

Non-Faculty Academic Appointments, Promotions and Titles at

The Geisel School of Medicine at Dartmouth



GEISEL
— SCHOOL OF —
MEDICINE
AT DARTMOUTH

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I. Introduction

The mission of The Geisel School of Medicine (Geisel), as part of Dartmouth College and Dartmouth-Hitchcock Medical Center (DHMC)¹, is to improve the lives of the people we serve—our students, faculty and staff, patients, residents, alumni, and our community. Our vision is to be the medical school that sets the standard for educating physician/providers, scientists, and teachers to be leaders of change in creating a healthier, better world. We advance our mission by providing an inclusive forum that supports the expression, consideration and evaluation of diverse ideas, and that empowers all members of our community to reach his or her full potential. Geisel is committed to an environment where there are no barriers between research and education or between innovation and implementation. We strive to readily disseminate our discoveries and to translate our accomplishments into better health for those we serve. Our goals are advanced by a community of scholars whose success is intertwined with the success of our academic and clinical partners and which is guided by the principles of integrity, service, and compassion.

For the research enterprise, our mission rests on contributions not only of faculty and staff, but also of individuals who hold positions within the School, both temporary (for training) and long-term, who are integral partners in our ability to advance discovery. This document outlines the titles and expectations for these individuals. Until otherwise modified, non-faculty academic positions will be hired into as is current practice for Research Associates (i.e., not through the DORR system of Dartmouth College), and these positions will be subjected to the same general policies that govern faculty, with the exception that individuals who hold these titles are not eligible for the 7% benefit credit that is currently available only to faculty of Dartmouth College.

Excluded from this document is the classification of Clinical Associates. Like other Associate Providers, the roles of these individuals are specific to patient care, rather than scholarship and research. In keeping with privileging requirements, Clinical Associates concurrently hold non-voting faculty titles (Instructor), and their rights and responsibilities are defined in the companion document: FACULTY APPOINTMENTS PROMOTIONS AND TITLES AT THE GEISEL SCHOOL OF MEDICINE.

¹ DHMC comprises the Geisel School of Medicine (Dartmouth College), The Dartmouth-Hitchcock Clinic, The Mary Hitchcock Memorial Hospital, and the Veterans' Administration Hospital in White River Junction.

II. Non-Faculty Academic Titles

1. Research Associate

This title is used when appointing postdoctoral scholars, as defined below. The appointee receives a specific title (Research Associate A, Research Associate B, or Research Associate C) based on the length of employment, as defined by the Office of Human Resources. As postdoctoral scholars, Research Associates are expected to have a transient employment with Dartmouth College or its partners in the Dartmouth Hitchcock Medical Center, typically fewer than 6 years. In some cases, Research Associates may progress to a position as Research Scientist, Research Analyst, Research Assistant Professor, or tenure-track professor. Appointments to the Research Associate position do not require a formal search; position descriptions are based upon the needs of the mentor with whom they train and salaries are commensurate with both community norms of the sponsoring entity and market metrics. Research Associates are not members of the Faculty.

2. Research Scientist, Research Analyst, Research Engineer (unprefixed, Senior, or Principal)

This title can be given to individuals who perform essential roles in the research enterprise of individual laboratories (i.e., under the auspices of a faculty sponsor), in institutional cores, or in providing support for broad-based institutional initiatives through roles in data analysis and assessment. Some such individuals may function as managers of individual labs, managers of core services or analysts of institutional data that is used either internally or externally (e.g., in support of major extramural programs). In most cases, such individuals will hold a doctoral or equivalent terminal degree; for (unprefixed) Research Scientists/Analysts/Engineers, a Masters degree may be appropriate or even preferable. Research Scientists/Analysts/Engineers (unprefixed, Senior, or Principal) are not members of the Faculty; they are full-time professionals recruited to work in program areas defined by the faculty. They are not expected to pursue *independent* research beyond the scope of faculty programs. The faculty is ultimately responsible for the direction and quality of the research activity, according to universal norms of publication and relevance.

New appointments to the rank of unprefixed Research Scientist/Analyst/Engineer for those supported from limited (e.g., individual investigator) research programs will not require a national search. New appointments to Senior or Principal Research Scientist/Analyst/Engineer positions that reflect broader responsibilities (e.g., directors of institutional cores) will require a national search. Appointments are made by the relevant Dean at the recommendation of a department Chair, to a renewable term of 1–5 years.

Research Scientist, Research Analyst, Research Engineer: In most cases, support for such individuals is expected to derive from extramural sources, but, in a limited number of instances support may be drawn from central funds (e.g., to support core institutional services). As Research Scientists/Analysts/Engineers are considered long-term

employees, it is the expectation that they will receive annual evaluations, which would be submitted by the faculty sponsor to the department Chair and the relevant Dean. At this level, Research Scientists/Analysts/Engineers are not required to have a reputation for their work outside of the institution, although external reputation is a critical component of advancement to senior or principal rank.

