Promotion of Research Faculty

Faculty who are hired in research professor lines are traditionally expected to engage mainly with the research mission of the University. To promote research faculty, the process follows a similar timeline as tenure-track faculty.

To be eligible for promotion from Research Assistant Professor to Research Associate Professor, a faculty member must have 6 years of full-time service as Research Assistant Professor or equivalent. For Research Associate Professor to Research Professor, must have at least 3 years of full time service as Research Associate Professor or equivalent.

The request for promotion may be submitted one year in advance of year 6/3 noted. The promotion can be initiated by the academic unit chair when the eligibility requirements have been met. All requests must be approved by the Dean and the Provost.

**Eligibility for Promotion**

* Research Associate Professor: At least 6 years full time service to the academic unit in the rank of Research Assistant Professor or equivalent.
* Research Professor: At least 3 years full time service to the academic unit as Research Associate Professor or equivalent.

**Criteria for Promotion**

Evidence of contributions to research such as:

1. Record of peer-reviewed scholar activities including but not limited to publications, creative work or equivalent depending on the field of study
2. National or international recognition in the field of study, as reflected e.g., in honors and awards or invited lectures
3. Record of research funding representative of the discipline
4. Proof of scholar independence as reflected in e.g., authorship of publications or creative works, leading role in funding enterprises or equivalent

For promotion to Associate Research Professor, the candidate should show strong local and national reputation on the basis of research productivity and contributions over several years consistent with that of a tenured associate professor.

For promotion to Research Professor, the candidate should show exemplary and sustained national and international reputation and achievements in research productivity and record equivalent to a tenured professor.

**Dossier Contents**

The request for promotion package for research faculty must be submitted *electronically to* [cas\_facultyaffairs@stonybrook.edu](mailto:cas_facultyaffairs@stonybrook.edu) by May 31. The promotion dossier must contain the following:

1. Cover Sheet
2. Current CV
3. Tally of the votes by tenure/tenure-track faculty in the academic unit with a summarized reasoning behind negative votes and abstentions
4. Statement of Research
5. Diversity Statement from the candidate: The statement should indicate how Diversity, Equity and Inclusion (DEI) is embedded in the research and outreach portfolio of the candidate
6. Mentoring statement
7. Service statement
8. Three letters of recommendation from tenured/tenure-track faculty from the academic unit.
9. Two letters of recommendation from current or former students or postdocs
10. Letter from academic unit chair containing summary endorsement of the nomination
11. The recommendation of the academic unit is then forwarded and evaluated by the Associate Deans, and the Dean of the relevant School/College who finalizes the decision
12. Approved position compensation form if any salary review/adjustment increase is requested

Additional information regarding promotion of research faculty can be found on the Provost’s Office website: https://www.stonybrook.edu/commcms/faculty-pathways/pages/promotion\_inst\_res.php