

Chapter 4. Academic Responsibilities and Ranks

4.1. Full-Time Appointments

An appointment to the regular faculty of Brown University, unless otherwise stated, is considered a full-time appointment. Although there is normally not a set number of hours or days that a faculty member must be present on campus, except to meet teaching responsibilities (described in Chapter 22.16), an appointment as a full-time faculty member at Brown carries primary professional responsibility to the University, to its educational mission, and to its students, whether or not the faculty member is on campus or is spending time away from the University. This includes during sabbatical leave or other types of leaves of absence, paid or unpaid. Full-time, regular faculty members are therefore not permitted to hold regular (tenured or tenure-track) positions elsewhere, except under special circumstances and only with the prior written permission of the Dean of the Faculty, the Dean of Medicine and Biological Sciences, or the Dean of Public Health (hereafter referred to in this chapter as the “appropriate Dean”).

Full-time regular faculty members with tenure or in tenure track positions are considered twelve-month employees of the University. A faculty member’s appointment is ordinarily for an academic year beginning July 1 and ending June 30 each year. Appointments of Lecturers, Senior Lecturers, and Distinguished Senior Lecturers and other non-tenurable appointments shall also be considered twelve-month appointments unless specifically exempted from this policy and/or as may be included in the appointment letter. Academic-year salaries are normally for work performed over a period of 9, 10, or 12 months.

4.2 Employment outside of Brown University

A faculty member who has a full-time appointment with Brown University may not accept employment with another employer without written approval of the appropriate Dean. As noted above, faculty members with full-time appointments are prohibited from accepting a full-time or part-time tenured or tenurable position at another educational institution, or any position which would be considered a permanent position by the other institution. Examples would include, but not be limited to, a full-time faculty appointment which includes teaching and/or research duties at the second institution or an administrative appointment as a dean at the second institution. This prohibition applies even if the faculty member is on leave status from Brown University, regardless of the type or status of the leave and whether paid or unpaid. (See also Chapter 6.6 regarding termination of previous employment.)

Full-time faculty of Brown University, with the written approval of the appropriate Dean obtained prior to acceptance of such a position, may accept an appointment at another institution which is designed to be temporary in

nature, normally in the form of a visiting appointment. Approval may be granted if such an appointment is for one year or less and consistent with the faculty member's commitments to Brown University.

Any employment or outside consulting, other than incidental outside employment or consulting in accordance with Brown's stated policy (see Chapter 7.5), must be approved by the appropriate Dean prior to acceptance of employment or extended consulting duties.³ Faculty must report outside employment or consulting on the Conflict of Interest Form required to be submitted annually.

4.3 Absence from Campus during the Academic Year

The *Faculty Rules and Regulations* specify that faculty members must be present and regularly available on campus during the academic year, starting with the beginning of Orientation week and ending with Commencement. While there is no explicit exception noted regarding the period between semesters, it has long been understood that many faculty members use this time for concentrated research efforts, including travel that takes them away from campus. Faculty members are nevertheless reminded that they have an obligation to contribute to departmental activities that normally take place during the month of January, especially since this can be an important time for faculty searches and review of doctoral student admission applications.

Classes are expected to meet during all regularly scheduled class meeting times during the semester; classes that are not held for legitimate reasons should be rescheduled in conformance with the *Faculty Rules and Regulations*. If classes are not held during reading period, an alternative assignment should be given and must be announced no later than mid-semester (see Faculty Rules).

Faculty members who will be absent during the academic year should notify their department chair at least ten days in advance of the anticipated absence, stating the purpose of the absence and informing the Chair of what arrangements have been made for the teaching or make-up of any classes that will be missed during the absence; contact information should also be provided. Department chairs should notify their Dean, as appropriate, and provide information about any arrangement for coverage of responsibilities.

4.4 Definitions of Academic Ranks

The following definitions apply to part-time as well as full-time academic staff of the University. Regular faculty are defined as those campus-based individuals who hold the titles of Instructor, Assistant Professor, Associate Professor

³ The primary employer of a faculty member on extended leave of absence remains the University. The employee must therefore comply with policies of the University, including but not limited to, Conflicts of Interest and Commitment and the Patent and Invention policies.

or Professor (without prefix or parenthetical suffix) and who are tenured or tenure-track. It also includes those individuals whose appointments as Lecturer, Senior Lecturer, or Distinguished Senior Lecturer are half-time or more. All those holding these titles, and including faculty with the title of Assistant, Associate, or Professor (Research), are voting members of the Faculty. All definitions are predicated on the following principles:

- Faculty titles are determined by the responsibilities of the position which the faculty member holds, and not by personal preference, tradition, or other criteria. Ranks and ladders shall be unambiguously defined.
- The responsibilities of regular faculty are as described in the Faculty Rules and Regulations.
- It is the School, Department, Program or Center which, in conformity with University policy, determines the responsibilities and duties of the temporary faculty that it wishes to appoint.

