**Guidelines for Transfer of Appointment from Assistant Research Scientist to Assistant Research Professor**

Background

With the establishment of the Research Professor category in 2024, there may be SoE Research Scientists who feel that the Research Professor category more accurately reflects their role. SoE Policy [22.43r](https://education.indiana.edu/faculty/governance/policy-council/22.43r-ntt-policies.docx) describes the roles and criteria for appointment and promotion. The policy includes the following descriptions, along with many more details about specific criteria for each rank:

**Research Scientists**

The Research Scientist appointment category is a three-rank system that is regarded as a career ladder framework, with appropriate policies and procedures for appointment, annual review, and promotion. Minimum criteria for appointment are as follows:

* + - * Assistant Research Scientist for individuals who have completed the terminal degree in the candidate’s discipline and strong research experience
      * Associate Research Scientist for individuals who have achieved a minimum of five years of successful research as reflected in published work in refereed sources
      * Senior Research Scientist for individuals who have shown a career of continued growth in scholarship which has brought a national or international reputation as a first-class researcher who has made substantial contributions to the individual’s discipline

**Research Professors**

The Research Professor appointment category is a three-rank system that serves as a career ladder framework, with appropriate policies and procedures for appointment, annual review, and promotion. The minimum criteria for appointment are as follows:

* Assistant Research Professor is for individuals who have completed the terminal degree in their discipline and strong research experience. Candidates at this level must demonstrate potential for independent research and *the ability to secure extramural funding.*
* Associate Research Professor is for individuals who have achieved a minimum of five years of successful research, as evidenced by published work in refereed sources. Candidates must have a proven track record of securing extramural funding and demonstrate the ability to lead independent research projects, contributing substantively to their field.
* Research Professor is for individuals who have shown a career of continued growth in scholarship, making substantial contributions to their discipline. Candidates must have an established national or international reputation as leading researchers. They should have a sustained record of securing extramural funding and leading high-impact research projects. Additionally, they are expected to demonstrate leadership in research organizations and professional societies.

Procedure:

If an Assistant Research Scientist requests to transfer to an appointment as Assistant Research Professor, the following steps will occur:

1. The Assistant Research Scientist makes their request to the EAD. The EAD will ensure the requester understands the criteria for appointment and promotion as an Assistant Research Professor outlined in SoE Policy [22.43r](https://education.indiana.edu/faculty/governance/policy-council/22.43r-ntt-policies.docx)*.*
2. The EAD consults with the Assistant Research Scientist’s Center/Unit head to determine whether they believe the faculty member meets the criteria for Assistant Research Professor and is likely to subsequently meet criteria for promotion to associate and then full research professor, as outlined in [22.43r](https://education.indiana.edu/faculty/governance/policy-council/22.43r-ntt-policies.docx).
3. The EAD then consults with the Dean to determine whether they believe the faculty member meets the criteria for Assistant Research Professor and is likely to subsequently meet criteria for promotion to associate and then full research professor, as outlined in [22.43r](https://education.indiana.edu/faculty/governance/policy-council/22.43r-ntt-policies.docx).
4. If the Dean approves, then the EAD communicates the decision to the requester and their unit head, and then initiates the appointment change with the SoE Faculty Affairs Coordinator.