

Appendix C for Resolutions 26, 27, 28, 29 and 30

Appendix C - Proposed Handbook Edits (Charge 4)

Promotion

1. Criteria

1. Promotion by change in academic rank of a faculty member results from recognition by the university of significant professional achievement and the expectation that this level of attainment will be sustained and/or exceeded in the future. The primary consideration in evaluating the record of achievement shall always be the degree to which this achievement improves the academic quality of the university.
2. The university recognizes that every faculty member offers a unique combination of accomplishments, depending on academic field, specialized scholarly interests, varying professional opportunities, and contracted responsibilities for (i) teaching, (ii) research/scholarship/creative activity and/or professional development and/or (iii) service. Consequently, when a judgment is made of the total contribution of a faculty member, the evaluation criteria shall be weighted according to primary assignments during the period under consideration.
3. Eligibility for promotion is governed by academic rank and appointment. Full time non-tenure-track faculty members may request consideration for promotion to the next academic rank after completing at least three years of full-time service at the faculty member's current rank.

2. Procedures for Promotion with Tenure

The procedures for consideration for promotion with tenure for tenure-track faculty are specified in the Tenure module of the Faculty Handbook.

3. Procedures for Promotion to Full Professor for Tenured Faculty and Promotion to All Ranks for Full-Time Non-Tenure-Track Faculty

4. DEFINITIONS

1. Unit – The term unit, as used in this section, refers to the local academic unit (whether called a department, school, group, or college) where the evaluation process begins.

2. Promotion Committee – As used in this section, Promotion Committee refers to the standing department committee or a single college committee in non-departmentalized colleges.
 3. Advisory Committee – As used in this section, Advisory Committee refers to a standing college committee whose function is to review the actions of the unit promotion committees and make recommendations to the dean or deans.
 4. Candidate's submission – The candidate's submission includes all material submitted by the candidate as required by the rules of the unit/college/university.
 5. Dossier – As used in this section of the Faculty Handbook, the dossier includes the candidate's submission and all evaluative letters or reports from external reviewers, the unit head, the dean, and the unit, college, or university committees who are identified below as playing a role in the promotion review process, as well as any responses of the candidate to any of the above.
 6. Confidential Material – Documents developed in the promotion procedure involving the understanding and expectation that they are confidential shall not be made available to the candidate. Such documents include, but are not limited to, letters and/or reports from external reviewers, evaluation forms, and minutes of promotion committees.
 7. Unsolicited Material – Any material that is neither solicited by the unit promotion committee nor included in the candidate's initial dossier submission, nor placed in the dossier at subsequent review levels in accordance with these procedures shall be considered to be unsolicited material.
5. The Promotion Committee shall be composed of no fewer than three members of the candidate's department or comparable unit. The majority shall be of an academic rank above that of the candidate.
 1. Committee size and membership shall be determined according to the procedures established by each unit and college. The unit chair may be a nonvoting ex officio member.
 2. If the unit has fewer than three members of appropriate rank, the dean of the college shall, in consultation with the faculty members of the unit, choose the necessary additional members from the faculty holding the appropriate ranks in allied disciplines. During this process the candidate's suggestions shall be sought by the dean; however, such suggestions shall not be binding on the dean. The membership of such a committee shall be subject to review by the provost.

