

Waisman Center Promotion Criteria for Academic Staff

The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities and neurodegenerative diseases. The Center has developed programs in:

- Research – basic and applied research in the behavioral and biomedical sciences;
- Service – clinical services for people with developmental disabilities and their families;
- Training – training of personnel in the study of human development as well as in the delivery of health care services to people with developmental disabilities;
- Outreach – outreach and technical assistance activities with the community and various local, state, and national agencies.

When considering an individual for promotion, the individual's length and type of experience, expertise, and applied ability are evaluated. In general, at least two years of appropriate work experience are expected for promotion from the first level (e.g., "Associate") to the second level (e.g., "no prefix") of any position. In general, seven years of appropriate experience is necessary for promotion to the third level (e.g., "Senior"). Exceptional skill and performance may justify reductions of these time constraints with the approval of the Director. Program Manager titles are also based on an evaluation of a position questionnaire (PQ).

Nomination for promotion to the rank of "Distinguished" is reserved for a small number of academic staff whose superlative accomplishments are evidenced by widespread peer recognition.

Promotion evaluations are made equitably without regard to age, race, religion, sex, marital status, sexual orientation, physical disabilities, national origin, political views, or source of salary support. Recommendations are made by the immediate supervisor in consultation with Waisman administration. All recommendations consider such broad criteria as productivity and contribution to the Center's overall mission. Each promotional evaluation considers seven attributes, in varying proportions, specifically:

1. Job-related Knowledge – ability to apply concepts correctly, even to new and unusual situations
2. Technical Abilities – level of competence and assurance with all techniques and procedures
3. Communication Skills – ability to speak, write, and comprehend effectively.
4. Judgment – ability to cope with unusual situations and frustrations.
5. Cooperation – willingness to coordinate with Waisman staff and other professionals outside the Waisman Center.
6. Initiative/Innovation – ability to work without direction, ability to generate new projects, and contribution for improving current procedures and services.
7. Reliability – degree of independence in completing tasks, willingness to volunteer for new tasks, thoroughness and precision of final results.

The same set of performance criteria will be used in evaluating employees with Category B titles (e.g., Scientist, Researcher) for promotion. In addition, Category B employees will be expected to function virtually independently and to be effective in some combination of: research; instruction; outreach; grant acquisition; grant management; clinical, outreach, or research program management; preparation and presentation of results; and/or representing the Center and the University in public forums, usually at a national level. (Please refer to the Graduate School guidelines for additional information regarding Scientist titles.)

To nominate an employee for a base adjustment/promotion, the supervisor should contact Waisman Human Resources to obtain the employee's current duties chart as well as a request form. Once the supervisor has reviewed and, if necessary updated the duties, the PD should be submitted to Waisman HR (WHR) along with the documentation below. In order to be considered for a promotion, generally the duties do not have to show a change or additional duties. However, PD's should accurately reflect current duties and must contain percentage estimates. Approved promotions within the Graduate School have effective dates of January 1 (due to WHR by October 1), July 1 (due to WHR by December 1) and October 1 (due to WHR by July 1).

For consideration for a promotion/progression base adjustment, please submit the following to WHR:

1. Completed/signed request form
2. Reviewed current duties chart with percentages
3. Updated organizational chart
4. Written justification describing how the employee meets the seven promotional attributes (described above, examples are available)
5. Program Manager requests (e.g., Research Program Manager, Outreach Program Manager, etc.) also require a completed PQ
6. If the promotion is based on prior external experience, a resume/CV is also required