

## **Guidelines for hiring of research-track/fixed-term faculty (RTF) in the Joint Department of Biomedical Engineering (JBME)**

*As with all Joint Department of Biomedical Engineering faculty, JBME RTF guidelines and expectations may be different than faculty of the same title depending on their hiring unit, SOM, CAS, or COE.*

RTF are senior scientists and leaders in JBME laboratories, and play a key role in advancing JBME's research engine. In general, RTF are expected to both develop independent research directions and also to support the research direction of their sponsor's laboratory. Typical expectations include grant writing, ideation, experimentation, data analysis, publishing, and presenting research in the field of biomedical engineering. RTF will often play a role in mentoring, teaching, and supervising junior team members. As with all JBME faculty, they are expected to operate in a safe, ethical, constructive, and supportive manner. Since salary for RTF is typically fully research supported, RTF have no teaching or administrative requirements for JBME. The RTF position can be a shorter term position as a 'stepping stone' towards other positions, or can be a long-term career position.

- 1) RTF report to and are sponsored by a tenure/tenure track faculty member in JBME.
- 2) RTF may submit grants as principal investigator, with the approval of their Sponsor and the Department Chair.
- 3) Promotion for RTF is held to the same rigorous JBMEs standard as that for tenure/tenure track faculty.
- 4) Salary changes for RTF are requested by and approved by the Sponsor and Department Chair based on the availability of funding and will need to be in alignment with BME policies, with consideration for merit and equity. All salary changes must also receive HR approval at the home university.
- 5) RTF may independently financially support/supervise graduate students with co-mentorship of a tenure/tenure track faculty.
- 6) RTF may be assigned lab space or office space which is a subset of their Sponsor's space.
- 7) RTF will not receive salary support from the BME budget, except for in special circumstances such as teaching a class or special service commitments as invited from the BME Chair. Salary remains the responsibility of the RTF and the Sponsor.
- 8) RTF do not receive startup support or discretionary funds from the BME budget, except through competitive internal grant mechanisms.
- 9) RTF who are not able to achieve sufficient salary support from their own sources or that of their Sponsor will be appointed at a reduced FTE based on the availability of appropriate funding.
- 10) Renewal is based upon availability of appropriate funding, sponsoring PI approval, and with support of the JBME Chair.
- 11) The department follows the RTF's home institution guidelines for termination notices.
- 12) Exceptions to these guidelines are at the discretion of the JBME chair.

*By my signature, I acknowledge that I have read, and agree to the policies noted above, on the below date*

*Research faculty member:*

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*Sponsoring faculty member:*

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