6. If during its review of a dossier and preparation of its report, any reviewing entity identifies an item or issue which it believes needs clarification or explanation before it can reach a fully informed decision, it should make such items or issues known and request clarifying or explanatory material from the candidate and/or from any previous reviewing body before its report is finalized.
7. The promotion committee shall consider the promotion of each eligible faculty member when the faculty member so requests consistent with paragraphs 1) through 5) in this section.
 1. Due dates for faculty to request promotion consideration and for units to submit promotion dossiers to the college are established by units and colleges as needed in order to meet the February 15 deadline for submission of all promotion dossiers to the Office of the Provost.
 2. The candidate's submission to the unit head and promotion committee is due October 1. The candidate may not add any further information to the dossier after the dossier has been submitted except as provided below for responses to the reports of the promotion committee, advisory committee (if one exists) or the dean, or in response to a request from any reviewing entity seeking clarification of material in the dossier. However, updates concerning the status of already submitted materials may be added with the approval of the unit promotion committee which may append appropriate updates.
 3. The promotion committee shall evaluate all appropriate evidence, including a written evaluation by the unit head, which will become part of the candidate's dossier.
 4. The promotion committee shall prepare a written report, which shall be submitted first to the candidate and then, after the candidate has had ten calendar days to respond in writing, to the advisory committee, where one has been established, and/or the dean of the college.
 5. The candidate shall have the right to have their response, so long as the response was submitted within the ten calendar day response period provided in 4) above, appended to the documents sent to the advisory committee, where one has been established, and/or to the dean.
8. The promotion committee's recommendations and the unit head's recommendation, whether favorable or unfavorable to the candidate, shall be considered in turn by the advisory committee where one has been established, the dean of the appropriate college or unit, and the provost.

1. The decision in each instance shall be communicated, in writing, to the individual candidate, giving them ten days to respond in writing before it is sent on to the next level; the last decision to be communicated by the provost.
 2. In the case of a full-time non-tenure-track faculty member, denial of promotion does not preclude reappointment at the current faculty rank, nor does it preclude reconsideration for promotion at a later date.
 3. A faculty member may not be reconsidered for promotion until two years after the previous unsuccessful promotion ~~consideration~~ *submission*.
9. A faculty member who, in good faith, feels that a procedural violation has occurred in connection with their consideration for promotion may initiate a grievance in accordance with currently applicable Faculty Handbook procedures.

Compensation

Full-time faculty are employed either on a two-semester (or three-quarter) academic year basis or a twelve-month term. Those members of the full-time faculty who are employed on a two-semester (or three-quarter) basis are free of college duties for one semester (quarter) or two summer sessions each year. Faculty on academic-year appointments who accept additional teaching appointments for a semester or quarter outside of their workload as defined by the unit workload policy will receive payment at the rate per the guidelines developed by the college/school dean with faculty input and provost approval. Guidelines should include a minimum and maximum compensation for additional teaching appointments.

Appointment letters for faculty have a standard format for incorporating personnel classification, rank and title, tenure status, salary, and benefits.

Salary at the time of hire shall be established by negotiation between the individual faculty member and the university. Such factors as education, training, experience, impact, the level at which the individual is to be hired, and the type of activity expected shall be considered in determining the appropriate salary level.

~~Subsequent salary increases at the university are made on the basis of merit in the areas of teaching, research/scholarship/creative activity, and service, and/or on the basis of equity adjustment. Subsequent salary increases at the university are made on the basis of changes in the cost of living, as well as on merit in the areas of teaching, research/scholarship/creative activity, and service, and/or on equity adjustment.~~

1. Merit

1. Function of Merit

Merit evaluation has two main purposes: guidance and reward. In terms of guidance, the merit evaluation from both the merit committee (full-time faculty of the department or the relevant academic unit where departments do not exist) and the unit head (if department/unit policy includes an evaluation by the unit head distinct from that of the merit committee) should show each faculty member where they are doing well and areas where improvement is needed. Because the results of merit evaluations are required in subsequent reappointment, promotion, or tenure considerations, these evaluations should accurately and substantively reflect the actual performance of the evaluated individual. Merit evaluations offer qualitative and/or quantitative assessments of how individual faculty members are performing their responsibilities. A merit evaluation in the areas of teaching, research/scholarship/creative activity, and service encompasses a range from unsatisfactory performance to satisfactory performance to performance that is exceptional. A particular individual may perform at different levels of merit in each of the three areas and an overall merit evaluation balances these levels of performance in light of the particular workload assigned for the period under review and the expectations that may have arisen from previous merit evaluations.

