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## MEMORA DUM

TO: Dick & Mary Lewis Kleberg Colleg (eg)-4 ( (eg)-4 ( (eg)-4 1.002 TL 8 (er)-1U6 <</M3(92(3J 0 To

Assistant Research Professor positions are typically 100% grant-off-money funded positions, and are hired for a specific time under the supervision of the faculty member that serves as the grant funding manager.

As grant funds are often time limited, the postdoctoral hire related to the existing grant is also time limited. Extension of time is dependent upon the Assistant Research Professor remaining in good standing and continuous funding under the direct supervision of the faculty member.

This memo serves as a guide to faculty supervisors to help them assess whether it is best to place an Assistant Research Professor on a Promotion Track, or not to do so.

Promotion track timelines for Assistant Research Professors within the Kleberg College AGNR will be in line with tenure/tenure-track full-time faculty promotion timelines, i.e., 6 years.

Annual Evaluations of the performance of the Assistant Research Professor will be completed by the Supervisor/Faculty hiring manager. Annual evaluations should be performed based on performance expectations created by the faculty hiring manager in relation to grant and postdoctoral expectations.

Annual evaluation documents submitted by the Assistant Research Professors should align with College AGNR due dates (typically January 31). Annual evaluations by the supervisor should be timely, where supervisors should sit down face-to-face with the individual and provide a performance assessment.

It is appropriate for hiring managers to provide performance

Each year's file should be a cumulative file consisting of all scholarly works and work performed while holding the title of Assistant Research Professor. It is important that appropriate covering sheets are filled out, especially a 'cover page' listing a running average of latest 3 years productivity.

The Promotion Track Continuance Assessment for Assistant Research Professors will proceed as follows:

4<sup>th</sup> Year Pomo continuance file: Reviewed by Supervisor and Research Unit Head and Dept Chair

5<sup>th</sup> Year Pomo continuance file: Reviewed by Supervisor, Research Unit Head, Dept Chair, and Dean

6<sup>th</sup> Year Promotion file: Reviewed through normal College promotion committee process

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