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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 04.4
Subject:	Guideline for Research Professor Title
Date Issued:	January 26, 2024
Supersedes:	March 17, 2023
Written by:	ISyE Faculty Affairs Committee
Approved by:	ISyE Faculty
Review/Approved Date:	January 26, 2024

1. Purpose:

The Research Professor track is a non-tenure track career appointment that will enable and recognize a concentrated research effort. The responsibilities and expectations are described in the College of Engineering Research Professor Track Guidelines (referred as “College Guidelines” hereafter). The purpose of this document is to outline department-specific procedures, expectations, and rights for individuals holding the Research Professor title in ISyE.

2. Scope:

This procedure applies to academic staff in the Research Professor title, the ISyE Chair, and the ISyE Executive Committee.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
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Other Documents

Faculty Senate resolution approving use of Academic Staff Title: Research Professor.
<https://secfac.wisc.edu/approval-of-academic-staff-title-research-professor/>

College of Engineering Research Professor Track Guidelines:
<https://uwmadison.app.box.com/s/knnfvnn59be3ymtkhcp11bplpvq8q101>

4. Policy

If not explicitly stated in this document, responsibilities and expectations for research professors are described in the related document “College of Engineering Research Professor Track Guidelines.”

4.1 **Recruiting**

- 4.1.1 ISyE will follow the College Guideline Section 2 in recruiting and appointing people with a title in this series.

4.2. **Review and Mentoring**

The reviewing and mentoring for Research Professors (all levels) is the responsibility of the ISyE Executive Committee. The ISyE Department Chair is the agent of the IE Executive Committee for the purposes discussed in this document. References in the remainder of this document are to the Chair in that capacity.

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4.2.1 Oversight and Mentoring Committee Structure

The department chair will appoint two or more individuals drawn from the ISyE Executive Committee and Research Professors in the department as the oversight and mentoring committee. Research Professors may change or select their oversight and mentoring committee members subject to the agreement of the department chair and the individual(s) they select. The duties of the oversight and mentoring committee include

- Discuss with the mentee the departmental, college, and campus rules, expectations, and criteria for promotion at least once per academic year;
- Give feedback to the mentee on the mentor's observations as to the person's strengths and weaknesses;
- Help the candidate discover opportunities and develop strategies for developing a research program;
- Prepares a report for the annual review of the mentee and presents the report to the executive committee.

4.2.2 Review Process

The performance review will be conducted annually for Research Professors (all levels). The review will be with respect to the criteria listed in the College Guidelines and conducted by the mentoring committee. For Assistant Research Professors, the oversight and mentoring committee will prepare a written review report and present the report to the executive committee during a selected faculty meeting. For the review of Associate and full Research professors, the written review report is optional. The annual review should include a recommendation of whether the annual appointment should be extended. For Assistant and Associate Research Professors, the report should include a recommendation that promotion to the next rank be sought.

At least 20 days in advance of the scheduled annual review meeting, the ISyE Chair sends a letter to notify each person under review of the date, time, and location of the meeting and their right to request that the meeting of the Executive Committee for the purpose of reviewing their performance be open so that they and others may attend.

After the ISyE Executive Committee has discussed and approved the evaluation report from the oversight and mentoring committee, the ISyE Chair or the oversight and mentoring committee will discuss the review report with the mentee.

4.3 Promotion

ISyE will follow the College Guidelines Section 5 regarding promotion within this series. The Department Executive Committee will evaluate each case before sending to the college committee for consideration.

4.4 Expectations

ISyE has the following expectations for Research Professors:

- Research Professors (all levels) should actively pursue collaborative research initiatives and activities with researchers including tenure track faculty members and academic research staff within the department. Examples of active research collaboration include funding of ISyE Ph.D. students and joint research proposals with ISyE tenure-track faculty.
- Research professors of any level with affiliation in ISyE Department must list the department and college in their publications and presentations.
- Research Professors should participate in department faculty governance and operations in a meaningful way. Examples of participation include service on department committees and attending regular faculty meetings.

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- Research Professors of all ranks will work to ensure the research environment in their group is welcoming and inclusive for all members.

4.5 Privileges

ISyE confers the following privileges for Research Professors:

- Research Professors (all levels) may provide laboratory-based teaching and mentoring of graduate students, and may serve on graduate student committees, as consistent with Graduate School policies for academic staff committee members.
- Research Professors (all levels) may serve as graduate student primary advisors (see Graduate School guidelines; FP&P 3.05H).
- Research professors (all levels) may mentor undergraduate student independent study experiences such as ISYE 699-Advanced Independent Study.

4.6 Research Space Allocation

Space for Research Professors is allocated by the Department Chair in a way that best meets the needs of the faculty and the department.

4.7 Funding Source

If the Research Professor has access to flexible sources to fund the requisite 5% of their salary, then those funds should be used to make up the 5% of their salary required by the college guidelines. If the Research professor does not have access to flexible funds, then ISyE Department is responsible for covering 5% of the Research Professor's salary.

End of Procedure