2. Process for Determining Merit

The full-time faculty of the department (or the relevant unit) maintains written procedures for determining merit criteria including procedures or formulas for translating each individual's merit into an annual salary recommendation. Because differences exist among academic units, no single process is universally mandated.

The academic unit's written procedures must include provisions for faculty who have:

1. 100% appointment in the unit,
2. Joint appointment and this is the primary unit², and
3. Joint appointment and this is a secondary unit.

3. The academic unit's written procedures for evaluating merit must also include a clearly defined appeal process for faculty to appeal the academic unit's merit evaluations.

The criteria and procedures for merit evaluation must be established and approved by the full-time faculty of the academic

unit prior to the merit evaluation period; must be consistent with the workload policy and other merit criteria (e.g., tenure and/or promotion guidelines); and must be approved by the college dean and provost.

Evaluations for merit shall be performed early in the spring semester, with the evaluation covering the previous calendar year. The process begins when the faculty member submits their annual performance documents as defined by their academic department/unit to the merit committee. The merit process must include some form of written documentation detailing each faculty member's activities during the year under review, evaluation by peers (the merit committee)³, and evaluation by the department/unit head. The department/unit head shall use, but not be limited to, the merit committee's evaluation for their recommendation for salary increase.

If an individual fails to fulfill responsibilities, this failure shall be taken into account in evaluating the overall performance notwithstanding the potentially meritorious activities reported. The effect of this failure shall be to reduce the award of merit increases to that individual. Substantial or persistent failures to fulfill responsibilities shall render the overall evaluation of the faculty member unsatisfactory and shall preclude the award of merit increases of any kind to that individual.⁵

4. Communication of Merit Evaluations

1. Academic Unit level

All faculty members shall be given specific written feedback (according to the department/unit procedures as required in Section A.2) in regard to the outcomes of their merit review. At minimum, the feedback shall provide the basis for the merit evaluation in the areas of teaching, research/scholarship/creative activity, and service. In addition, strengths and weaknesses shall be identified and recommendations for improving performance shall be provided. Department/unit heads are also encouraged to provide in-person feedback to individual faculty members. For faculty with joint appointments in two or more departments/units, the secondary department/unit head(s) shall provide a written evaluation that comports with the merit criteria of the secondary department/unit(s). At least one week prior to the submission of the academic department/unit head's recommendations to the college dean, faculty shall be informed in writing of 1) the evaluation

results of the merit committee; and 2) the recommendation of the department/unit head where such recommendation is materially different from that of the merit committee. The academic department/unit head shall also provide the faculty with the median and range of the merit committee's evaluation results in each performance area – teaching, research/scholarship/creative activity, and service – as well as the median and range of overall merit committee evaluation results of their department/unit. If the academic unit has fewer than 15 faculty members (primary full-time faculty headcount), the median and range results will be aggregated for the college or school. In advance of the faculty members' receipt of the appointment letter and after the amount of the merit pool has been established, faculty members shall also be informed of the median and range of percentage salary recommendations of their unit. If the academic unit has fewer than fifteen faculty members (primary full-time faculty headcount), the median and range information on evaluation results and on percentage salary recommendations will be the aggregated data for the college or school.

Department/unit heads shall share with the dean any material differences between the merit committee evaluation and the department/unit head's recommendation.

2. College level

Department/unit heads shall submit a summary explanation of the basis for recommended salary increases to the college dean.

Deans must share with the provost any material differences between their recommendations and the department/unit head recommendations.

