

**UNIVERSITY OF THE VIRGIN ISLANDS
BOARD OF TRUSTEES RESOLUTION**

PURPOSE: To approve a promotion policy for research faculty that will encourage and reward achievement, create a supportive environment for scientific inquiry and enhance the job satisfaction and retention of research faculty.

WHEREAS, one of the strategic goals of the University is to serve as a leading center for research and education in the Virgin Islands and the Caribbean, and

WHEREAS, to achieve this goal faculty appointments must become more integrated between teaching, research, service and extension/outreach, and

WHEREAS, such integration demands a policy for promotion for research faculty that parallels the promotion policy for other faculty, and that will encourage and reward achievement, create a supportive environment for scientific inquiry and enhance the job satisfaction and retention of research faculty, and

WHEREAS, the University has not heretofore developed or implemented such a promotion policy for research faculty, and

WHEREAS, this proposed policy was developed and approved within the Research and Public Service unit of the University, and

WHEREAS, the Cabinet unanimously approved the Promotion Policy for Research Faculty on December 14, 2004, and

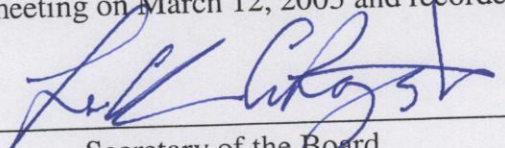
WHEREAS, the Academic and Student Affairs Committee approved the Promotion Policy for Research Faculty on February 7, 2005,

NOW THEREFORE BE IT RESOLVED THAT:

The Board of Trustees approve the Promotion Policy for Research Faculty at the University of the Virgin Islands effective immediately.

CERTIFICATION

The undersigned does hereby certify that the foregoing is a true and exact copy of the resolution of the Board of Trustees of the University of the Virgin Islands adopted at its meeting on March 12, 2005 and recorded in the minutes of said meeting.



Secretary of the Board

March 18, 2005
Date

UNIVERSITY OF THE VIRGIN ISLANDS PROMOTION POLICY FOR RESEARCH FACULTY

Purpose

An impartial, efficient and timely procedure for research faculty promotion is necessary to encourage and reward achievement, create a supportive environment for scientific inquiry and enhance the job satisfaction and retention of research faculty.

Rationale

Promotion decisions represent an evaluation on the part of the respective department of the candidate's total value to the University and of his or her potential for the future as evidenced by his or her record of the past. Decisions require consideration of the candidate's performance in fulfillment of assigned duties in research, service and extension. Administration, governance, and professional society activities are included under service.

Background

As the University of the Virgin Islands matures as a leading center for research and education in the Caribbean, faculty appointments may become more fully integrated between teaching, research, service and extension/outreach and the potential for tenure may be extended to faculty members primarily involved with research to attract and retain highly qualified scientists.

Currently, the faculty is segmented with only minor overlap between teaching and research and there is no tenure option for research faculty. Therefore, teaching responsibilities and tenure will not be considered in the promotion criteria for research faculty at the present time. However, most research faculty members devote substantial time to service and extension/outreach areas that will be included in the evaluation for promotion.

Policy Elements

a. Establishment of Faculty Rank

- i *Research Assistant Professor*: The candidate should possess the appropriate terminal degree and a good potential for productivity in areas of job description: research, service, and, in some cases, extension¹.
- ii *Research Associate Professor*: The candidate must demonstrate productivity, with local regional or national prominence, in one or more areas of job description. Faculty assignments will include research, service and extension but the ratios may vary widely.
- iii *Research Professor*: The candidate must demonstrate continued productivity and national and international prominence in his or her area of competence. This may

¹ Extension and outreach in this policy are to be considered one and the same.

be through having an established program in some area of research, service or extension.

b. Promotion Criteria

- i *Research Assistant Professor*: Promotion requires same qualifications as for appointment to this rank.
- ii *Research Associate Professor*: Promotion requires the same qualifications as for appointment to this rank. In most cases, promotion will require substantial productivity in at least two of the three categories (research, service, extension) of the faculty assignment, research being the faculty member's primary responsibility. Recommendations for promotion to this rank before a five-year period (including time transferred from other institutions) will be rare and special.
- iii *Research Professor*: Promotion requires same qualifications as for appointment to this rank. Candidates should have demonstrated further significant productivity and prominence in at least two of the three categories of the faculty assignment, research being the faculty member's primary responsibility. Except for a rare or special case, promotion to Professor will normally not be recommended until five years following promotion or appointment to Associate Professor

c. Evaluation of Research Assignment

A faculty member's record of performance in research and scholarly activity is evaluated from several aspects. The faculty member's publication record and research funding provide independent verification of the quality of research as well as local, regional, national or international recognition and responsiveness to stakeholders needs.