4.5 Tenurable Ranks

The tenurable ranks at Brown are Professor, Associate Professor, and Assistant Professor. Those holding these ranks are hired for initial periods of more than one year, and, in the case of tenured faculty, until retirement or resignation. Faculty at these ranks are expected to hold the highest academic degree that can be earned in their fields, and all are expected to teach classes, advise students, engage in research and other scholarly undertakings and participate in departmental and University activities - all to a high degree of excellence. Those holding ranks which are not tenurable (see below) may not necessarily fulfill all of these conditions.

Assistant Professors

Initial appointment at the rank of Assistant Professor is for a term of four years. The appointment may be renewed, following review (see Chapter 10), for a period of two or four years.

Associate Professor

The rank of Associate Professor usually carries tenure and is thus of unlimited duration.

On occasion, an initial appointment may be made at this rank without tenure; this may be done in situations in which the department wishes to gather information about the candidate's teaching at Brown, or in those in which the completion of one or more projects will be important in assessing the case for tenure. Such an appointment is normally for no more than five years.

Appointment as, or promotion to, Associate Professor (whether tenured or untenured) requires review by the Tenure, Promotions, and Appointments Committee.

Professor

Appointment as Professor is ordinarily tenured. On rare occasion, term appointments at this rank may be appropriate. Consultation with the appropriate Dean is recommended if such an appointment is contemplated.

4.6 Other Ranks

4.6.1 Instructor

Appointment in the rank of Instructor is normally offered to qualified persons who have nearly completed the requirements for the highest degree appropriate to their disciplines, but who do not yet possess it at the time of their initial appointments. Upon certification that these requirements have been completed, promotion to the rank of Assistant Professor will normally follow. If the Ph.D. requirements are completed before the opening of the academic year, the promotion in rank and the attendant salary increase will be retroactive to July 1st. If, however, the Ph.D. is completed after the beginning of the academic year, promotion in rank will be effective at the beginning of the next semester, but the attendant salary increase will be effective on the first day of the calendar month following completion of the Ph.D. Instructors may perform the same duties as those in tenurable ranks, but their service in this rank is not counted as part of the probationary period.

4.6.2 Lecturer

Lecturers are individuals with appropriate professional qualifications who are appointed to teach one or more courses or to carry out other academic responsibilities which are appropriately assigned to regular members of the department faculty, but who are not expected to fulfill the requirements of scholarly research that are expected of faculty who hold professorial rank.

Initial appointments may be for one, two, or three years, and may be renewed for fixed terms of no more than three years, so long as the needs of the department and the quality of performance warrant such appointment.

Contingent and Concurrent Appointments as Lecturer. There are some cases in which a regular staff position includes some regular teaching responsibilities. In such cases, the incumbent may be appointed as Lecturer, concurrent with and contingent upon the staff position. These positions are structured and defined so that individuals holding them are expected to be qualified to teach regularly. Teaching is at the discretion of the Director or Chair, and is not compensated separately. The contingent and concurrent Lecturer appointment should be for a renewable term of three to five years. Please note that those holding contingent and concurrent appointments at these ranks are not

eligible for scholarly leave. A contingent and concurrent Lecturer may, per their department's standards and criteria, be a voting member of the department; for a contingent and concurrent Lecturer to be considered eligible to vote at regular faculty meetings, the department must seek approval of the Faculty Executive Committee.

A Lecturer appointment is not appropriately made to accommodate a particular individual, nor to address temporary or irregular teaching needs. In those cases, an Adjunct appointment should be considered (see below, 4.6.8).

4.6.3 Senior Lecturer

Senior Lecturers have similar responsibilities as those defined for Lecturers, with a greater emphasis on service and excellence in teaching over a number of years. A Senior Lecturer may also have demonstrated professional accomplishments and recognition beyond that of a Lecturer (see 10.5.1 under Guidelines for Other Promotion Reviews). Individuals are normally eligible for promotion to Senior Lecturer only after the second consecutive three-year appointment as lecturer, or after a total of six years of appointment in rank. Reappointments at this rank may be for periods of up to six years provided that the needs of the department and the quality of performance warrant such appointment. Departments should develop clear standards for promotion to Senior Lecturer.