Once provost approval is obtained for final raises, faculty shall receive written notification of the new salary in their annual appointment letter.⁶

5. Appeals

1. ~~At the academic department/unit level, faculty members may appeal the merit evaluation in writing to the department/unit head as determined by the department/unit's merit procedures within one week of receipt of their unit evaluation. The department/unit head shall communicate their decision on the appeal, along with the basis for their decision, in writing to the faculty member~~

~~within two weeks of receipt of the faculty member's appeal.~~
At the academic department/unit level, within one week of receipt of their unit evaluation, faculty members may appeal their merit evaluation in writing to the department/unit's merit committee, merit appeals committee, or to the department/unit head as determined by the department/unit's merit procedures. The department/unit's merit committee or merit appeals committee (if applicable) or the department/unit head shall communicate their decision on the appeal, along with the basis for their decision, in writing to the faculty member within two weeks of receipt of the faculty member's appeal.

2. At the college level, faculty members may appeal only if they believe a procedural error has occurred. Faculty members may appeal in writing to the college dean within one week of electronic notification to the faculty member that their appointment letter is available.

Acceptance of the appointment does not waive the faculty member's right to utilize the appeal process. The dean shall communicate their decision on the appeal, along with the basis for their decision, in writing to the faculty member.

College deans shall make every effort to respond to appeals such that final determinations are made prior to the beginning of the new fiscal year. The dean's decision is final.

6. Where the appropriate unit or college has failed or refused within a reasonable period of time to conform to the procedures in sections 2-4, the provost shall adopt such procedures as the provost deems fair, reasonable, and appropriate to evaluate the merit and/or distribute the salary increases. Any affected individual or group who feels that a procedural error has occurred during the merit consideration may consult with the provost's office.

2. Equity

1. Process

Equity increases are separate and distinct from merit programs. Equity adjustments are not to be used to circumvent the university merit programs. Equity increases address factors such as:

1. An individual's skills, effort and responsibilities;
2. An individual's accomplishments;
3. Salary compression;
4. Comparable salaries at matchmate institutions;
5. Promotion of other strategic planning priorities of the university.

2. Every third year (staggered across colleges), a request for equity adjustment may be made by a college dean, a unit head, or an individual faculty member based on factors above (B.1.a-e). In that same year, University Decision Support will provide the deans of the colleges eligible for equity adjustments with scatter plots of faculty salaries versus years in rank, pooled by rank, along with salary data for college match-mates that were approved by the college faculty and dean. Deans shall provide an abbreviated version of this report to faculty that is redacted or edited to preserve privacy, confidentiality and anonymity but contains sufficient information for faculty to evaluate their own salary in light of the equitable factors listed above. At the same time, deans will inform faculty and unit heads of the deadline by which they must file an equity request. This deadline, and the timeline of the equity adjustment process, may differ among the colleges and will be determined by each college eligible for equity adjustments that year. Faculty members with joint appointments are included in the equity adjustment process of their primary college. Their secondary college dean will be consulted about any equity request or recommendation.

The dean shall review the data provided by University Decision Support for consistency between actual earnings and the dean's perception of overall actual achievement. The dean shall also review any equity requests from faculty and unit heads. The dean shall provide a written report to the provost, with accompanying data, and provide recommendations for equitable raises to adjust salaries accordingly.

Once provost approval is obtained for equity raises, the dean shall communicate that decision to the faculty member by letter, noting the new salary. If an equity increase has been approved after the start of the fiscal year, the faculty member will receive retroactive pay back to the July 1 start of the fiscal year. If the dean does not agree with the request for equity adjustment, they shall inform the faculty member in writing that the dean has reviewed the salary data and determined that the salary is appropriate.

3. Appeals

Deans will determine whether the unit head or the dean handles appeals for their college/school. Appeals can be made to the unit head or the dean within two weeks of receipt of the dean's decision. If no appeal is filed or is untimely filed, the decision on equity is final.

4. **Additional Information**
Equity increases come out of the raise pool before merit distribution. In no year will equity increases constitute more than 15% of the raise pool.
Any individual or group who feels that a procedural error has occurred during the equity consideration process may consult with the provost's office.
3. **Allegations of Discrimination**
Any allegations of discrimination in the provision of merit or equity increases should be submitted to the Office for University Equity and Compliance for investigation and appropriate action.