The records of publications, scientific presentations and funding are evaluated according to the candidate's job description. Faculty members with higher percentages of time devoted to research and scholarly activity, those provided technical support for research, and those provided significant equipment and laboratory space in support of research are expected to have stronger research records. The publication and presentation record should reflect the establishment of an independent research program. The term "program" in this case usually reflects a consistent and common thread of emphasis of the research.

- i *First author publications* are rated higher than co-authorships. First authorships are important in documenting individual initiative, abilities and in developing local/regional/national/international reputations.
- ii *Refereed publications* are rated higher than non-refereed ones.
 - (a) It is expected that several of a junior faculty members publications will be in refereed journals. It is important that a faculty member's performance be documented by peer review.
 - (b) As a local/regional/national/international reputation is established, a greater percentage of a faculty member's publications may naturally appear in book chapters, review articles, etc.
- iii *Publications of all types are evaluated individually.*

- (a) Highest ratings are given to papers published in the highest quality journals appropriate for the area of study of the faculty member being evaluated.
- (b) Papers published in proceedings whose contributions are not consistently or uniformly refereed are rated lower.
- (c) Papers that present important new information will be rated higher than those which simply confirm the studies of others. Review articles are also evaluated individually as to journal quality, significance and impact on the field, breadth of the review, etc.
- (d) Papers produced with major efforts will be rated higher than those with lesser efforts. Major efforts may need to be expended in complex studies with difficult and/or time-consuming techniques and in ones with large amounts of data to be generated and analyzed.
- (e) Reports and brief communication are not generally rated as highly as full papers. A research paper where a hypothesis is tested is considered a higher form of scholarship than a report describing observations made or a technique developed.

iv *University of the Virgin Islands Publications*

All works of a faculty member are important in consideration for local/regional/national/international reputation and promotion. Included in this category are publications of applied research addressing community development. For promotion consideration, however, publications of work originating from the University of the Virgin Islands will be rated higher than those from work done at previous institutions.

v *Numbers of Papers Expected*

- (a) Quality is prized over quantity.
- (b) The appropriate number for promotion depends on both an individual's time assignments and on the quality of the publications. It is expected that the candidate will publish at least one refereed journal article or one publication of similar stature for each research project conducted with substantial progress since the beginning the candidate's current position.

vi *Scientific Presentations*

Scientific presentations at regional, national and international conferences help to establish a faculty member's reputation within the scientific community and will be ranked for value as follows: plenary speaker, keynote speaker, invited speaker, oral presentation, poster presentation and co-author on poster for collaborative research, including student research projects.

vii *Funds for Research*

Funds are required for research, but the amount required relates more to the type of studies than their quality. Securing extramural support, particularly after peer review, says a great deal about the quality of previous work. All funding should be documented, as well as proposals that have been approved but not funded. It is

expected that extramural funds will be obtained from at least one source since the beginning of the candidate's current position.

d. Evaluation of Service Assignment

Service is defined as including, but not limited to, administrative duties and responsibilities, service on unit, component and University committees and councils; service in appropriate professional organizations; involvements in organization and expedition of meetings, symposia, conferences, or workshops; participation in radio and television; and participation on territorial and national governmental boards, agencies and commissions. Only those activities related to a person's field of expertise or to the mission of the University would be evaluated.

i *Evaluation of quality of service*

For service to be considered as an area of distinction, it is important that not only the quantity of service but also the quality of service be documented. Documentation of distinction in service may be provided by letters of recommendation from committee chairpersons, in written evaluations by people attending meetings or symposia organized or run by the faculty member, etc.

