**GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF SCIENTISTS**

**PURPOSE**

The purpose of this document is to outline procedures and policies for appointment and promotions of scientists. The procedures and policies described here are meant to be internal guidelines within NCP A.

**TITLES:**

There are six titles that are appropriate:

1. Principal Scientist
2. Senior Scientist II
3. Senior Scientist
4. Scientist II
5. Scientist I

f) Associate Scientist

**APPOINTMENT AND PROMOTION:**

The initial appointment of Scientists will be initiated by the Director, NCPA, and coordinated with other Scientists within the Center. A joint appointment as Research Professor is common but such appointments must follow separate NCPA guidelines of the academic department involved.

An individual who fulfills the necessary requirements for time-in-service etc., will be considered for promotion in the fall of the year prior to promotion. Consideration will be initiated by a request from the individual requesting consideration for promotion. If the Director finds that the individual meets minimum requirements, the individual will be invited to submit materials to support a request for promotion.

The criteria to be considered in the evaluation for appointment and promotion for the various ranks shall be outlined below:

**Associate Scientist:**

1. Possession of a Ph.D. in an appropriate field of science or engineering or evidence that a terminal degree will be awarded within a year following appointment.
2. Potential for high caliber research productivity.

**Scientist I:**

1. Research productivity resulting in publications of superior quality and potential for procurement of research grants and contracts.
2. Participation in the activities of recognized professional societies in one's discipline.
3. Two years’ experience as a postdoctoral research associate or Associate Scientist.

**Scientist II:**

1. The attainment of a national reputation for successful research in a specific area, as evidenced by authorship of one or more published books or refereed articles in leading journals.
2. Active participation in recognized professional societies in one's discipline.

(iii) A minimum of three years of service as a Scientist I or in a position with similar duties and requirements.

**Senior Scientist I:**

1. The attainment of a national reputation for successful research in a specific area, as evidenced by authorship of one or more published books or numerous refereed articles in leading journals and the receipt of major funding in support of research.
2. The exercise of leadership roles in the activities of recognized professional societies in one's discipline.
3. A minimum of four years of service as a Scientist II or in a position with similar duties and requirements.

**Senior Scientist II:**

1. The attainment of an international reputation for successful research in a specific area, as evidenced by authorship of one or more published books or numerous refereed articles in leading journals, collaborations with international scientists, and the receipt of major funding in support of research.
2. The exercise of leadership roles in the activities of recognized professional societies in one's discipline and an active participation in international meetings.
3. Demonstrated ability to lead a multidisciplinary project group in attainment of significant technological results.
4. A minimum of five years of service as a Senior Scientist or in a position with similar duties and requirements.

**Principal Scientist:**

* 1. The attainment of an international reputation for successful research in a specific area. The individual has the responsibility to demonstrate that he/she is one of the top researchers in the world in his/her specific research specialty.
  2. The exercise of leadership roles in the activities of recognized professional societies and an active participation in international symposia and congresses.
  3. Demonstrated ability to lead a multidisciplinary research and development group.
  4. Demonstrated ability to attract research funding necessary to support a major multidisciplinary research and development group.
  5. A minimum of seven years’ service as a Senior Scientist (I or II) or in a position with similar duties and requirements.

**DEPARTMENTAL PROMOTION GUIDELINES**

**NATIONAL CENTER FOR PHYSICAL ACOUSTICS**

**APPROVED:**

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| **Vice Chancellor for Research and Economic Development** |  | **Date** |
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