

### **Promotion Criteria for Research Associate to Senior Research Associate I**

A candidate is eligible for promotion to the rank of Senior Research Associate I when both of the following conditions are met: at least four years have elapsed since the initial hire date, and the candidate has accumulated a minimum of 3.0 FTE years in service since their initial hire date. If the candidate has been granted credit for prior service, promotion to the rank of Senior Research Associate I can be made at the end of the accumulated minimum of 3.0 FTE years in service since the initial hire date (see Fixed-term eligibility calculators for [Academic Year \(9-month\)](#) faculty or [Fiscal Year \(12-month\)](#) faculty). Fixed-term Research faculty that have passed the first promotion in rank are eligible for a two-year multi-year fixed-term contract.

When research is part of the candidate's assignment, effectiveness in conducting and disseminating research are essential criteria for appointment or advancement. In all cases, promotion is granted for achievement, not for years in rank. To be promoted, the candidate must have a record of continued professional growth and excellence in the performance of assigned duties as outlined in their position description.

Some elements that could be emphasized in the candidate's dossier to demonstrate continued professional growth and excellence in the conduct of research might include:

1. Conducts individual and/or collaborative research projects. Participates effectively in the implementation and execution of research projects.
2. Writes up results of research and contributes to publication of results in peer-reviewed journals and/or clientele-oriented publications.
3. Contributes to communicating results of research as appropriate to the discipline (e.g. by authorship on presentations at conferences).
4. Assists with the supervision of undergraduate and/or graduate research projects.
5. Continuous updating of knowledge and understanding in field or specialization to advance research activity.
6. Contributes to securing of funds for research by identifying sources of funding and assisting with preparation of proposals to funding bodies.
7. Develops research objectives and proposals for own or joint research, with assistance of a mentor if required.

## **Promotion Criteria for Senior Research Associate I to Senior Research Associate II**

A candidate is eligible for promotion to the rank of Senior Research Associate II when both of the following conditions are met: at least four years have elapsed since the initial hire date or last promotion, and the candidate has accumulated a minimum of 3.0 FTE years in service since their initial hire date or last promotion (see Fixed-term eligibility calculators for [Academic Year \(9- month\)](#) faculty or [Fiscal Year \(12-month\)](#) faculty). Fixed-term Research faculty that have passed the second promotion in rank are eligible for a multi-year fixed-term contract.

When research is part of the candidate's assignment, effectiveness in conducting and disseminating research are essential criteria for appointment or advancement. In all cases, promotion is granted for achievement, not for years in rank. To be promoted, the candidate must have a sustained record of substantial professional growth and excellence in the performance of assigned duties as outlined in their position description.

Some elements that could be emphasized in the candidate's dossier to demonstrate sustained and substantial professional growth and excellence in the conduct of research might include:

1. Plans, organizes and conducts highly independent individual and/or collaborative research projects with approval of PI or group head. Takes a lead in the effective implementation and execution of research projects.
2. Takes a leadership role in writing up results of research and contributes to publication of results in peer-reviewed journals and/or clientele-oriented publications sometimes as a first or senior author.
3. Leads in communicating results of research as appropriate to the discipline (e.g. by first or senior author presentations at conferences).
4. Largely autonomous supervision of undergraduate and/or graduate research projects.
5. Continuous updating of knowledge and understanding in field or specialization to advance in certain research activities while leading in others.
6. Demonstrated success in securing funds for research, by identifying sources of funding and leading in the preparation of proposals to funding bodies.
7. Develops collaborative relationships, at times independently, with researchers in other units, or at other institutions, for own or joint research.