[Appointments, Terms, and Reappointments](#)

The terms and conditions of every appointment to the full-time faculty shall be confirmed in writing, and a copy supplied to the faculty member.

A. **Tenured and tenure-track faculty**

With the exception of appointments clearly limited to a brief association with the institution, and reappointments of retired faculty members under special conditions, all full-time tenured/tenure-track appointments to the rank of assistant professor or higher are of two kinds: (1) appointments with continuous tenure and (2) tenure-track probationary appointments. Tenure-track faculty shall be informed each year in writing of his or her appointment, the number of probationary years remaining, and the year of tenure consideration.

NOTICE OF NON-REAPPOINTMENT

Regardless of the stated term or other provisions of any appointments, written notice that an appointment is not to be renewed shall be given to the faculty member in advance of the expiration of his or her appointment, as follows:

1. For faculty in this classification **in their first academic year of service**,
 1. If the appointment expires at the end of that academic year, written notice shall be given no later than March 1 of the first academic year of service;
 2. If the appointment ends during the academic year or at the end of a calendar year, written notice shall be given at least three months before the end of that year.
2. For faculty in this classification **in their second academic year of service**,
 1. If the appointment expires at the end of that academic year, written notice shall be given no later than December 15 of the second academic year of service;

2. If the appointment ends during the academic year or at the end of a calendar year, written notice shall be given at least three months before the end of that year.
3. At least twelve months before the expiration of an appointment after a period of service exceeding two years. 3

B. Full-time non-tenure-track faculty with the exception of research faculty and professors of the practice

Faculty in this classification are appointed to the rank commensurate with their experience and credentials. Appointments are made by the dean on the basis of the recommendation of the full-time faculty and the department chair (or equivalent) in the relevant unit. A faculty member appointed in this classification must hold the doctorate or equivalent terminal degree in the field. A faculty member not holding the terminal degree may be appointed only with the prior approval of the Provost.

Faculty appointments in this classification are renewable, contingent upon several factors at the sole discretion of the University, including satisfactory performance, external funding if appropriate, and unit and university need. Renewals of appointments are made by the college dean on the basis of the recommendation of the full-time faculty and the department chair (or unit head equivalent) in the relevant unit. The renewable terms are as follows:

4. First level/rank (e.g., Assistant Teaching Professor) is at least one year and no more than two years;
 5. Second level/rank (e.g., Associate Clinical Professor) is three years; and
 6. Third level/rank (e.g., [Full] Teaching Professor) is five years.
2. All appointments and reappointments are contingent upon faculty in this classification maintaining the appropriate visa status and work authorization. Upon promotion, the new contract will reflect the appropriate term length (e.g., when promoted from Assistant to Associate, the new contract term will be three years).

NOTICE OF NON-REAPPOINTMENT

No non-tenure-track faculty appointment, reappointment, or promotion carries a guarantee of future re-appointments or promotions. Non-reappointment of a faculty member in this classification may be based on several factors in the sole discretion of the university, including but not limited to insufficient funding or lack of need, unsatisfactory performance, or for cause. Northeastern University will provide faculty members with written notice of the university's intent not to renew within the following guidelines:

1. For faculty in this classification **in their first academic year of service**,
 1. If the appointment expires at the end of that academic year, written notice shall be given no later than March 1 of the first academic year of service;

2. If the appointment ends during the academic year or at the end of a calendar year, written notice shall be given at least three months before the end of that year.
2. For faculty in this classification **in their second academic year of service**,
 1. If the appointment expires at the end of that academic year, written notice shall be given no later than December 15 of the second academic year of service;;
 2. If the appointment ends during the academic year or at the end of a calendar year, written notice shall be given at least three months before the end of that year.
3. For faculty in this classification **beyond their second academic year of service**, written notice shall be given at least twelve months before the expiration of an appointment.
3. Where deadlines on notification with respect to the issuance of a terminal contract have been missed by reason of inadvertence, mistake, or misunderstanding, the university shall provide to the faculty member involved a contract extension equal to the time between the missed deadline and the issuance of the corrected contract.

