These will be within the general guidelines of CRR 310.035 and Campus memorandum II-13.

**Hiring**

Initial search shall be conducted on a national basis by a search committee consisting of the Computer Science Department faculty. This committee will include both tenure-track and non-tenure-track faculty members in the department. Additional information is found in the Table 1 for rights and privileges described for NTT research faculty.

**Performance Evaluation**

All NTT ranked research faculty members shall be evaluated annually and will follow the same procedures as tenure-track research faculty members, including procedures for the faculty accomplishments in the previous year and development of a plan and goals for the current year. This will include research related duties: refereed journal publications, quality conference publications, number of graduate students supervised and graduated, number of grant proposals written and awarded, etc. These criteria for NTT ranked research faculty members is the same as research contribution of T/TT research faculty. The NTT research faculty will be reviewed by the immediate supervising faculty member. The faculty member’s supervisor’s recommendation will be forwarded to the chair. The chair will also ensure the consistency in the expectation and evaluation by the supervisor.

**Reappointment**

Reappointment will occur if the NTT ranked research faculty member has maintained the expected level of research activity. Reappointment will also be based upon the supervisor’s input, annual evaluation performed by the department chair, departmental needs, and resource availability, and the concurrence of the Provost. The failure to maintain the appropriate performance level will result in termination.

**Promotion to Associate Research Professor or Research Professor**

NTT research faculty members holding the rank of assistant research professor may apply for promotion to the level of research associate professor during the fifth year of service at the assistant research professor level or any year thereafter. NTT research faculty members holding the rank of associate research professor may apply for promotion to the level of research professor during the fourth year of service at the associate research professor level or any year thereafter.

**Requirements**

Promotion will require continuing eligibility for academic or professional qualification according to the departmental guidelines: Promotion will require outstanding research performance, especially in the prior two years. Developing research courses/seminars leading to graduating Ph.D. students. The candidate will create a dossier of research, research-related service accomplishments and evidence of research impact accompanied with citations.

**Deliberations**

A faculty committee for NTT research faculty members will be made up of both tenured and NTT research faculty members holding the rank, at least, to which the NTT research faculty member is being considered for promotion. Otherwise it shall include NTT research faculty member from a related discipline. The committee will review the candidate’s dossier and make a recommendation to the department chair. The department chair will make an independent evaluation and make a decision based on all the available information and advice the candidate of this decision. Campus procedures will be followed for the campus-level review, including the possibility of appeal to the Provost if a negative decision from the department chair.

**Appendix Criteria for Appointment for Research Facult**y  
**Attributes of NTT Research Faculty by Ran**k

**A. Assistant Research Professor**

The candidate for an NTT research position with the title of Assistant Research Professor should demonstrate:

* Expertise in the discipline sufficient to supervise graduate students.
* Potential for excellence in research and writing grant proposals based on the resume, reference letters, and interview deliberations.

**B. Associate Research Professor**

The candidate for an NTT research position with the title of Associate Research Professor should demonstrate most of the following:

Effectiveness over a period of several years in research; based on the funded research and publications in refereed research journals and conferences.

Production of effective research support materials in the form of working lab development, improved research techniques, state-of-the-art delivery systems.

* Evidence of creative and significant research contributions to the profession.
* A record of effective and sustained supervision and successful completion of graduate student’s studies.
* A record of service relevant to a research career in this university.

The portfolio of a candidate for promotion to the rank of Associate Research Professor must include formal external peer evaluations conducted by qualified external referees.

**C. Research Professor**

The candidate for an NTT research position with the title of Research Professor should demonstrate most of the following:

Sustained recognition by students, peers, and research community as a stimulating, inspiring and effective researcher;

* Sustained acquisition of research grant leading to publications in quality journals and conferences in the computer science related field.
* Excellence in the production of effective research support in the form of developing labs for graduate students.
* A record of effective and sustained advisement of graduate students, leading to completing their graduate studies.
* A record of sustained research-related service on departmental/university/national committees.

**Privileges and Voting rights for Department NTT Research Faculty**

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| **Functions/Issues** | **NTT Research Faculty Involvement**  **and voting privileges** |
| Promotion Committee for TT Faculty | No |
| Promotion Committee for NTT Faculty | Yes |
| Undergraduate committee | No |
| Graduate committee | Yes |
| Tenure Track Faculty Hire | No |
| Non-Tenure Track Faculty Hire | Yes |
| Chair Hire | No |
| Faculty Senate Representative | Yes |
| Undergraduate Advising | No |
| Student Organization Advising | Yes |
| Thesis and Dissertation Committees | Yes |
| Other Department Standing Committees | Yes |
| Campus Committees | Yes, in accordance with Faculty Senate regulations |