

Montana State University

College of Agriculture/Montana Agricultural Experiment Station

Department of Research Centers

Introduction - The Department of Research Centers (DRC), created in 1994, represents the faculty and staff that conduct research and outreach programs at seven off-campus research centers that form the nucleus of a statewide cooperative agricultural research system in Montana. The seven research centers are: the Central Agricultural Research Center (CARC) near Moccasin; the Eastern Agricultural Research Center (EARC) at Sidney; the Northern Agricultural Research Center (NARC) near Havre; the Northwestern Agricultural Research Center (NWARC) near Kalispell; the Southern Agricultural Research Center (SARC) near Huntley; the Western Agricultural Research Center (WARC) at Corvallis; and the Western Triangle Agricultural Research Center (WTARC) near Conrad. Research centers are located in unique environments to serve the specific needs of agricultural clientele in local production areas and the broader needs of Montana agriculture in general. The Department of Research Centers addresses the practical problems of agricultural production and resource management through programs of basic and applied research, with the emphasis on application.

Department Mission and Goals - The Department of Research Centers conducts research and educational programs addressing agricultural issues throughout the state of Montana as part of the MAES's land grant mission "to conduct and promote studies, scientific investigations and experiments relating to agriculture, natural resources and rural life and to diffuse information, thereby acquired, among the people of Montana". The department offers its faculty unique academic opportunities to conduct research in distinct environments and cropping regions, to interact with agricultural clientele in identifying pertinent research problems, and in developing research programs of topical relevance to Montana's diverse agriculture. New knowledge generated by Department of Research Centers programs benefits Montana agriculture and the scientific community at the local, state and national levels.

Uniquely MSU – The Department of Research Centers in the College of Agriculture at Montana State University is a unique institution in its own right. No other land grant university possesses an academic department solely dedicated to a faculty of diverse scientific disciplines who share a common mission, the generation of new knowledge and tools for the benefit of Montana's agriculture derived exclusively from off-campus research programs.

DRC Policy Governing Advancement of Professional Research Appointments

Proposed: June 13, 2016

Adopted: September 6, 2016

Revised:

The MSU Faculty Handbook (FH, revised April, 2008), Sections 340 through 344, inclusive, defines position titles currently associated with non-tenure track Research Appointments at Montana State University. This document shall serve as department policy for the advancement of individuals currently residing in the DRC in the capacity of these specific titles as required by FH Sections 341.02 and 342.02, as well as define the advancement of individuals serving in titles defined in FH Sections 343 and 344, as ratified by majority vote of the tenurable faculty residing in the department and approved by Dean/Director of the College of Agriculture/Montana Agricultural Experiment Station, and the Vice President for Research and Economic Development. This policy document shall not define nor be construed as DRC policy regarding the initial application of non-tenure track Research Appointments applied at "time of hire".

The four categories and associated ranks within categories defining position titles pertinent to the DRC faculty and staff as defined by FH Section 340 through 344 include:

1. Research Professionals with Academic Responsibilities (aka, Research Faculty) (Non-Tenure Track, Faculty).

Research Professor
Associate Research Professor
Assistant Research Professor

2. Research Professionals (Non-Tenure Track Non-Faculty)

Senior Research Scientist
Research Scientist

3. Postdoctoral Research Associate (Non-Tenure Track Non-Faculty)

No ranks within category

4. Research Associate (Non-Tenure Track Non-Faculty)

No ranks within category

Professional Position Chart

Advancement Requires Faculty Vote	Advancement by Annual Evaluation of Faculty Supervisor		
NTT* Research Faculty positions	NTT* Non-faculty/Professional Scientist positions	NTT* Other NF professional positions	
Research Professor			
Associate Research Professor	Senior Research Scientist		
Assistant Research Professor	Research Scientist	Post-Doctoral Research Associate	Research Associate

*NTT, Non-tenure-track (letter of appointment)

**NF, Non-faculty (letter of appointment)

Position advancement:

- a. Advancement from Research Associate/Post-Doctoral Research Associate to Research Scientist, and Research Scientist to Senior Research Scientist does not require faculty vote.
- b. Advancement from Assistant Research Professor to Associate Research professor and to Research Professor does require faculty approval through the DRC Promotion & Tenure Committee.