C. Non-tenure-track research faculty

~~1. Rank, Title and Status~~

~~Research faculty members are appointed to the professorial rank (Assistant Professor, Associate Professor or Professor) commensurate with their experience and credentials. All research faculty appointments are non-tenure track, and may not be converted to tenure-track status. Appointments reside at the department (or equivalent "unit") level.~~

~~2. Source and Level of Compensation~~

~~Federal regulations recognize that in an academic setting faculty members engage in a range of research, teaching and service activities, and fulfill other administrative obligations to the university. A research faculty member's primary effort is dedicated to research and such appointments should be supported almost exclusively with externally funded research agreements. The percentage of effort charged to those agreements will be based on the maximum effort allowed by the granting agency. Typically research faculty may charge up to 95% of their effort on research. The level of compensation and effort will be determined jointly by the dean and the unit head, and shall be consistent with applicable guidelines/limits of the funding organization and/or the specific grant/contract/award. Normally, research faculty salaries should be commensurate with salaries of tenure-track and tenured faculty of~~

comparable rank in their discipline. Research faculty appointments may be renewed only if external funding continues.

~~3. Appointment and Term~~

~~Research faculty appointments are made by the dean based on recommendations from the unit faculty and subject to the review of the Senior Vice Provost for Research. Every research faculty appointment/renewal must have the potential to further the university's research mission and advance the unit's and the university's current research goals. Research faculty must have earned a doctorate in the field in which they seek appointment or possess the equivalent terminal degree in their discipline. Initial Northeastern research faculty appointments at any level are made for a period of up to a maximum of three years or commensurate with the duration of the funding period, whichever is shorter. No research faculty appointment, reappointment or promotion carries a guarantee of future re-appointments or promotions. All appointments are also contingent upon maintaining the appropriate visa status and work authorization.~~

~~4. Reappointment~~

~~Research faculty appointments are renewable, contingent upon several factors in the sole discretion of the university, including satisfactory performance, unit and university need, and continued external funding. Upon the recommendations of the unit head and with the approval the dean, renewals of research faculty appointments at the Associate Professor or Professor level may be made for a period of up to three years, concurrent with the current expected duration of outside funding. Research faculty appointments may not be used to extend the probationary period of a tenure-track faculty member. All reappointments are also contingent upon maintaining the appropriate visa status and work authorization.~~

~~4. Professors of the practice⁶~~

~~1. Rank, Title and Status~~

~~Appointment as "Professor of the Practice" may be offered by the University to a limited number of eminently qualified creative, business, entrepreneurial, law, or other professionals who are recognized by peers as having made significant contributions to fields and disciplines important to Northeastern University programs. Because of the eminent stature of individuals offered these positions, this title has only two ranks: Professor of the Practice and Distinguished Professor of the Practice. Professor and Distinguished Professor of the Practice appointments are non-tenure-track, and service in these ranks may not be applied towards tenure consideration at Northeastern under any circumstances.~~

~~For communications purposes, holders of such appointments may be referred to as “Professor [or Distinguished Professor] of the Practice of X;” where X is an academic discipline or specialty.~~

~~2. Rights and Responsibilities~~

~~A Professor of the Practice makes a continuing commitment to both teaching and academic service and may maintain his or her professional activities outside of the university as long as these activities do not conflict with the duties of his or her academic appointment. Professors of the Practice may be appointed at any fraction of a full-time appointment. Professors of the Practice in benefits-eligible appointments are governed by Northeastern’s Conflict of Commitment and Interest policy; all Professors of the Practice, whatever the status of their appointment, must disclose, and cooperate fully with University officials in managing, potential conflicts of interest. The specific responsibilities and expectations of each Professor of the Practice position, including expectations or agreements concerning continued outside professional activity, will be approved by the dean of the hiring unit and itemized in the faculty member’s letter of appointment. At the discretion of the dean and with the approval of the Senior Vice Provost for Research, a Professor of the Practice may be considered a “Principal Investigator” for the purpose of submitting grants proposals through Northeastern, and may support some or all of his or her salary through external funding.~~