4.6.4 Distinguished Senior Lecturer

Distinguished Senior Lecturers execute the responsibilities of Senior Lecturers at an exceptional level over a number of years, and demonstrate continued professional growth within their field. A consistent record of excellence in teaching and significant service to the department, University, and profession is required for promotion to Distinguished Senior Lecturer. Distinguished Senior Lecturers also demonstrate continued professional accomplishment beyond the level required of Senior Lecturers. Individuals are normally eligible for promotion to Distinguished Senior Lecturer after a minimum of six years from appointment as Senior Lecturer. Reappointments at this rank may be made for periods of up to six years, according to the needs of the department.

4.6.5 School of Professional Studies Lecturers

Executive Masters programs may appoint faculty as Lecturer in [Program]. These Lecturer positions are made for a term of one to three years, and are renewable. Executive Masters Lecturer positions may also be Visiting or Adjunct, as the situation warrants. Such Lecturer appointments are made by the Dean of the School of Professional Studies upon the recommendation of the ad hoc steering group and with the endorsement of the office of the appropriate divisional Dean.

Insofar as such Lecturers and Senior lecturers are analogous to Contingent and Concurrent Lecturers they will be considered non-voting members of the faculty, who are ineligible for scholarly leave, and who are not considered “regular” members of the faculty for reporting purposes.

4.6.6 Professor of the Practice

Professors of the Practice⁴ are faculty who are hired to enhance Brown’s pedagogical mission and whose qualifications are earned primarily through professional experience rather than scholarly credentials. The Professor of the Practice ranks should be used sparingly, only in cases in which other academic titles are not sufficient, and only for appointments that are primarily aimed at teaching, advising, or serving as an interface between the academic unit and the relevant professional sector. Faculty may be appointed at the rank of Assistant, Associate, or full Professor of the Practice.

Professors of the Practice are appointed based on their professional experience, on their ability to serve the projected needs of their program, and on their teaching effectiveness. Appointments may be made for a period of up to five years, and are renewable. Initial appointments at the rank of Assistant Professor of the Practice of any term length, or initial appointments at the rank of Associate or Full Professor of the Practice with a contract length of one year or less, may be made through the offices of the Deans of the Faculty, Medicine and Biological Sciences, Public Health, or the School of Professional Studies, and do not require TPAC review. Reappointments at any rank and initial appointments at the ranks of Associate Professor and Professor of the Practice with a contract length of greater than one year require review by TPAC, the CMFA, or the PHFA as appropriate.

It should be noted that Professors of the Practice are non-voting members of the university faculty, they are not eligible for sabbatical or scholarly leaves, and Professors of the Practice ranks are not eligible for tenure. General criteria for appointment at the Practice ranks follow, though academic units are encouraged to generate their own set of responsibilities, rights, and criteria specific to the requirements of their fields and codified in their Standards and Criteria document.

Assistant Professor of the Practice: An individual with professional and/or artistic training and experience who has documented qualities or significant potential as a teacher and a record of professional accomplishment that has earned a local or regional reputation. Additional requirements might include experience working with appropriate agencies, experience giving lectures or serving other pedagogical functions, or a minimum number of years of professional experience.

⁴ From 2005 to 2014, the title “Clinical” was applied for this rank (e.g., Clinical Assistant Professor, Clinical Associate Professor). It was replaced with “Professor of the Practice” by faculty vote on April 1, 2014.

Associate Professor of the Practice: A senior professional and/or artist who has achieved a national reputation in her/his professional field and who has demonstrated effectiveness as a teacher. Additional requirements might include senior-level professional licensing, college-level teaching experience, a position of leadership within the profession, or a record of professional publication.

Professor of the Practice: A senior professional and/or artist who has achieved a national or international reputation in her/his professional field and who has demonstrated effectiveness as a teacher and a leader in the field. Additional requirements might include leadership positions in professional societies, awards or honors for professional achievement, or experience consulting for or participating in governmental decision making about the field in question.

4.6.7 Artist (Writer, Poet, etc.) In Residence

This title is reserved for members of the Brown faculty who make continuing and distinguished contributions to the artistic life of the campus as well as to the external local, national and international communities. This may be held concurrently with a regular faculty designation, e.g., Senior Lecturer in English and Writer-in-Residence, or with a non-regular faculty appointment. Such appointments are ordinarily made on a "pre-select" basis and are limited to no more than three years.

4.6.8 Adjunct Faculty

Adjunct faculty are persons who are normally not otherwise employed by Brown, or who, if holding full-time administrative positions at Brown (but with no concurrent faculty positions at Brown) are appointed to meet a specific department need, which is consonant with faculty responsibility. Adjunct faculty should normally be paid for these responsibilities.

