LRP Confirming Review: Process for confirmation of Assistant Research Professor (Yr. 1) to continue as Assistant Research Professor (Yr. 2)

September

ADAAD informs AD which individuals in their division need to clear Confirming Review

ADAAD records in promotion tracker

AD confirms via email with ADAAD that promotion process is initiated

Division AD consults with appropriate colleagues

Division AD makes written recommendation and submits review materials to the P&C Committee and prepares agenda items for ExCom

P&C reviews case at monthly meeting and makes written recommendation to Director, LDEO and Deputy Director, LDEO

P&C recommendation announced at ExCom meeting

Director LDEO makes final decision

Director informs ADAAD of review result

Passed

Candidate given three-year appointment

Failed

Candidate notified of failure at least three months before end of appointment

KEY

LDEO Director or Director's office staff

Assistant Director for Academic Affairs and Diversity (ADAAD)

Divisional Associate Director (AD)

Promotion and Careers Committee (P&C)

Executive Committee (ExCom)

Process

Document

Decision

Lead person or office designation

Simultaneous process
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 Research Scientists, Full LRP’s, 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 - 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 Research Scientist at their own institution. A packet of materials, prepared by the candidate, will accompany the request for external letter

- 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.