Advancement within Non-Tenure Track Non-Faculty Titles of the DRC - Individuals currently reappointed from term-to-term as a Research Associate or as a Postdoctoral Research Associate may advance to the rank of Research Scientist. Individuals currently reappointed from term-to-term as a Research Scientist may advance to the rank of Senior Research Scientist. Individuals being considered for advancement must 1) possess a Masters or terminal degree within an appropriate scientific field, 2) be actively involved in scientific research and demonstrate the ability to carry out research duties as a research scientist, and 3) have served for a minimum of one full term within their current rank within the DRC. Advancement shall not be based on time in rank alone, but shall require "a record of significant, extensive, and progressively responsible research experience" (MSU Recruitment & Hiring Handbook, Office of Institutional Equity). Advancement shall be proposed by the responsible DRC faculty member/supervisor by submitting a signed Letter of Appointment – Modification form to the Head of the Department of Research Centers. Departmental approval or denial for such proposal is strictly the responsibility of the DRC Department Head, who may approve or deny the proposed advancement. Once approved by the DRC Department Head, the proposed advancement must subsequently be approved by the Dean of the College of Agriculture, the Vice President for Research and Economic Development (VPRED). Any differential salary and benefit costs incurred by such advancement shall be covered by appropriate external grants, and/or MAES funds provided at the discretion of the Director of the Montana Agricultural Experiment Station.

Advancement from a Non-Tenure Track Non-Faculty Title to Research Faculty - Under current VPRED policy, individuals reappointed term-to-term as Research Associates or as Postdoctoral Research Associates cannot serve as principle investigators, which precludes advancement to a Research Faculty rank. Individuals currently reappointed from term-to-term as a Research Scientist or as a Senior Research Scientist may advance to the entry level Research Faculty rank of Assistant Research Professor. Individuals being considered for advancement must 1) possess a terminal degree within an appropriate scientific field, 2) be actively involved in scientific research, demonstrating the promise effectiveness in research, and 3) have served for a minimum of three consecutive terms within their current rank within the DRC. Advancement shall not be based on time in rank alone, FH Section 341.02 states consideration for such advancement shall be "*in accordance with department policies and procedures comparable to the research criteria and standards for tenurable faculty*" which are defined by the current "Role, Scope, Criteria, Standards and Procedures for the Formal Review of Faculty" of the Department of Research Centers (RSCSP, 2006).

The individual shall submit to the DRC Department Head a summary of research activities and accomplishments as outlined in the departmental criteria (adapted from RSCSP Section 212.3):

1. Relevance of research to Montana agriculture;
2. Leadership and collaboration in research program development;
3. Publication in peer-reviewed journals and other appropriate media;
4. Presentation of research at professional meetings;
5. Preparation and submission of research proposals;
6. Receipt of extramural funding for research, and;
7. Receipt of research awards and other forms of recognition.

Critical research pertinent to Montana agriculture must be identified, within the scope of their individual role statements and areas of expertise. The application must include a cover letter by the responsible DRC faculty member/supervisor to the DRC Department Head requesting consideration for advancement to Assistant Research Professor, a personal statement, an updated vita, and two examples of publications that represent his/her best work. Internal review of research activity is required for advancement to Assistant Research Professor. The department head will select three individuals among tenurable faculty within the College of Agriculture. The department head will solicit confidential reviews from three individuals among tenurable faculty within the College of Agriculture; provide them with the appropriate Research Center Department criteria and standards, and the individuals application materials. All application materials and internal reviews shall be evaluated by members of the standing DRC Promotion and Tenure Committee. The department committee shall review all submitted materials, and may solicit and obtain additional materials it deems necessary to make a thorough and substantive review of the candidate's qualifications. The committee shall conduct a fair, objective, independent, and substantive review of the candidates' dossiers based on department standards for effectiveness and retention as detailed in RSCSP Sections 222.3 and 310.3. Recommendation for advancement by the committee shall be by majority vote for consideration by the DRC Department Head, who may in-turn approve or deny the proposed advancement. Once approved by the DRC Department Head, the proposed advancement, along with a Letter of Appointment – Modification form, must subsequently be approved by the

Dean of the College of Agriculture, and the Vice President for Research and Economic Development (VPRED).

Any differential salary and benefit costs incurred by such advancement shall be covered by appropriate external grants, and/or MAES funds provided at the discretion of the Director of the Montana Agricultural Experiment Station.

Advancement within Research Faculty Ranks

Assistant Research Professor to Associate Research Professor

Individuals currently appointed term-to-term as an Assistant Research Professor being considered for advancement to Associate Research Professor must: 1) possess a terminal degree within an appropriate scientific field; 2) be actively involved in scientific research, demonstrating sustained effectiveness in research; 3) documented evidence of continuing professional development; 4) demonstrated effectiveness in service to the public, the University and the profession; and 5) have served for a minimum of five consecutive terms within the rank of Assistant Research Professor within the DRC. Advancement shall not be based on time in rank alone, FH Section 341.02 states consideration for such advancement shall be "*in accordance with department policies and procedures comparable to the research criteria and standards for tenurable faculty*" which are defined by the current "Role, Scope, Criteria, Standards and Procedures for the Formal Review of Faculty" of the Department of Research Centers (RSCSP, 2006).

