

**Procedures for processing and reviewing research NTTF promotion files**  
3/23/17

**General principles:**

- Academic Affairs reviews all instructional and clinical appointments and makes recommendations to the provost. The Office of Vice President for Research and Innovation (OVPRI) reviews all faculty in the research classifications and makes recommendations to the Provost.

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**For research faculty in schools and colleges:**

- Department/Unit Head provides review and evaluation; forwards complete dossier to Dean
- Dean provides report and recommendation, shares with the faculty member allowing 10 days for responsive materials, forwards dossier to OVPRI
- OVPRI does intake, confirms that all elements are present
- OVPRI reviews and recommends to Provost

**For research faculty in VPRI centers, institutes, and core facilities:**

- Unit director provides review and evaluation; forwards nearly-complete dossier to OVPRI (missing the “dean” recommendation)
- OVPRI plays the role of “dean,” provides report, shares with the faculty member allowing 10 days for responsive materials.
- OVPRI makes a recommendation to Provost

**For research faculty who are in units that report to a Vice Provost:**

*For research assistant and research associate classifications,*

- Unit director provides review and evaluation; forwards nearly-complete dossier to unit supervisor (e.g. Vice Provost)
- Vice Provost plays the role of “dean,” provides report and recommendation, shares with the faculty member allowing 10 days for responsive materials; forwards dossier to Academic Affairs
- Academic Affairs does intake, confirms that all elements are present and forwards to OVPRI
- OVPRI reviews and recommends to Provost

**For research faculty in units that report directly to a Senior Vice Provost:**

*For all classifications,*

- Unit director provides review and evaluation; forwards nearly-complete dossier to Academic Affairs
- Academic Affairs ensures file is complete except for “dean’s” review
- Sr. Vice Provost plays the role of “dean,” provides report and recommendation, shares with the faculty member allowing 10 days for responsive materials; forwards dossier to OVPRI
- OVPRI reviews and recommends to Provost