

# Department of Biochemistry

## Guidelines for Faculty Appointments and Promotions

Approved June 2023

This document is a set of “Guidelines” rather than a set of “Rules”. This is in recognition of the fact that every appointment is unique and requires flexibility in our expectations and requirements of potential appointees. Departure from these guidelines in individual cases is possible by a vote of approval by the Biochemistry Faculty. These guidelines are specific to the Department of Biochemistry. For general UW policies with regard to promotions and appointments, please see the Faculty Code (<http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html>).

Appointments and promotions are contingent upon demonstrated excellence in teaching, research and service appropriate to rank as described below. Excellence must be demonstrated in each area. Assessment of excellence is weighted proportionately to the amount of time spent in each activity.

### OVERVIEW: PROFESSIONALISM AND DIVERSITY

#### **Professionalism (All Ranks):**

The members of the Biochemistry Faculty are committed to maintaining and modeling the highest professional and ethical standards in matters relating to our academic and scientific endeavors. The Department of Biochemistry (BIOC) is committed to upholding the Statement on Faculty Professional Conduct approved by the faculty of Biochemistry (available at: [Faculty Professionalism Guidelines](#) ) and modelled on the UW Graduate School guidelines on professionalism (<https://grad.uw.edu/guidelines-for-good-practice-in-graduate-education/>). Non-compliance with the standards will be considered in all appointment and promotion reviews.

#### **Diversity and Equity (All Ranks):**

Per UW Faculty Code: "In accord with the University's expressed commitment to excellence and equity, contributions in scholarship and research, teaching, and service that address diversity and equal opportunity *may be included* among the professional and scholarly qualifications for appointment and promotion outlined below." From the Faculty Code, Volume II, Part II, Chapter 24, Section 24-32.

URL: <http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2432>

Examples of commitment to excellence and equity through contributions in scholarship and research, teaching, and service that address diversity and equal opportunity that may be found in the CV and other materials (from the University of Washington, Director of the Office for Faculty Advancement: source UC Berkeley):

For example, faculty who have

- engaged in service to increase participation in science, education, humanities, fine arts, or social sciences by groups historically under-represented in higher education.
- contributed to pedagogies addressing different learning styles.
- significant experience in teaching students who are under-represented in higher education.
- research interests in subjects that will contribute to diversity and equal opportunity in

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higher education.

### **Assistant Professor**

The criteria for appointment to Assistant Professor include:

- Excellent record of research accomplishment during graduate and postdoctoral work in any area of modern biochemistry including, but not limited to, molecular biology, cell biology, structural biology, biophysics, or developmental biology.
- The candidate should have made important contributions to the field as demonstrated by first-author papers in critically reviewed journals.
- The candidate should demonstrate extraordinary promise of continued independent scholarly achievement.

Terms of appointment:

- The initial appointment is normally for a term of three academic years, with the possibility of a second three-year term.
- The appointee may become a member of the graduate faculty and may supervise graduate students.

The appointee is reviewed according to the following guidelines:

- Before the end of the second year, a thorough review will be conducted by the Appointments and Promotion Committee. Based on this review, a recommendation will be made to the department faculty.
- Mandatory review resulting in either promotion or non-renewal must be made before the end of the sixth year of appointment.

### **Associate Professor**

The criteria for promotion to Associate Professor include

- Continued scholarly achievement as evidenced by an excellent record of scientific publications, student mentoring, and effectiveness in classroom teaching
- Continued success in achieving an appropriate level of independence and in securing a level of external support sufficient to maintain a vigorous research program.
- Candidates for promotion are expected to have served on departmental committees or to have contributed to other important departmental functions; service on School of Medicine or University committees will also be taken into account.
- The candidate must have achieved a national reputation as indicated by letters of support from outside the University.
- Must continue to demonstrate high standards of professional integrity and conduct.

Terms of appointment:

- Appointments as Associate Professor to state-funded positions are for indefinite terms.
- Associate Professors may be appointed without tenure (WOT) by virtue of the source of salary funding.
- The appointee may be a member of the graduate faculty and may supervise graduate students.