The appropriate track (Lecturer or Instructor/Professorial series) is determined by the specific responsibilities of the position; the rank within track will be determined by the experience and qualifications of the individual. In no case, however, may those who hold concurrent faculty appointments elsewhere be appointed at Brown at ranks higher than that at their home institutions.

Full-time or part-time Brown University administrators who teach students or classes on a part-time or irregular basis should be designated as "Adjunct" faculty (Lecturer, Instructor, or one of the three Professorial ranks). The specific track and/or level should be based upon the experience and credentials of the person as well as the level of responsibility which is undertaken.

Only those administrators whose administrative appointments are conditioned upon or result from regular (as defined above) faculty responsibilities may hold faculty titles without the prefix "Adjunct." See above.

Adjunct faculty may be appointed for definite terms of one, two, or three years. They are renewable if this is justified by departmental need.

Adjunct faculty members are non-voting members of the faculty.

4.6.9 Visiting Faculty

Visiting faculty ("visiting" being a prefix for the academic titles of Lecturer, Instructor, and the three Professorial ranks) are those individuals who, while on leave from another institution, or with no permanent affiliation elsewhere, are appointed to replace individuals on leave, or, if in the "(Research)" track (see below), to meet the needs of a department's or faculty member's research program. Normally the rank of those on leave from another institution will correspond to their rank at that institution, provided the position that they have applied for at Brown calls for such a rank. The standards of scholarship for holding a visiting appointment in the lecturer or professorial ranks are the same as required of Brown's own faculty, and the duties will be those of the position to which the visitor is assigned, except that there is no specific requirement of service obligations to the department and the University. Visitors should normally be compensated for any work done for the University.

Visitors are non-voting members of the faculty.

4.6.10 Professor-at-Large

The Professor-at-Large title is reserved for scholars of exceptional distinction who are invited to teach at Brown as visiting faculty in order to enhance the existing strengths of particular academic programs or meet special needs. The terms of appointment may be for periods ranging from a few weeks to several years. The appointments of such individuals are normally made on a pre-select basis.

Professors-at-large are non-voting members of the faculty.

4.6.11 Research Faculty

Faculty appointments in the professorial ranks with the suffix "(Research)" are provided for individuals who devote their primary efforts to research, the area of such research having been identified by the division, department or program as being an integral part of its mission. Salary for these positions is provided from external funding.

Assistant Professor (Research) appointments may be for one, two, or three years, and may be renewed for fixed terms of no more than three years, so long as the needs of the department and the quality of performance warrant such appointment. Associate and Full Professor (Research) appointments may be for up to five years, and may be renewed for fixed terms of up to five years, so long as the needs of the department and the quality of performance warrant such appointment.

Individuals holding such positions are expected to be able to initiate independent research and will have qualifications which are not distinguishable from those of faculty who hold tenurable rank. They are voting members of the faculty.

Although individuals in these positions may occasionally teach, such teaching will not be part of the continuing responsibility of the "(Research)" faculty member, and on those occasions when teaching is undertaken it will not exceed 50% of the effort of the individual faculty member.

"(Research)" faculty may also be designated as Visitors or Adjunct, as indicated above.

4.7 Other Officers of Research and/or Instruction

4.7.1 Research Staff

Research Staff are individuals who are appointed to meet particular and defined needs of a project or program. Research Staff positions are not permanent ones, and consequently, such individuals are appointed for limited terms. Some research staff members enjoy an ongoing affiliation with Brown, whereas others are appointed to assist with short-term research projects and/or address particular limited-duration research needs. Note that some research staff members (postdoctoral fellows) are not employees of the university. Research staff members do not have voting rights. See section 4.9.4 for research staff titles in the Division of Biology and Medicine and the School of Public Health.

- **Investigators:** Investigators must have a doctoral degree or equivalent. Their research experience is equivalent to an assistant professor. Investigators are appointed for a one-year term, renewable from year to year up to a maximum of three years.
- **Research Associates:** Research Associates must have a Master's degree or equivalent skills, education or experience. Research Associates are appointed on a year-by-year basis for a maximum of three years.
- **Research Fellow:** Research fellows must have at least a Master's degree or equivalent skills, education or experience. Theirs is meant to be a transitional appointment for Brown appointees who have recently completed degrees or for others whose skills are required on a short-term basis and no longer than a

year. Their appointments are not renewable. Because they are short-term and non-renewable, they are not eligible for the benefits provided to regular employees.