Senior Research Scientist/Analyst/Engineer: Individuals employed as Research Scientist/Analyst/Engineer who assume a higher level of responsibility in terms of personnel management and/or in providing key services to the institution as a whole may, upon the approval of the sponsoring Dean, be promoted to Senior Research Scientist/Analyst/Engineer. Promotion (or initial appointment) to Senior Research Scientist is justified based on the level of responsibilities and competence. For promotion, there is no standard timing, and the recommendation for advancement will be made following an internal review of performance with three letters from external referees. Senior Research Scientist/Analysts/Engineers may also hold titles such as Director or Technical Director of a Core or Institutional Service.

Senior Research Scientist/Analysts/Engineers are expected to maintain professional standing in their fields through as made evident through publication, external activity, and/or professional service. Senior Scientists/Analysts/Engineers are expected to take on supervisory duties and to participate fully in obtaining funding for research. Senior Research Scientists/Analysts/Engineers may, upon approval by the appropriate Dean, be given eligibility to serve as PI or Co-PI on research grants and proposals.

Principal Research Scientist/Analyst/Engineer: Promotion (or appointment) to Principal Research Scientists/Analysts/Engineers can follow demonstration of professional leadership and productivity in conjunction with three letters from external referees and recommendation by the appropriate internal reviewing body of the individual academic unit to its Dean. Principal Research Scientists/Analysts/Engineers are expected to take on supervisory duties and to participate fully in obtaining funding for research, and are also expected to have more external visibility than Senior Research Scientists/Analysts/Engineers. Principal Research Scientists/Analysts/Engineers may, upon approval by the appropriate Dean, be given eligibility to serve as PI or Co-PI on research grants and proposals. Principal Research Scientists/Analysts/Engineers may also hold titles such as Director or Technical Director of a Core or Institutional Service.

3. Distinguished Fellows (of Sponsoring Department, Center, Institute).

This title may be awarded to a *highly* limited number of individuals who have exceptional national/international stature in their given field of endeavor, but do not meet criteria for a faculty rank. Distinguished Fellows are not members of the Faculty. The decision to recommend the title of Distinguished Fellow rests with the appropriate Dean and must be approved by the appropriate mechanism for the employing school and by the Provost.

It is the expectation that such individuals will be supported from extramural funds. Appointments for Distinguished Fellows will be limited to a 3-year term, which may be

renewed. It is the expectation that these individuals will, in nearly all cases, be targeted hires and thus be eligible for a waiver from a national search with respect to EO/AA policies. However, any individual hired as a Distinguished Fellow who does not meet waiver criteria must be identified by a national search and hired following standard Dartmouth College search protocols. Distinguished Fellows must be employed by Dartmouth College while they hold this title. Distinguished Fellows may be named in association with an Institute or Center that itself does not have the ability to make academic appointments, but such individuals must also have an affiliation with an academic department. In such cases, the Center may bear the financial responsibility for the hire, as well as the administrative responsibility for executing the search and day-to-day support for the academic endeavors of the Distinguished Fellow. However, the Department will have responsibility for other administrative processes pertinent to such employees, such as payroll authorization smart forms, visa processing, and reappointments.

III. Benefits Look-up for Non-faculty Academic Titles

Title	Role	Credentials	Hiring Process	Length of Service	Funding	FTE Group	Benefits Program	Fringe Rate	Benefits Category	IRS Purpose	IRS Employment Status	FICA Status
Postdoctoral Fellow*	Trainee	Doctoral or appropriate Master's	Sponsored	Up to 3 years	Training Grant (NRSA, T32)	Research Associate	Standard	0	Post-tax	Training	Trainee, Non-Employee	FICA Exempt
Research Associate A**	Trainee	Doctoral or appropriate Master's	Appointed	Temporary, < 9 months	Non-Training Grant or College Funds	Research Associate	Not Benefits Eligible	Statutory	Pre-tax	Provide Services	Employee	FICA Eligible
Research Associate B**	Trainee	Doctoral or appropriate Master's	Appointed	> 9 months < 3 years, annual reappointment	Non-Training Grant or College Funds	Research Associate	Standard	No Pension	Pre-tax	Provide Services	Employee	FICA Eligible
Research Associate C**	Trainee	Doctoral or appropriate Master's	Appointed	> 3 years < 6 years, annual reappointment	Non-Training Grant or College Funds	Research Associate	Dartflex	Full	Pre-tax	Provide Services	Employee	FICA Eligible
Research Scientist/Analyst /Engineer	Research Leadership	Doctoral or appropriate Master's	Appointed	> 9 months, annual re-appointment	Non-Training Grant or College Funds	Staff	Dartflex	Full	Pre-tax	Provide Services	Employee	FICA Eligible
Senior Research Scientist/Analyst /Engineer (Director or Technical Director)	Research Leadership	Doctoral preferred	Appointed, Promoted or Search	> 9 months, annual re-appointment	Non-Training Grant or College Funds	Staff	Dartflex	Full	Pre-tax	Provide Services	Employee	FICA Eligible
Principal Research Scientist/Analyst /Engineer	Grant Submission and Research Leadership	Doctoral preferred	Appointed, Promoted or Search	> 9 months, annual re-appointment	Non-Training Grant or College Funds	Staff	Dartflex	Full	Pre-tax	Provide Services	Employee	FICA Eligible
Distinguished Fellow	Expert	National or Int'l Stature in Field	Waiver or search	3 yr term, eligible for renewal	External	Staff	Dartflex	Full	Pre-tax	Provide Services	Employee	FICA Eligible