ii *Areas considered being service*

- (a) Governance - academic committees, councils, task forces, etc., at the unit, component or University level. As in other areas of activity, the quality and degree of participation should be documented as much as possible
- (b) Administration - director, assistant or associate director duties of research units.
- (c) Service (not simply membership) in local, regional, national and international organizations. The positions held or service performed (e.g., organizer of meetings, symposia, conferences) should be indicated.
- (d) Participation in territorial, regional, national and international boards, agencies, or commissions related to your area of expertise.
- (e) Participation as journal editors, on editorial boards and as ad hoc referees for journal publications and ad hoc referees for grant proposals from federal and local governmental agencies and non-federal organizations.
- (f) Consultations and voluntary work in a person's area of specialization where no fee is charged are considered to be service. Paid consultancies may be supportive of a national or international reputation, but are valued less than service rendered.
- (g) Mentoring students involved in research projects.
- (h) Continuing education related to the mission of your department may be considered to be service as outlined above.
- (i) Presentations, in one's area of specialization, to public schools, civic groups, etc., by faculty without time assigned to extension/outreach.

e. Evaluation of Extension Assignment

Assignment of time to extension entails the development of a discrete and identifiable program in the candidate's area of expertise. The activities included in extension (extension publications, etc.) should be clearly identified with the candidate's extension program.

If the candidate does not have a clearly defined extension program but is called on to work with the local community on an ad hoc basis, the candidate should list the segment of the local community (farmers, fishermen, developers, school children, Non-governmental Organizations, resource managers, local and federal governmental officials, public interest groups, etc.), describe the frequency and nature of the interaction and the number of clients, estimate time devoted to outreach and if possible describe the impacts of extension activities. The candidate also should list other extension-related activities such as presenting seminars and workshops, teaching short courses and setting up exhibits.

f. Preparation of the Promotion Packet

After the applicant's Director or immediate supervisor is consulted to verify eligibility for promotion, it is the responsibility of the applicant to submit a written request to the Vice Provost for promotion along with a packet of supporting material no more than 3 months prior to the applicant's eligibility date, which is the 5-year anniversary date in the current faculty position.

The promotion packet should contain copies of the first page of all relevant publications attached to the title page of the journal, symposium proceedings, etc., in which they appeared. The cover page of all grant proposals should be included along with a listing of the amount requested, the funding agency and a statement indicating whether or not it was funded. Service and extension activities should be verified by copies of memoranda, letters, announcements, evaluations, lists of participants and the first page of committee reports.

A Research Faculty Promotion Committee appointed by the Vice Provost for Research and Public Service will review applications for promotion from the research units of the University before submission to the President via the Provost. The committee will consist of two Research and Public Service Directors and one senior member of the teaching faculty with extensive research experience. The promotion evaluation process and notification of the applicant of the promotion decision will occur within 90 days from the date of submission of the promotional package.

The Research Faculty Promotion Committee will evaluate the candidate's productivity within the criteria listed. The make-up of productivity will differ widely between disciplines and units within Research and Public Service. Greater weight should be assigned to prestigious, outstanding, substantive, or difficult accomplishments. It will be the Committee's responsibility to assess the mix of accomplishments and determine if overall productivity warrants promotion to the next faculty rank. If the Committee determines that the candidate's productivity warrants promotion, it should write a

memorandum summarizing the candidate's accomplishments and give its recommendation for promotion. Each member of the Committee is required to sign the memorandum, which will be forwarded to the Vice Provost and the candidate's Director. If there are irreconcilable differences among the members, the Vice Provost will arbitrate until a decision is reached.

If the Committee determines that overall productivity is insufficient to warrant promotion at the current time, they should write a memorandum to the candidate describing areas that require additional output. Copies of this memorandum should be filed with the candidate's Director and the Vice Provost. The candidate would be eligible to apply for promotion again in one year from the date of this memorandum if productivity has increased in the deficient areas.

When the Committee recommends approval of the promotion, the applicant's Director or immediate supervisor will submit a recommendation in the form of a memorandum to the Vice Provost regarding the effective date of the promotion and proposed salary increase.

The level of compensation for promotion to the next faculty rank will increase at least four steps and be no less than a 6% salary increase that is independent and separate from annual step awards. A three-grade increase will be given as described in the policy manual of Department of Human Resources. The schedule is Grade 23 for Research Assistant Professor, Grade 26 for Research Associate Professor and Grade 29 for Research Professor. However, as the grade increases, the steps within the new grade will be decreased to conform to the 4-step, 6% minimum salary increase.

If the Vice Provost is in agreement with the recommendation for promotion, the proposed salary increase and the effective date of the salary increase, he/she will endorse the Committee's and the Director's memoranda and forward them to the Provost for endorsement, who in turn will forward them to the President for approval. If there is disagreement at any stage in this process, the memoranda will be returned to the Committee or the Director for modification. After the President approves the promotion, the paperwork will be forwarded to the Human Resources Department for Processing.