MEMORANDUM

TO: Department Chairs, School and ORU Directors

FROM: Dean Appling, Associate Dean for Research and Facilities

DATE: February 13, 2017

RE: Research Promotions

Research promotions will be effective September 1 of each year. Promotion requests must be submitted by June 15 of each respective year. Requests should be submitted for promotions for Research Associate positions to Research Scientist positions and Research Scientist positions to Senior Research Scientist positions.

The promotion documentation should include:
1. CNS “research title check list” and all appropriate corresponding documents.
2. A minimum of three letters of support, at least two of which should come from referees outside of The University of Texas at Austin. The current supervisor cannot be a reference.
3. A statement written by the candidate’s supervisor regarding his or her scientific independence and intellectual contributions to the research program.
4. The vote of the Budget Council of the academic unit with which the candidate is associated or in which the relevant ORU is related. This is based upon the rules and procedures, if such exist for these types of positions, for each Budget Council. This is not mandatory or obligatory.
5. A cover memo from the chairperson or ORU director in support of the promotion, including a salary recommendation that assumes the promotion will be approved.

Per policy, approval for promotion is delegated to the Dean of the College except where the ORU reports to the Vice President for Research (HOP 7.23).

One hard copy of all necessary documents with the CNS checklist must arrive in the CNS Dean’s Office, WCH 3.104, addressed to CNS Personnel re: Research Promotions, by the deadline.