- **Senior Research Associates:** Appointees are individuals with at least three years of service as a Research Associate. They must hold the PhD (or equivalent) and possess a research reputation comparable to that of an advanced Assistant Professor or Associate Professor. Reappointment at this rank may be for a period of up to three years and is renewable.

In addition, the University makes a number of postdoctoral appointments that support its research mission. Such appointments are intended to enhance the academic and research development of the appointee. Postdoctoral appointees receive supervision and mentorship by a senior scholar, and are guaranteed freedom to publish. All postdoctoral appointments, since they are designed to support the academic development of the appointee, have limited terms; exceptions to term restrictions may be granted by the appropriate Dean. All postdocs must hold the PhD (or equivalent). All postdocs have access to health and dental insurance.

4.7.2 Fellows and Senior Fellows

Fellows and Senior Fellows are faculty who are in residence at a center or institute for a limited time, usually for one year, in order to conduct research. Fellows and Senior Fellows are normally invited after a competitive search process, and are compensated during their time at Brown. While Fellows and Senior Fellows may teach, teaching should not be the primary purpose of their appointment.

The titles of Fellow and Senior Fellow are normally held by academics who are at Brown while on leave from another institution. These titles may occasionally be appropriate for distinguished practitioners.

4.7.3 Postdoctoral Positions

Postdoctoral Research Associates and Fellows are individuals in the preparatory or learning stages of their careers who are appointed to meet particular and defined needs of a project or program under the supervision of a regular faculty member.

- Postdoctoral Research Associates are employees of the University: they receive a salary and all employee benefits for which they are eligible, and the grants which support them are assessed accordingly. Individuals are appointed to terms of one to three years, and may hold postdoctoral positions at Brown for a maximum of five years.
- Postdoctoral Fellows are in residence to conduct research supported by fellowships; they are normally paid stipends. Most Postdoctoral Fellows are not Brown employees, but they may participate in a University health and dental plan. Individuals are appointed to terms of one to three years, and may hold postdoctoral positions at Brown for a maximum of five years.

4.7.4 Teaching Appointments for Brown University Graduate Students

Note: Departments should, when initially requesting approval for any of these positions, make clear which level of experience is necessary for the particular course for which coverage is being requested.

Teaching Fellows are advanced graduate students who have primary responsibility for a course or courses, and whose qualifications and experience merit this level of appointment. Appointments are made by the Graduate School upon an appropriately documented recommendation. Each recommendation for an appointment as a Teaching Fellow must be accompanied by a letter explaining the person's training and experience which qualifies him/her to assume responsibility for a course. Recommendations for the teaching of departmental or program courses are made by the department or program head; recommendations for undergraduate extra-departmental courses should also be made by the Dean of the College.

Teaching Assistants do not have primary responsibility for a course but teach courses under the supervision of a faculty member who is responsible for the course. A Teaching Assistant (TA) may lead discussion or laboratory sections of a large course, give some of the lectures in a non-sectioned course, confer with students about their work, and generally support classroom instruction. Teaching Assistants must be advanced students with the Master's degree or its equivalent, and be capable of carrying out instructional duties within the limits described. Appointments go through the Graduate School, and each recommendation for the appointment of a Teaching Assistant must be accompanied by a letter setting forth the candidate's qualifications.

Assistants support classroom instruction, not by teaching in a course, but by preparing materials, grading exercises and examinations, consulting with students, and (if qualified) directing recitation, problem or laboratory sections. Appointments are made through the Graduate School and need not be accompanied by documentation.

Grading Assistants have no direct contact with students but assist the teaching faculty by grading or by preparing demonstrations. Appointments are made through the Graduate School and need no accompanying documentation.

4.7.5 Teaching Associates

This group of officers of instruction consists of individuals who are not graduate students at Brown but whose levels of formal education and teaching or relevant professional experience make them generally comparable to those Brown University graduate students who have been assigned similar instructional responsibilities. Teaching Associates are appointed for temporary periods to teach one or more courses (or sections of courses) which are ordinarily taught by Brown University Graduate Teaching Assistants, or Teaching Fellows, but for which there are no

resident Brown University graduate students currently available and qualified. See section 4.9.4 for teaching associate titles in the Division of Biology and Medicine and the School of Public Health.

Such positions are normally filled as the result of a search, however modified or limited it may be. Individuals in such positions are not expected to participate in departmental matters or in student advising; their primary responsibility is the teaching of the particular course and/or section.