IV. Template for Offer Letter for Non-faculty Academic Titles

Research Associate:

DRAFT

XXXX, XX, 20XX

Name

Address

Dear Name,

It is my pleasure to offer you a position as Research Associate [A, B, or C] in the Department/Institute of XXXXX as a X.0 FTE at the Geisel School of Medicine at Dartmouth beginning XXXX XX. Research Associates are non-faculty members of the academic community at Dartmouth who are here to obtain training. You will be working under the supervision of Dr. XXXXX on projects [brief description of research program]. Your initial appointment is for a period of XX years and your initial annual salary will be \$XXX,XXX and paid monthly. If your appointment is for greater than 9 months (i.e., Research Associate B or C), you will be eligible for yearly merit increases as determined by your performance and by institutional guidelines set by Dartmouth College and the medical school Dean. Support for this position is contingent upon availability of funds to your supervisor's research program. If funding for this position changes during your appointment period, you must be given a minimum of 30 days notice of this change. This appointment requires a Ph.D. degree. As you have not yet been formally awarded your Ph.D., please have the Dean of your current graduate school provide a letter attesting that you have completed all of the formal requirements for this degree and the expected date of degree conferral. *(This may not apply to all research associates; some may hold masters degrees, and this language is not needed for those who clearly hold a PhD).*

Your employment as a Research Associate A is restricted to a period of no more than 9 months, and as you are aware, there are no benefits associated with this appointment.

Or

Your employment as a Research Associate B, C entitles you to the benefits provided by Dartmouth College. Information on benefits provided to Research Associates may be found on our website: <http://www.dartmouth.edu/~hrs/pdfs/dartflex.pdf> or you can call Human Resource directly at 603-646-3588. Please note the policies that pertain to the number of vacation days available and that can accrue to individuals appointed as a Research Associate B or C. Please also note that, as your sponsor is responsible for accrued but unused vacation days, it is important for you to use your accrued vacation time prior to the time you anticipate ending your employment with the College and that you make your department administrator aware of your anticipated date of departure well in advance of this date.

This appointment is contingent upon your ability to work in the United States. If you will require visa sponsorship for your employment at Dartmouth, you must obtain the appropriate immigration status prior to starting your appointment. The Office of Visa and Immigration

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Services (OVIS) is available to assist you with the visa sponsorship process. We encourage you to contact OVIS by telephone at +1 603-646-3474 or by email at visa.and.immigration.services@dartmouth.edu.

The Immigration Reform Act of 1986 requires all employers to verify identity and eligibility for employment of all newly hired employees. Previous employment at Dartmouth College does not necessarily exempt you from this requirement. To ensure compliance with federal law, you must complete Section 1 of the Form I-9 no later than the first day of your appointment. Your department administrator can assist you with these forms. Dartmouth College is also a participant in E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

As an employee of Dartmouth College, you will be expected to comply with Dartmouth's rules and policies including, but not limited to, those outlined in the College's Dartmouth Employment Policies and Procedures Manual. Among these are policies on patent, copyright, and conflict of interest, which will be provided to you during orientation and may also be found at the link for the Geisel Faculty handbook (http://geiselmed.dartmouth.edu/faculty/fac_info.shtml). In addition, during the course of your employment, you may receive or become aware of confidential material, including employment information, financial data, medical information, trade secrets, and other non-public or proprietary information concerning Dartmouth College, its employees, its students, and its donors. Please be aware that the College's Confidentiality Policy prohibits the use and disclosure of this information, except as necessary to perform the requirements of your employment. As you will carry out your research efforts in space located at the Lebanon site of Dartmouth Hitchcock Medical Center (DHMC), we ask that you also please read and understand the information related to policies governing professional responsibilities and behavior that can be found on the DHMC Intranet (<http://intranet.hitchcock.org>).