The individual shall submit to the DRC Department Head a summary of research activities and accomplishments as outlined in the departmental criteria (adapted from RSCSP Section 212.3):

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2. Leadership and collaboration in research program development;
3. Publication in peer-reviewed journals and other appropriate media;
4. Presentation of research at professional meetings;
5. Preparation and submission of research proposals;
6. Receipt of extramural funding for research, and;
7. Receipt of research awards and other forms of recognition.

Critical research pertinent to Montana agriculture must be identified, within the scope of their individual role statements and areas of expertise. The application must include a cover letter to the DRC Department Head requesting consideration for advancement to Associate Research Professor, a personal statement, an updated vita, and two examples of publications that represent his/her best work. Internal review of research activity is required for advancement to Associate Research Professor. The department head will select three individuals among tenurable faculty within the College of Agriculture. The department head will solicit confidential reviews from three individuals among tenurable faculty within the College of Agriculture, provide them with the appropriate Research Center Department criteria and standards, and the individuals application materials. All application materials and internal reviews shall be

evaluated by members of the standing DRC Promotion and Tenure Committee. The department committee shall review all submitted materials, and may solicit and obtain additional materials it deems necessary to make a thorough and substantive review of the candidate's qualifications. The committee shall conduct a fair, objective, independent, and substantive review of the candidates' dossiers based on department standards for effectiveness in research and promotion to the rank of Associate Professor as detailed in RSCSP Sections 232.3 and 310.3. Recommendation for advancement by the committee shall be by majority vote for consideration by the DRC Department Head, who may in-turn approve or deny the proposed advancement. Once approved by the DRC Department Head, the proposed advancement, along with a Letter of Appointment – Modification form, must subsequently be approved by the Dean of the College of Agriculture, and the Vice President for Research and Economic Development (VPRED).

Associate Research Professor to Research Professor

Individuals currently appointed term-to-term as an Associate Research Professor being considered for advancement to Research Professor must: 1) possess a terminal degree within an appropriate scientific field; 2) be actively involved in a scientific research and demonstrating excellence in research; 3) show evidence of leadership and recognition by peers and their profession; 4) documented evidence of continuing professional development; 5) demonstrated effectiveness in service to the public, the University and the profession; and 6) have served for a minimum of five consecutive terms within the rank of Associate Research Professor within the DRC. Advancement shall not be based on time in rank alone, FH Section 341.02 states consideration for such advancement shall be "*in accordance with department policies and procedures comparable to the research criteria and standards for tenurable faculty*" which are defined by the current "Role, Scope, Criteria, Standards and Procedures for the Formal Review of Faculty" of the Department of Research Centers (RSCSP, 2006).

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7. Receipt of research awards and other forms of recognition.

Critical research pertinent to Montana agriculture must be identified, within the scope of their individual role statements and areas of expertise. The application must include a cover letter to the DRC Department Head requesting consideration for advancement to Research Professor, a personal statement, an updated vita, and two examples of publications that represent his/her best work. Internal review of research activity is required for advancement to Research Professor. The department head will select three individuals among tenurable faculty within the College of Agriculture. The department head will solicit confidential reviews from three individuals among tenurable faculty within the College of Agriculture; provide them with the

appropriate Research Center Department criteria and standards, and the individuals application materials. All application materials and internal reviews shall be evaluated by members of the standing DRC Promotion and Tenure Committee. The department committee shall review all submitted materials, and may solicit and obtain additional materials it deems necessary to make a thorough and substantive review of the candidate's qualifications. The committee shall conduct a fair, objective, independent, and substantive review of the candidates' dossiers based on department standards for excellence in research and promotion to the rank of Professor as detailed in RSCSP Sections 233.3 and 333.1. Recommendation for advancement by the committee shall be by majority vote for consideration by the DRC Department Head, who may in-turn approve or deny the proposed advancement. Once approved by the DRC Department Head, the proposed advancement, along with a Letter of Appointment – Modification form, must subsequently be approved by the Dean of the College of Agriculture, and the Vice President for Research and Economic Development (VPRED).

Policy Approvals

Signature

Date



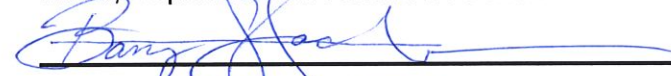
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Chairman, DRC Promotion & Tenure Committee



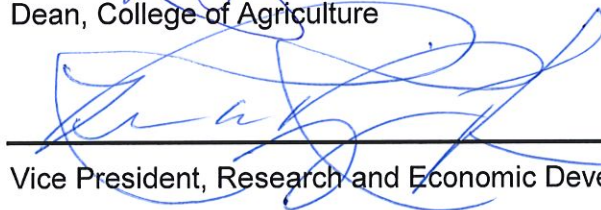
9/7/16

Head, Department of Research Centers



Charles Boyer 9/7/16

Dean, College of Agriculture



Vice President, Research and Economic Development