From the standpoint of the salary of Teaching Associates, there are two levels determined by the individual's highest post-baccalaureate degree and his or her previous teaching experience. These levels are for: 1) Individuals who have not reached the dissertation stage in their graduate work and/or have fewer than two years previous university-level teaching experience. Such persons are paid at the same level as Brown's Teaching Assistants. 2) Those that have completed all of their Ph.D. requirements except the dissertation and have at least two years of previous university-level teaching experience. The salary for this group will be the same as that for Brown's Teaching Fellows.

4.8 Courtesy Faculty

Faculty who are only temporarily affiliated with Brown, but who receive no salary, benefits, or other compensation either from the instructional budget, or from grants and contracts.

Such individuals usually come to Brown at their own request, and are received by the relevant department(s) as disciplinary colleagues who are on campus to pursue their own work while making use of Brown's facilities. Often these persons are on sabbatical leave from their home institutions. They are not employees of the University.

Courtesy Faculty may be designated as Visiting Scholars, Visiting Investigators, or Visiting Scientists, as recommended by the department requesting the appointment.

Such appointments do not require Equal Employment Opportunity (EEO) review; all that is necessary is a written request from the department to the appropriate Dean, and a current C.V. for the individual in question.

Faculty in these ranks are not entitled to receive remuneration, whether in the form of salary or benefits or otherwise. They may receive a reasonable honorarium for informal participation in the intellectual life of the department or other unit, but such appointments come with no expectation of services. If regular responsibilities requiring compensation are to be considered, an appointment to another, more appropriate rank should be made. In no case may such a change occur without a search appropriate for the situation (as determined in discussion with the appropriate Dean and the Vice President for Institutional Equity and Diversity).

4.8.1 Appointments in Multiple Academic Units

Affiliate Faculty:

Affiliate faculty are regular or non-regular members of the Brown faculty who have no formal effort in the granting unit. Affiliate status is intended as a marker of lasting interaction between a faculty member and a department, center, institute, or program. That interaction can involve regular participation in research, advising, pedagogy, or other activities that contribute to the intellectual life of the appointment-granting unit more generally, but that do not rise to a level that would require a formal appointment by the University. A unit may grant Affiliate status to any member of the Brown faculty. Affiliate positions do not confer formal titles and do not need to be vetted or approved by the University administration. Affiliate titles may be conferred by a chair or director, with notification to the appropriate Dean.

Secondary Appointment:

Secondary Appointments recognize formal and enduring links between a faculty member and an academic unit. Secondary appointments are made by the appropriate Dean at the request of the chair or director of the appointing academic unit with the approval of the chair(s) of the appointed faculty member's primary unit(s). Secondary appointments are usually made for a fixed term of three to five years and may be renewed.

Secondary appointments confer a title in the secondary unit, and may, but do not necessarily, include some effort devoted to the second unit. Details of the effort split should be spelled out at the time of appointment. Because of their implications for annual reviews and tenure proceedings, secondary appointments for pre-tenure faculty ordinarily may be conferred only at the time of hire.

Secondary appointments should only be made in cases where there is or will be an enduring engagement in the second unit. This engagement could take the form of teaching, advising, research collaborations, or graduate and postdoctoral student training. Such details as voting rights, teaching expectations, and the term of the appointment should be articulated in a letter to the Dean requesting the appointment.

Joint Appointment:

Joint appointments are made by the appropriate Dean, generally at the time of hire. Joint appointments signify one of two things: a truly equal distribution of effort and roster FTE between two units, or a division of effort when the unit holding the entire Roster FTE may not grant tenure. Joint appointments are presumed to last for the life of the appointment. If a joint appointment is to be conferred upon an untenured, tenure-track faculty member, the hiring units should agree at the time of hire upon procedures for conducting annual, reappointment, salary, promotion, and tenure reviews. Only regular faculty may hold joint appointments.

4.9 Non-Tenable Faculty Appointments Specific to the Division of Biology and Medicine and the School of Public Health

4.9.1 Research Scholar/Teaching Scholar Titles (renewable terms)

Faculty with the titles listed below are physicians, research scientists, or health or allied science professionals whose primary professional efforts are as employees of Brown or of an affiliated organization(s). Faculty with the titles listed below are voting members of the Brown University faculty in accordance with the *Faculty Rules and Regulations* of Brown University.

Instructor in (Department): A faculty member who has completed training in his/her area of specialization and will have demonstrated the potential to interact effectively through teaching, advising, and/or mentoring undergraduates, graduate students, medical students, postdoctoral trainees, or residents and fellows, and who has demonstrated with medical students and house officers, particularly through teaching, and will have demonstrated an interest in scholarship. Appointment at this rank is limited to two two-year terms, depending on the needs of the department.