You are also expected to obtain any necessary training or certification required for your activities at Dartmouth including, but not limited to, those required by Environmental Health & Safety, by the Animal Care and Use Committee, or by the Committee for Protection of Human Subjects.

If these terms are agreeable, please acknowledge your acceptance of the above offer by signing, dating and returning the original letter by **RESPONSEDATE**.

Sincerely,

CHAIR NAME

*Research Scientist/Analyst/Engineer or Distinguished Fellow:***DRAFT**

XXXX, XX, 20XX

Name
Address

Dear Name,

It is my pleasure to offer you a position as Research Scientist/Analyst/Engineer or Distinguished Fellow in the Department/Institute of XXXXX as a X.0 FTE at the Geisel School of Medicine at Dartmouth beginning XXXX XX. Research Scientist/Analyst/Engineers or Distinguished Fellows are non-faculty members of the academic community at Dartmouth who make notable and substantive contributions to the academic enterprise as part of a larger research group. In this role, it is our expectation that you will be working with Dr. XXXXX on projects [brief description of research program] or within the XXXX Institutional Core [brief description of research responsibilities]. Your initial appointment is for a period of XX years and your initial annual salary will be \$XXX,XXX and paid monthly. You will be eligible for yearly merit increases as determined by your performance and by institutional guidelines set by Dartmouth College and the medical school Dean. Support for this position is contingent upon availability of funds to your supervisor's/unit's research program. If funding for this position changes during your appointment period, you must be given a minimum of 30 days notice of this change. **When applicable:** This appointment requires a Ph.D. degree. As you have not yet been formally awarded your PhD, please have the Dean of your current graduate school provide a letter attesting that you have completed all of the formal requirements for this degree and the expected date of degree conferral. *(This may not apply to all positions; some may hold masters degrees, and this language is not needed for those who clearly hold a PhD).*

Your employment as a Research Scientist/Analyst/Engineer or Distinguished Fellow entitles you to the benefits provided by Dartmouth College. Information on benefits provided to Research Associates may be found on our website: <http://www.dartmouth.edu/~hrs/pdfs/dartflex.pdf> or you can call Human Resource directly at 603-646-3588. Please note the policies that pertain to the number of vacation days available and that can accrue to individuals appointed as Research Scientist/Analyst/Engineer or Distinguished Fellows.

This appointment is contingent upon your ability to work in the United States. If you will require visa sponsorship for your employment at Dartmouth, you must obtain the appropriate immigration status prior to starting your appointment. The Office of Visa and Immigration Services (OVIS) is available to assist you with the visa sponsorship process. We encourage you to contact OVIS by telephone at +1 603-646-3474 or by email at visa.and.immigration.services@dartmouth.edu.

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You are also expected to obtain any necessary training or certification required for your activities at Dartmouth including, but not limited to, those required by Environmental Health & Safety, by the Animal Care and Use Committee, or by the Committee for Protection of Human Subjects.

If these terms are agreeable, please acknowledge your acceptance of the above offer by signing, dating and returning the original letter by **RESPONSE DATE**.

Sincerely,

CHAIR NAME

Appendix I

A request for a waiver from affirmative action guidelines for conducting a national search may be appropriate for some positions in certain situations. Waivers are infrequently requested and, typically, infrequently granted. The situations that may be appropriate are listed below. Any other situation should be first discussed with the Senior Associate Dean for Faculty Affairs, before requesting a waiver from Dartmouth's Office of Institutional Diversity and Equity (IDE).

Positions that require a full national search following EO/AA guidelines and thus are eligible for a waiver:

- 0.5 FTE or more
- rank of Assistant Professor or above
- tenured, tenure-track, or voting
- paymasters: C, DC, MHMH, VA, W

Positions that do not require a full national search following EO/AA guidelines and thus are not eligible for a waiver:

- less than 0.5 FTE
- rank of active emeritus, contributing, instructor, or visiting
- housestaff, Maine-Dartmouth residency program
- paymaster: A, E, G, HS, HSV, ME, O

Possible EO/AA considerations for granting a waiver from a full national search for a faculty position:

- Special opportunity 1: targeted individual is an independent, funded candidate of a very high level of academic achievement.
- Special opportunity 2: targeted individual's specialty or qualifications are unique highly limited, distinctive, or novel that are identified as vital to the institution.
- Targeted individual belongs to a team that would accompany someone selected through a full, national search.
- Targeted individual is the spouse or partner of someone deemed desirable to recruit or retain.
- Targeted individual is a minority being recruited into a unit that is underutilized in the aggregate for minorities, or underutilized for the minority group to which the appointee belongs.