LDEO
Promotions
Procedures
Promotions and Careers Subcommittee
Membership

Mingfang Ting, Chair
Suzanne Carbotte
Joerg Schaefer
Felix Waldhauser

Kevin Anchukaitis
Samar Khatiwala

Roger Buck
Rosanne D'Arrigo
Arnold Gordon
Art Lerner-Lam
Bill Smethie

Kuheli Dutt (ex officio)
All information on promotions are available at the Lamont website:

http://www.ldeo.columbia.edu/about-ldeo/policies-procedures/appointments-promotions
Post doc to Associate Research Scientist

• Time Frame
  – Columbia regulations specify a three-year limit on Post-docs

• Career Tracks
  – Leave for position elsewhere
    • Normal procedure at most institutions (also most of CU)
  – Project track
    • Working as part of a team on a project where not responsible for funding and leadership
  – Doherty track
    • Independent, self-funded
Project Scientist Track

• Designed for scientists who are working on a project where they are not responsible for funding or setting the overall agenda
  – But are working as scientists - not as technicians

• Project Scientists are allowed, but not required to write proposals and serve as PIs on grants

• Project Scientists do not have access to the Doherty salary support program
Qualifications for Associate Research Scientist (Project)

– Ph.D in Science.
– “Demonstrated expertise that is important to an existing or nascent Lamont research project”.
– “Record of publications in the scientific literature (including technical reports and proceedings volumes)”. 
Procedures for promotion to Associate Research Scientist (Project)

– Supervisor and H.R. prepare job description
– Supervisor documents at least a year of funding
– Supervisor prepares dossier
  • Job description, CV with publications and three letters of reference (internal or external).
– Associate Director, P and C Committee and Director approve appointment.
Doherty Track

• Three levels
  – Doherty Associate Research Scientist
  – Doherty Research Scientist
  – Doherty Senior Research Scientist

• Mid-term review in third year as DARS.

• “Up or out” promotion to DRS after six years,
“Doherty Associate Research Scientists (DARS) are scientists who, although in the early stages of their career, have successfully established themselves as to be independent scientists and have demonstrated potential for significant research contributions in the future by having published in peer-reviewed journals and by having obtained outside research funding”.
Doherty Associate Research Scientist

“Doherty Associate Research Scientists (DARS) are scientists who, although in the early stages of their career, have successfully established themselves as to be independent scientists and have demonstrated potential for significant research contributions in the future by having published in peer-reviewed journals and by having obtained outside research funding”.

Promotion to
Doherty Associate Research Scientist
- Documents Required -

1. Nomination

<table>
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<tr>
<th>Provided by</th>
<th>Date</th>
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<tbody>
<tr>
<td>1 Nomination letter¹</td>
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<tr>
<td>2 Seconding letter (1)²</td>
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<td>Seconding letter (2)</td>
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<td>Seconding letter (3)</td>
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<tr>
<td>Seconding letter (4)</td>
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<td>3 P&amp;C Recommendation</td>
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2. Dossier
To be prepared by the Associate Director if P&C Committee passes positively on nomination

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1 Curriculum Vita</td>
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<tr>
<td>2 Statement of research interests</td>
</tr>
<tr>
<td>3 Current and pending support from all sources</td>
</tr>
<tr>
<td>4 Letter of support (1)³</td>
</tr>
<tr>
<td>Letter of support (2)</td>
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<tr>
<td>Letter of support (3)</td>
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<td>Letter of support (4)</td>
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<td>Letter of support (5)</td>
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<td>Letter of support (6)</td>
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<td>5 P&amp;C Recommendation</td>
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3. Appointment

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<td>1 Salary recommendation Signed by Assoc Dir</td>
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¹ Associate Director of the candidate’s division, Observatory Director, and the Co-chairs of the P&C Committee cannot be nominators or seconders.
² A seconding letter from a senior staff member in another EI unit, or tenured faculty member of a different CU Department may on occasion be appropriate, to be decided by the P&C Committee Chair in consultation with the Director.
³ At least 2 letters of support have to be from outside the Observatory. Names of external reviewers have to be agreed upon by the P&C Committee Chair. Seconding letters from the nomination step can be used as letters of support.
Mid-term Review

• Why?
  – Goals are:
    • Provide feedback on progress in career track
    • Provide DARS with opportunity to reflect upon and advocate his/her ideas and agenda
    • open a channel of communication between Observatory management and the DARS
Mid-term Review

• **When?**
  
  – Occurs in September and October
  
  – Group to be reviewed are DARSs who were appointed between July 1 three years earlier and July 2 four years earlier.
Mid-term Review

• **By Whom?**
  – Conducted by a committee made up of an advocate, two Associate Directors and the Director.
  • AD not from candidate’s division chairs
Mid-term Review

• What is needed?

– CV with publications
– reprints or preprints of papers based on work done while a DARS
– Statement of past, present and future research interests
– Annotated Current and Pending support Statement
– (optional) Statement of other contributions
– (optional) support letter from close colleague outside LDEO.
Mid-term Review

• How is it done?
  – DARS gives presentation on his/her research to committee
  – Committee questions and interviews DARS
  – Committee prepares report for DARS and Director
  – Report contains
    • evaluation of standing regarding promotion criteria
    • concrete suggestions for remaining time as DARS
    • clear and thorough description of strengths and weaknesses
  – DARS and advocate meet with Director to discuss the report
Doherty Research Scientist

- This is the “up or out” step!
- Procedure starts 2 years after mid-term review and takes most of a year.
  - Can request early consideration
  - Can obtain delay as result of medical, maternal or family leave
# Promotion to
## Doherty Research Scientist
- Documents Required -

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<td>6 Statement of other professional contributions⁴</td>
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³ Potential reviewers are qualified scientists who have a full-time position of the rank equal to or above Research Scientist at their own institution.

⁴ Optional. For example, development and implementation of important research and/or educational initiatives, technical innovation in the pursuit of science, and service to the scientific community.