Assistant Professor of (Department): A faculty member who has demonstrated ability as a teacher, advisor and/or mentor of undergraduates, graduate students, medical students, postdoctoral trainees, residents, or fellows and who has demonstrated potential for scholarship in his/her chosen discipline. Faculty must designate their track by the beginning of the third term. Appointment at this rank is limited to three three-year terms, depending on the needs of the department.

Associate Professor of (Department), Research Scholar Track: A faculty member who has established an independent or collaborative, productive research program, supported by external, peer-reviewed grants and having a reasonable assurance of continuity and productivity. A continuous record of highly regarded research publications since the previous appointment or promotion is required. The individual must have a national reputation in his/her area of research. A demonstrated record of excellence in teaching, advising and/or mentoring is expected. Excellent clinical skills will be given positive consideration. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

Professor of (Department), Research Scholar Track: A faculty member who has established an independent or collaborative productive research program supported primarily by sustained, significant, external, peer-reviewed grants. For faculty in disciplines where collaborative, team-based research is the standard, the contribution should be substantive and distinct. A continuous record of highly regarded research publications since the last appointment or promotion is required. The individual must have an international reputation in his/her area of research. A record of excellence in teaching, advising and/or mentoring is expected. Excellent clinical skills will be given positive

consideration. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

Associate Professor of (Department), Teaching Scholar Track: A faculty member who has a major educational role in a University-sponsored or affiliate program and who exhibits excellence and innovation in teaching. A continuous record of scholarship since the last appointment or promotion is expected. Excellent clinical skills will be given positive consideration. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

Professor of (Department), Teaching Scholar Track: A faculty member who has exceptional teaching skills and who has continued to lead educational programs. Excellence and innovation in teaching are expected. The individual must have a national reputation as an educator in his or her area of expertise. A continuous record of scholarship since the last appointment or promotion is expected. Excellent clinical skills will be given positive consideration. Service contributions to the University, its affiliates or the profession will be given positive consideration where a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

4.9.2 (Research) Faculty

Instructor in (Department) (Research): A faculty member who has demonstrated research potential. Appointment at this rank is limited to one two-year term.

Assistant Professor of (Department) (Research): A faculty member who has demonstrated potential or ability for conducting high-quality research as evidenced by scholarly publication in peer-reviewed journals, grant funding, and/or professional service to the outside scientific community. Appointment at this rank is for a term of up to three years and may be renewed, depending on the needs of the department.

Associate Professor of (Department) (Research): A faculty member who has established an independent or collaborative, productive research program, with a reasonable assurance of continuity or productivity. The individual must have a national reputation in his/her area of research. Teaching, advising and/or mentoring and service contributions to the University, its affiliates or the profession will be given positive consideration when a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

Professor of (Department) (Research): A faculty member who has established an independent or collaborative program of high-quality, productive research supported by sustained, significant, external, peer-reviewed grants and who has continued to demonstrate research productivity since the appointment or previous promotion. For faculty in disciplines where collaborative, team-based research is the standard, the contribution should be substantive and distinct. An international reputation for research in his/her area of expertise is required. Teaching, advising, and/or mentoring and service contributions to the University, its affiliates and the profession will be given positive consideration where a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

4.9.3 Clinical Titles in the Division of Biology and Medicine and the School of Public Health

Faculty who hold clinical titles may be physicians, or health or allied science professionals who may be community-based practitioners or employees of affiliated organizations or Brown University. Clinical faculty are obligated to provide a minimum 100 hours of annual teaching, advising, mentoring and/or service to their department or to Brown University. Clinician educators are employees of Brown or of an affiliated organization and are obligated to provide a minimum of 200 hours of annual teaching, advising, mentoring and/or service to their department or to Brown University. Faculty with titles listed in this section (4.9.3) have voting rights only within their department and the Medical School, and/or the School of Public Health in accordance with the Faculty Rules and Regulations of Brown University.

Clinical faculty have the prefix “Clinical” before their title: Clinical Assistant Professor of Pediatrics. Clinician Educator faculty have “Clinician Educator” following their title: Assistant Professor of Pediatrics, Clinician Educator.

Clinical Titles include:

Clinical Instructor in (Department): A faculty member who participates in academic activities and interacts effectively with undergraduates, graduate students, medical students, postdoctoral trainees, residents or fellows through teaching, advising and/or mentoring. Appointment at this rank is for a term of up to three years and may be renewed, depending on the needs of the department.