### **Professor**

The criteria for promotion to Professor include those listed above for promotion to Associate Professor. In addition, the candidate is expected to:

- Have achieved a strong international reputation
- Have made a significant impact on the field, as evidenced both by publications and letters of support from outside the University.

Terms of the appointment:

- Appointments as Professor to state-funded positions are for indefinite terms.
- Professors may be appointed without tenure (WOT) by virtue of the source of salary funding.
- The appointee may be a member of the graduate faculty and may supervise graduate students.

### **Research Assistant Professor**

The criteria for appointment to Research Assistant Professor are similar to those for appointment to Assistant Professor, except that research faculty:

- Are not required to teach in the regular instructional program, except insofar as required by funding sources. Although teaching by research faculty is encouraged, it is not required and only compensated if greater than *de minimis* in amount (please see UW guidelines for definition, <http://www.washington.edu/research/maa/fec/faqs.html>).
- Usually occupy space within the Biochemistry Department assigned to members of the regular faculty ranks.
- Can be appointed to the graduate faculty, but do not normally serve as thesis advisor or chair of a graduate student supervisory committee.

Terms of the appointment:

- The initial appointment is normally for a term of three academic years.
- These appointments are limited by the duration of salary funding.

The appointee is reviewed according to the following guidelines:

- After a thorough review conducted before the end of the second year, a second three-year appointment may be made.
- Mandatory review resulting in either promotion or non-renewal must be made by the end of the sixth year of appointment.

### Research Associate Professor

The criteria for promotion to this position are similar to those for promotion to Associate Professor. In addition, there should be an emphasis on the following:

- Research productivity after appointment to Research Assistant Professor as evidenced by first--and corresponding--author publications
- Grant and contract support as Principal (or co-Principal) Investigator
- Mentoring effectiveness within the home laboratory.
- The candidate should have achieved a national reputation as evidenced by letters of support from outside the University.

Terms of the appointment:

- Appointments at this rank may be for terms of up to five years and are renewable.
- These appointments are limited by the duration of salary funding.
- A Research Associate Professor usually occupies space within the Biochemistry Department assigned to a member of the regular faculty ranks.

The appointee is reviewed according to the following guidelines:

- Renewal decisions must be made in the fall of the last year of the appointment term.

### Research Professor

The criteria for appointment to Research Professor include those for appointment to Professor. In addition, there should be an emphasis on the following:

- Research productivity and grant and contract support, not on teaching effectiveness or departmental service.

Terms of the appointment:

- A Research Professor usually occupies space within the Biochemistry Department assigned to a member of the regular faculty ranks.
- Appointments to this rank may be made for up to five years and are renewable.
- These appointments are limited by the duration of salary funding.

The appointee is reviewed according to the following guidelines:

- Renewal decisions must be made in the fall of the last year of the appointment term.

**ASSISTANT TEACHING PROFESSOR:** The criteria for appointment to the position of Assistant Teaching Professor requires a demonstration of teaching ability and disciplinary background enabling effective teaching in areas relevant to biochemistry that, together, provide promise of a successful teaching career. Development of curriculum and pedagogical research are encouraged. Student and peer evaluations of classroom teaching are required annually.

**ASSOCIATE TEACHING PROFESSOR:** The criteria for appointment or promotion to the position of Associate Teaching Professor require a record of excellence in instruction as well as sustained evidence of scholarly activity. Scholarship may include but is not limited to: publishing biochemical or educational research reports or reviews in peer-reviewed journals; the introduction of new knowledge

or methods into course content; creation or use of innovative pedagogical methods; development of new courses, curricula, or course materials; participation in professional conferences; evidence of student performance; receipt of grants or awards; contributions to interdisciplinary teaching; participation and leadership in professional associations; or significant outreach to professionals at other educational institutions. Promotion requires that annual student evaluations be on file, along with a peer evaluation of classroom teaching from each academic year the faculty member is engaged in teaching in the rank of Assistant Teaching Professor.

