

33.99.99.E0.01 Appointments to TEES Research Professor Titles

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Standard Administrative Procedure Statement

The Texas A&M Engineering Experiment Station (TEES) grants the TEES research professor titles to qualified individuals in recognition of scholarly accomplishment and/or future potential in performing research. Individuals holding these titles will be required to perform high-quality research driven by real-world problems, obtain external grants to further endeavors, and support the mission of TEES through strengthening and expanding the state's workforce through development of technologies transferable to industry. References in this Standard Administrative Procedure (SAP) to the term "research professor" include the titles of research professor, associate research professor, and assistant research professor. TEES research professor titles are PI eligible.

Reason for Standard Administrative Procedure

This SAP provides procedures to be used when identifying candidates, granting initial appointments, performing annual renewal, and requesting promotions for the TEES research professor titles.

Procedures and Responsibilities

1. DEFINITIONS AND SELECTION CRITERIA

- 1.1 TEES Research Professor – Candidates for TEES research professor titles are expected to have a history of significant contributions in the areas of scholarly research or creative work. An earned doctorate degree in a relevant field of engineering or a related field is required. Expectations include published research, funded research grants, student interaction through research direction, mentoring, and guest lecturing to students in the appropriate venue, and service to the profession.
- 1.2 TEES Associate Research Professor – Candidates for TEES associate research professor titles are expected to have a history of substantial contributions in the areas of scholarly research or creative work. An earned doctorate degree in a relevant field of engineering or a related field is required. Expectations include published research, funded research grants, student interaction through research direction, mentoring, and guest lecturing to students in the appropriate venue, and service to the profession.

- 1.3 TEES Assistant Research Professor – Candidates for TEES assistant research professor titles are expected to have a history of contributions in the areas of scholarly research or creative work similar to what would be expected of a tenure track assistant professor. An earned doctorate degree in a relevant field of engineering or a related field is required. Expectations include published research, funded research grants, student interaction through research direction, mentoring, and guest lecturing to students in the appropriate venue, and service to the profession.

2. APPOINTMENTS TO TEES RESEARCH PROFESSOR POSITIONS

- 2.1 TEES research professor appointments shall equal no less than a continuous 25% effort. If a joint appointment is in place with another Texas A&M University System member, the TEES appointment must equal no less than a 10% effort. Minimum salaries are set by the TEES Research Professor Review Committee (TRPRC), and the current monthly rates are available from the engineering manager of faculty services. TEES research professor positions are non-tenure track and non-tenure accruing. No form of tenure, implied or otherwise, is associated with these positions. TEES research professor appointees may teach Texas A&M University courses with an additional appointment (initiated by a division) as a Texas A&M University faculty member.

- 2.2 The request for an initial appointment to a TEES research professor title within the TEES research professor category must be sponsored by a TEES disciplinary division or center. Terms for all levels of TEES research professor titles shall be one year, renewable annually. The initial request will be submitted by a TEES disciplinary division head or center director in which the position is located or sponsored and must include the credentials of the candidate (a vita), a recommendation letter from the appropriate peer review committee, a letter of recommendation from the division head or center director justifying the request for the title, a draft offer letter to the candidate, and the completed *TEES Approval of Offer/Renewal for a Research Professor Position* form. All requests should be submitted to the engineering manager for faculty services.

Regarding determination of the appropriate peer review committee, it may be composed in two different ways. For division appointments, the division head will determine if the departmental tenure and promotion committee will be used, or he/she may select a more research specific group of faculty at or above the rank being considered. For TEES center appointments, an ad-hoc committee will be appointed by the associate agency director for strategic initiatives and centers, in consultation with the head of the division most closely associated with the candidate's disciplines and/or core expertise. The committee will consist of three tenured faculty, two TEES center or institute directors, the director of the hiring TEES center or institute, and will be

chaired by the TEES director of center operations. The hiring director and the chairman will be non-voting members. In either case, the committee will meet to review the candidate's qualifications and credentials against the requirements of the position, and provide a written report as required for the approval of offer packet.

2.2 The TEES Research Professor Review Committee (TRPRC), chaired by the designee of the agency director, will review all new appointments and promotion requests for approval. Final approval for all appointments and/or promotions will be made by the director of TEES. No form of offer should be conveyed without the final approval.

3. PROMOTIONS FOR TEES RESEARCH PROFESSOR POSITIONS

3.1 The request for a promotion in rank within the TEES research professor category must be sponsored by a TEES disciplinary division or center. Promotion requests must include a peer review committee recommendation as described in section 2.1, and a recommendation/justification from the division head or center director. For promotion requests, the peer review committee at the division or center level must be approved by the deputy director in advance. Requests will be reviewed by the TRPRC. After reviewing the scholarly accomplishments and credentials of the candidate, the committee will recommend for or against the promotion to the TEES director. The division or center will be contacted by the engineering manager of faculty services with the outcome.

4. REVIEW AND RENEWAL OF TEES RESEARCH PROFESSOR POSITIONS

4.1 TEES research professor, associate research professor, and assistant research professor performance must be evaluated annually by the respective division head or center director. Annual renewal of appointments at the current level will be initiated by the engineering manager of faculty services and must be submitted on the *TEES Approval of Offer/Renewal for a Research Professor Position* form with the required documentation. Metrics for renewal consideration include published research, funded research grants, student interaction, and service to the profession. The TRPRC is responsible for review and recommendations to the director for approval or denial of reappointments.

Related Statutes, Policies, or Requirements

[TEES Approval of Offer/Renewal for a Research Professor/Professorship/Fellow Position form](#)

Contact Office

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