~~3. Appointments, Terms, and Reappointments~~

~~Faculty appointments as Professor or Distinguished Professor of the Practice are made by the dean with the approval of the Provost, following consultation with the faculty in the professor’s unit(s) of appointment. Faculty members are appointed to these ranks on the basis of outstanding and sustained professional accomplishment, which may or may not include possession of an earned terminal degree. Professors of the Practice will be appointed for a minimum of one semester or quarter and a maximum of five academic years, to be stipulated in the appointment letter, and the appointment may be renewed for a period of up to five years, to be stipulated in the new appointment letter at the discretion of the dean and with the concurrence of the faculty of the unit(s) and the Provost. A faculty member initially appointed at the rank of Professor of the Practice may, at the discretion of the dean and with the agreement of the Provost, be reappointed at the rank of Distinguished Professor of the Practice.~~

~~All appointments and reappointments are contingent upon documentation of U.S. citizenship or upon maintaining the appropriate visa status and work authorization.~~

1. Rank, Title, and Status

Research faculty members are appointed to the professorial rank (Research Assistant Professor, Research Associate Professor or Research Professor) commensurate with their experience and credentials. All research faculty appointments are non-tenure track, and may not be converted to tenure-track status.

2. Source and Level of Compensation

Federal regulations recognize that in an academic setting faculty members engage in a range of research, teaching, and service activities, and fulfill other administrative obligations to the university. A research faculty member's primary effort is dedicated to research and such appointments should be eventually supported principally with externally funded research agreements. The percentage of effort charged to those agreements will be based on the maximum effort allowed by the granting agency. Typically research faculty may charge up to 95% of their effort on research. Upon hire, research faculty members may be compensated with university funds equivalent to up to three years' worth of salary and fringe. The level of compensation and effort will be determined jointly by the dean and the unit head, and shall be consistent with applicable guidelines/limits of the funding organization and/or the specific grant/contract/award. Normally, research faculty salaries should be commensurate with salaries of tenure-track and tenured faculty of comparable rank in their discipline. At the sole discretion of the academic unit of the primary appointment, research faculty members may obtain up to 1/3 of their annual compensation for non-research activities, such as teaching. Research faculty appointments may be renewed only if external funding continues.

3. Appointment and Term

Appointments may be made at the department (or equivalent academic "unit") level, or within a research institute. Research Faculty members with a primary appointment in a research institute must have an appointment in a secondary academic unit. Research faculty appointments are made by the dean based on recommendations from the unit faculty (and institute leadership, where appropriate). Every research faculty appointment/renewal must have the potential to further the university's research mission and advance the unit's and the university's current research goals. Research faculty must have earned a doctorate in the field in which they seek appointment or possess the equivalent terminal degree in their discipline. Initial Northeastern research faculty appointments at any level are made for an initial period of up to a maximum of three years or commensurate with the duration of the external funding period, whichever is shorter. No research faculty appointment, reappointment or promotion carries a

guarantee of future reappointments or promotions. All appointments are also contingent upon maintaining the appropriate visa status and work authorization.

Reappointment

Research faculty appointments are renewable, contingent upon several factors in the sole discretion of the university, including satisfactory performance, unit and university need, and continued external funding. Upon the recommendations of the unit head and with the approval of the dean, renewals of research faculty appointments at the Associate Professor or Professor level may be made for a period of up to three years, concurrent with the current expected duration of outside funding. Research faculty appointments may not be used to extend the probationary period of a tenure-track faculty member. All reappointments are also contingent upon maintaining the appropriate visa status and work authorization.