**TEACHING PROFESSOR:** The criteria for appointment or promotion to the position of Teaching Professor requires outstanding, mature scholarship as evidenced by accomplishments in teaching, a record of excellence in instruction, which may be demonstrated by exemplary success in curricular design and implementation and/or student mentoring, as well as continued evidence of scholarly activity that advances the field of pedagogy. Departmental service and leadership to the Department, School, or University are expected. Contributions to teaching must be documented like those described for appointment to Associate Teaching Professor. Promotion requires student evaluations from each academic year of teaching in the rank of Associate Professor. Peer evaluations of classroom teaching for every 3 year academic years of teaching in the rank of Associate Professor, and in the year leading to promotion, are also required.

### **Adjunct Faculty Appointees**

Adjunct faculty have a significant interest in the research and scholarly activities of our department. Adjunct faculty:

- Are welcome at department activities, such as faculty meetings, faculty seminars and departmental retreats.
- Generally do not have formal departmental responsibilities, although they may occasionally serve on departmental committees, or give occasional lectures or classes, which would benefit from their expertise.

Terms of the appointment:

- Adjunct Faculty do not vote on appointments and promotions.
- Adjunct Faculty are not eligible to serve as thesis advisor for graduate students enrolled in the department graduate program.
- The adjunct faculty rank is determined by rank in the primary department.

## **Joint Faculty Appointees**

Joint faculty, like adjunct appointees, have a significant interest in the research and scholarly activities of our department. Joint Faculty have the following privileges and responsibilities:

- They are welcome at departmental activities, such as faculty meetings, faculty seminars and departmental retreats.
- In contrast to adjunct, joint appointees assume significant departmental responsibilities, most commonly a substantial teaching load (for example, 5 weeks of a 10-week lecture course for undergraduates or first year medical students).
- Joint faculty vote on appointments and promotions
- Joint faculty are eligible to take rotating graduate students, and can serve as thesis advisor for graduate students enrolled in the department graduate program.

Terms of the appointment:

- The joint faculty rank is determined by rank in the primary department.

## **Acting Instructor**

The criteria for appointment to Acting Instructor include:

- The appointment must be supported by a faculty vote, a letter from the chair, and four letters of recommendation.

Terms of the appointment:

- The appointment carries no explicitly defined duties, instructional or otherwise, and no national search is required. Further information about this appointment may be found at: ([http://www.washington.edu/admin/acadpers/job\\_descriptions/Acting\\_Instructor.html](http://www.washington.edu/admin/acadpers/job_descriptions/Acting_Instructor.html)).
- The position is not intended as a transition in our department to an appointment of greater rank such as Assistant Professor or Research Assistant Professor; however appointment to Acting Instructor does not preclude such a transition.
- The Acting Instructor title describes an annual appointment that may be reviewed for renewal for up to three academic years (a total of four years).
- An Acting Instructor can serve as Principal (or co-Principal) Investigator for a grant or contract.
- An Acting Instructor occupies space assigned to a regular faculty member and performs research related to the faculty member's interests.

## **Part-time Lecturer**

Individuals are occasionally appointed to the part-time position of Lecturer for the purpose of enhancing the educational missions of the Department. The following are the principal characteristics of this position:

- Individuals appointed to the position of Lecturer must have demonstrable expertise in the relevant subject area(s), commensurate with the level of the course(s) that will be taught.
- Lecturers are hired to teach courses and not to carry out research and/or supervise graduate students.

- These individuals will generally have attained a doctorate degree.
- The normal appointment period of a part---time Lecturer shall be for one quarter.  
The terms of employment will be set out in a letter of employment from the Chair.

*The position of **full-time Lecturer** has been used only rarely by the Department of Biochemistry. The criteria for this appointment are the same as above, except that a formal competitive national search is required.*

### **Affiliate Appointments and Promotions**

The criteria for appointment to the affiliate faculty include:

- An affiliate appointment recognizes the professional contribution to the department and/or institution by an individual whose principal employment responsibilities lie outside the colleges or schools of the University of Washington.
- Level of appointment and promotion will not automatically be linked to the individual's title or promotion at the parent institution, but will be determined by the nature and intensity of the contribution by the individual to the academic and/or scientific programs of the department and the University of Washington.