Clinical Assistant Professor of (Department): A faculty member who has documented ability in teaching, advising and/or mentoring or as a contributor to a clinical or research program. Appointment at this rank is for a term of up to three years and may be renewed, depending on the needs of the department.

Clinical Associate Professor of (Department): A faculty member who has demonstrated a high level of skill in teaching, advising and/or mentoring and as a practitioner, and who has contributed actively to clinical or research programs. The individual must have a regional reputation in his/her area of expertise. Scholarly activity will be given positive consideration. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented. Appointment at this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

Clinical Professor of (Department): A faculty member who has demonstrated excellence in teaching, advising and/or mentoring and as a practitioner, and who has contributed activity to clinical or research programs. The individual must have a national reputation in his/her area of expertise. Evidence of scholarly activity is required. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented. Appointment to this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

Clinician Educator Titles include:

Instructor in (Department), Clinician Educator: A faculty member who participates in academic programs and who interacts effectively with undergraduates, graduate students, medical students, postdoctoral trainees, residents or fellows through teaching, advising and/or mentoring. Appointment at this rank is for a term of up to three years and may be renewed, depending on the needs of the department.

Assistant Professor of (Department), Clinician Educator: A faculty member who has documented ability in teaching, advising and/or mentoring, and as a practitioner and who has contributed to a clinical or research program. Appointment at this rank is for a term of up to three years and may be renewed, depending on the needs of the department.

Associate Professor of (Department), Clinician Educator: A faculty member who has demonstrated substantial involvement and documented recognition as an excellent teacher, advisor and/or mentor, and as a practitioner, and who has made important contributions to a clinical or research program. The individual must have a regional reputation in his/her area of expertise. Scholarly activity is required. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented. Appointment to this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

Professor of (Department), Clinician Educator: A faculty member who has demonstrated substantial involvement and documented recognition as an excellent teacher, advisor and/or mentor, and as a practitioner, and who has made important contributions to a clinical or research program. The individual must have a national

reputation in his or her area of expertise. Scholarly activity is required. Service to the University, its affiliates or to the profession will be given positive consideration where a substantial role can be documented. Appointment to this rank is for a term of up to five years and may be renewed, depending on the needs of the department.

4.9.4 Other Titles Specific to the Division of Biology and Medicine and the School of Public Health

Holders of these titles do not have voting privileges within Brown University.

Visiting Assistant/Associate/Professor of (Department): Visiting faculty members generally are scholars on leave from their home institutions who serve at Brown University for a period of time. Visiting faculty serve in an academic capacity, either research, teaching, advising, or mentoring in conjunction with a member of the Brown University faculty. Visiting designation may also be given to an individual who temporarily fills a vacancy on the full-time faculty or in some cases prior to an individual joining the full-time faculty for whom such an appointment is appropriate in terms of facilitating the transition to Brown University. The designation “Visiting” shall precede the faculty rank the appointee holds at their home institution.

Adjunct Assistant/Associate/Professor of (Department): Adjunct faculty generally are primarily employees of other institutions or organizations who provide specific educational, research or consulting services to the University and/or the affiliated hospitals. These activities typically are limited to specific and defined functions and/or service to the department. Determination of rank for adjunct faculty is subject to the same requirements as other categories of faculty titles. Normally, adjunct faculty are appointed for one to three year terms and may be renewed depending on the needs of the department.

The Division of Biology and Medicine and School of Public Health departments may appoint non-doctoral professionals; holders of these positions do not have voting privileges within Brown University.

Teaching Associate: Individuals must have an active role in teaching undergraduates, graduate students, medical students, residents and/or fellows. This teaching role must meet a significant, unique and ongoing teaching need best provided by an individual with professional experience, which does not require a doctoral degree. A Master’s degree or equivalent skills, education and experience are required.

Senior Teaching Associate: An individual with at least five years of service as a Teaching Associate with a documented record of significant accomplishment in contributing to the teaching programs of their department.

Research Associate: Individuals must have an active, significant role in research which may include scholarly productivity. Significant contributions to the planning, design and operation of research programs is expected. A Master's degree or equivalent skills, education and experience are required.

Senior Research Associate: An individual with at least five years of service as a Research Associate or the equivalent, and with a documented record of reporting on original research in their field of expertise, while participating in the research effort of their department.

Investigator: Investigators must have a Ph.D. or M.D. (or equivalent), and must have postdoctoral research experience equivalent to that of a faculty member holding the rank of Instructor or Assistant Professor. Individuals must demonstrate research potential. Appointment is for a term of 1 year that may be renewed depending on the needs of the department.