**General Guidelines for Promotion to the Rank of Research Professor**

1. The criteria for promotion from the rank of Research Associate Professor to the rank of Research Professor are as follows:

A significant track-record of leadership, research, and/or contributions to the unit, the University, the community, or the profession. Unit guidelines may take into account mentoring, publication record, external funding, and plans for future research. Research Professor is a title reserved for persons of considerable research output and experience and/or highly impactful service contributions.

2. Review for possible promotion begins at the unit level, normally after five years in rank. Units may have their own criteria for promotion that do not conflict with the DSAS criteria: [Criteria for Promotion, Appointment, Evaluation, and Reappointment of Appointment Stream Faculty | Kenneth P. Dietrich School of Arts & Sciences | University of Pittsburgh](https://www.as.pitt.edu/faculty/governance/criteria-promotion-appointment-evaluation-and-reappointment-appointment-stream)

3. The selection of external reviewers to provide letters of support is extremely important to the strength of a unit’s recommendation concerning promotion to the rank of Research Professor. The selection process should be objective and fair, and it should be well documented. The unit head should contact the candidate to request a list of up to three potential reviewers from outside the unit of primary appointment (at Pitt or elsewhere). Using this list as a guide, the unit head should then procure one review letter (see template). Additionally, the unit head should choose at least two other external reviewers who are not included on the candidate's list. Publications or other relevant materials from the candidate may be submitted to reviewers. If unit-specific guidelines are available, they should also be provided. A minimum of three total review letters of support is required, with only one coming from the candidate’s initial list. Including 1-3 additional review letters (from reviewers selected by the unit head) can further strengthen the promotion case.

4. A unit review committee may be charged with assembling a promotion dossier, or a unit may function as a promotion committee of the whole. The candidate should supply the unit with a current CV, research materials, and a description of research, research support, and/or service activities for work done during the time in rank.

5. Recommendation for promotion to Research Professor is made by a vote of tenured faculty, and AS faculty at the rank of Research Professor.

6. The unit head should submit a recommendation to the Associate Dean of Faculty Affairs on behalf of the unit, with an appropriate supporting dossier.

Checklist for dossier for promotion to Research Professor

1. \_\_\_\_Cover letter from the unit head to the Associate Dean of Faculty Affairs, which includes the promotion process, internal committee recommendation and vote (if applicable), faculty vote, and unit head recommendation.

2. \_\_\_\_Candidate’s current curriculum vitae (date-stamped) with time in professional positions clearly delineated.

3. \_\_\_\_Candidate's personal statement with respect to their demonstrated excellence regarding the criteria for promotion delineated above. If the candidate’s teaching or service encompasses community engagement (CE) or diversity, equity, inclusion, and accessibility (DEIA), the personal statement may also include a synopsis of these activities.

4.\_\_\_\_ Research materials (e.g. articles, grants, reports, patents).

5. \_\_\_\_ A minimum of three review letters (from outside the unit of primary appointment; can be from inside or outside Pitt).

6. \_\_\_\_ External reviewer list (with a brief description of each reviewer, and how and why they were selected, as well as a list of those who declined to write.)

7. \_\_\_\_Unit committee report (if reviewed prior to discussion by full faculty).

8. \_\_\_\_Copies of annual letters of evaluation by unit head since the time of initial appointment in rank.

9. \_\_\_\_Ballots/Signature Sheet (use key coded tabulation without faculty names because the candidate is allowed access to personnel files). Vote should be by secret ballot.

10. \_\_\_\_Draft promotion and reappointment letter.

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Template for Review Letter for Promotion to Research Professor:

Dear \_\_\_\_\_\_\_\_\_:

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, who holds the position of Research Associate Professor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program at the University of Pittsburgh, is being considered for promotion to Research Professor. I am writing to ask you to provide a letter in support of this promotion, based on your interactions with Dr. \_\_\_\_\_\_\_\_\_\_\_ or your knowledge of their published research. As background, the title of Research Professor is reserved for faculty with a significant track record of leadership, research, and/or contributions to the unit, the University, the community, or the profession. Department guidelines may also take into account mentoring, publication record, external funding, and plans for future research. Research Professor is a title reserved for persons of considerable research output and experience, and/or highly impactful service contributions.

Our department/program has identified you as someone who has interacted with Dr. \_\_\_\_\_\_\_\_\_\_\_ or someone who may be well qualified to judge their research accomplishments. We are asking you to provide a brief description of these interactions and their value, or of their research accomplishments, as a way to provide supporting evidence of impact.

Recommendation for promotion to Research Professor may be made by a vote of tenured faculty and appointment stream faculty at the rank of Research Professor, and your letter will be included in the dossier that will be made available to them. If these faculty endorse the promotion, a recommendation will be sent to the Associate Dean for Faculty Affairs of the Dietrich School of Arts and Sciences for review, along with the dossier that includes your letter. The Associate Dean will forward it to the Provost along with a recommendation regarding this promotion.

I am aware that this is a demanding request, one which takes time from your already busy schedule, and I thank you in advance for your help. We would very much appreciate hearing from you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If this date is a problem for you, please let us know. If you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may email your letter to me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a pdf attachment.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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