




**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE**

OFFICE OF THE DEAN  
MSC 156 • KINGSVILLE, TEXAS 78363-8202  
361/593-3712 • FAX 361/593-3713  
<http://www.tamuk.edu/agnr/>

DICK AND MARY LEWIS KLEBERG COLLEGE OF AGRICULTURE & NATURAL RESOURCES

## MEMORADUM

TO: Dick & Mary Lewis Kleberg College AGNR faculty

FROM: Shad D. Nelson, Dean, Dick & Mary Lewis Kleberg College of AGNR  


THRU: Unit Heads with research-relevant faculty appointments:

Dept Chairs: Drs. Jason Apple, Bart Ballard, and Greta Schuster  
Dr. David Hewitt (CKWRI)  
Dr. Mamoudou Setamou (CITR)  
Dr. Clay Mathis (KRIRM)  
Dr. Elda Sanchez (NNTRC)

Date: March 20, 2023

Subject: Position Expectations for Assistant Research Professor (postdoc) positions

The Dean and Unit Heads within the Dick and Mary Lewis Kleberg College of Agriculture & Natural Resources recognize that doctoral researchers hired within the college have various expectations and responsibilities. These duties are often grant dependent and dependent upon the expectations of the hiring manager/faculty member. Thus, the college will not create specific numeric 'guidelines for promotion' for Assistant Research Professors. Rather, this will be left up to the supervisor to determine specific research and scholarly expectations that are in line with the position and grant needs for success.

Faculty within the college should recognize that the title of 'Postdoc' was changed to 'Assistant Research Professor', thus, the research expectations of these individuals should be viewed in the lens of what is generally typical of what academia expects of a postdoc in their respective discipline.

Our aim at TAMUK is to prepare postdoctoral professionals for success in their field, such that they are competitive to obtain long-term, hard-money permanent positions.

The following relates to your Assistant Research Professor (or postdoctoral) positions:

Assistant Research Professor positions are typically 100% grant, soft-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 direction of the supervisory faculty member.

This memo serves as a guide to faculty supervisors to help them assess when or 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 expected 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 document submitted by the Assistant Research Professor 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 evaluation assessments in categories, such as:

- Far below expectations
- Below expectations
- Meets expectations
- Exceeds expectations
- Far exceeds expectations

If an Assistant Research Professor Does Not “Meet Expectations” in the annual review period, then the supervisor should create a written improvement plan and share this with feedback to the Assistant Research Professor, along with a follow up assessment six months later. The individual should be informed when he/she is meeting expectations.

The first three years of annual evaluations will be performed by the faculty supervisor/hiring manager.

If the Assistant Research Professor is in good standing at the end of the 3<sup>rd</sup> year annual evaluation assessment, then the faculty member/supervisor may choose to place the individual on ‘Promotion Track’. As promotion in rank comes with a permanent raise to base salary (currently \$5,000 increase to Associate Research Professor) at the end of the 6<sup>th</sup> year, the supervisor/grant manager must ensure that this salary increase can and will be covered by grant funds as these positions are typically 100% soft-money grant funded positions.

If it is apparent that the Assistant Research Professor will have continual funding support for an additional 3 years, then the faculty supervisor in consultation with the research Unit Head and Dept Chair, will make the determination whether to place the Assistant Research Professor on a Promotion Track after the 3<sup>rd</sup> year annual review assessment and prior to the start of the 4<sup>th</sup> year.

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 routing 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 Promo continuance file: Reviewed by Supervisor and Research Unit Head and Dept Chair

5<sup>th</sup> Year Promo 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.

Dept Promotion committee, Dept Chair, College Promotion committee, Dean, and Provost

The Supervisor at the start of hire should create the expectations for the Assistant Research Professor, and then update those expectations at the start of the 4<sup>th</sup> year when placed on Promotion track.

Written expectations for Promotion Track should be provided to the Assistant Research Professor.

These written research expectations should over a 5-year time period (similar to T-Track faculty timelines) since routing of promotion files is initiated at the start of the 6<sup>th</sup> year.

These expectations should be in line with research and scholarly works related to what is typically 100% effort as a postdoctoral researcher.

Note: It is the responsibility of the Supervisor/Faculty Member to inform the Dean's office staff (Executive Assistant to the Dean, Associate Dean, Dean and) of the name of the Assistant Research Professor when placed on promotion track, and provide the individual's metric expectations for promotion to the Dean.

Examples of expectations related to Assistant Research Professor (postdoctoral) position assignments must include metric details related those in **bold text** and may include others listed relevant to the position as follows:

- 1) **peer-reviewed publications;**
- 2) **professional presentations;**
- 3) **grant proposal submissions;**
- 4) **grant(s) awarded;**
- 5) **student mentoring in research;**
- 6) **professional growth and service;**
- 7) co-chairing or advising of graduate students in research;
- 8) special research or outreach expectations;
- 9) co-teaching experience (dependent on faculty supervisor and grant flexibility); and
- 10) other duties and responsibilities as assigned or needed.

The Assistant Research Professor will submit those written expectations with his/her promotion continuance and/or promotion file.