Lamont Research Professor Review Procedures Diagrams and Notes

Acronyms:
ADAAD: Asst. Director for Academic Affairs and Diversity
AD: Associate Director
P&C: Promotions and Careers Sub-Committee
LRP: Lamont Research Professor
LDEO: Lamont Doherty Earth Observatory
ExCom: Executive Committee
DEES: Department of Earth and Environmental Sciences

• The promotion tracker is an excel database used by the LDEO Directorate to keep track of the promotion trajectories for all scientists within the LRP program as well as Research Scientists, Senior Research Scientists and Post-docs.

• LDEO Members of the senior staff are identified as Associate Senior LRPCs, Full LRPCs, Tenured DEES faculty, Research Scientists, and Senior Research Scientists.

• Review Dossiers:
  • Confirming review - CV, current and pending support statement, a letter of recommendation from their divisional AD
  • Developmental review - CV, complete publication list with citation analysis, re/pre prints of up to 4 papers, statement of past, present and future research interests, statement of any other contributions, past, present or potential, current and pending support statement, internal letters of support (min. 2). External letters will be sought by the Director's office (min. 3).
  • Critical review - CV, complete publication list with citation analysis, re/pre prints of up to 4 papers, statement of past, present and future research interests, statement of any other contributions past, present or potential, current and pending support statement, response statement to developmental review recommendations.
  • Major Review - CV, complete publication list with citation analysis, re/pre prints of up to 4 papers, statement of past, present and future research interests, statement of any other contributions, past, present or potential, current and pending support statement, internal letters of support (min. 5). External letters will be sought by the Director's office (min. 10).
  • Full LRP Review - CV, complete publication list with citation analysis, re/pre prints of up to 4 papers, statement of past, present and future research interests, statement of any other contributions, past, present or potential, current and pending support statement, internal letters of support (min. 5). External letters will be sought by the Director's office (min. 6).

• External Letters:
  • Developmental Review: The LDEO Director in consultation with the nominator, the divisional Associate Director, will select at least three external qualified scientists to solicit letters on the candidate. These external scientists should have a full-time position at a rank equal to or above the reviewed Research Scientist at their own institution. A packet of materials, prepared by the candidate, will accompany the request for external letter
  • Major Review and Full LRP Review - The LDEO Director in consultation with the nominator, the divisional Associate Director, will select at least ten external qualified scientists to solicit letters on the candidate. These external scientists should have a full-time position at a rank equal to or above the reviewed Research Scientist at their own institution (tenure or tenure equivalent). A packet of materials, prepared by the candidate, will accompany the request for external letters.
  • Note - Internal LDEO letters are not included in the dossier packets used for requesting external letters.

• Named Review Committees:
  • Developmental review committees consist of an advocate, the Associate Director of candidate’s division and an Associate Director from another division (chair), the LDEO Director and LDEO Deputy Director.
  • Critical review - reconvening of the developmental review committee with appropriate substitutions as needed (an advocate, Associate Director of candidate’s division and an Associate Director from another division (chair), the LDEO Director and LDEO Deputy Director).
  • Ad Hoc Committee - selected by the LDEO Director, an Associate Director as chair plus three members of the LDEO Senior Staff from outside the candidate’s Research Division, a Columbia University faculty member from a related area, and an external member, not to be chosen from among those who contributed letters. An advocate will be present to present the case to the committee.

• A successful developmental and major review will change the candidate's title for all intents and purposes within the LRP Promotion schedule. The Provost of Columbia University issues an annual appointment letter that does not reflect these distinct title changes along the LRP track.
LRP Developmental Review: Process for Promotion from Assistant Research Professor (Yr. 4) to Associate Junior Research Professor (Yr. 5)

- ADAAD informs AD which individuals in their division need to clear Developmental Review
- ADAAD records in promotion tracker
- AD confirms with ADAAD that promotion process is initiated
- AD works with candidate to assemble dossier
- AD solicits 2 letters of internal support from LDEO colleagues
- AD gathers contact information for external references
- The Director’s office solicits and tracks a minimum of 3 external letters of evaluation
- AD forwards the dossier, internal letters and external referee list to the Director’s office
- Director’s office compiles a full dossier including internal and external letters
- Review Committee evaluates dossier and interviews candidate following his/her presentation
- Candidate is asked to prepare a brief research presentation
- Review Committee provides written report to Directors office for submission to the P&C committee
- P&C Committee reviews the full dossier, committee report and prepares a memo to ExCom address to the Director for comment
- P&C Committee chair & AD present case to ExCom. ExCom discusses promotion, and comments on the review committee’s memo
- ExCom takes an advisory vote on the promotion
- One year terminal appointment
- Failed reviews must be voted upon by ExCom
- Promoted to LARP Junior: three year appointment
- Review outcome is forwarded to the Provost