

8. Academic Associates & Emeriti [Approved on 19 May 2015]

As described in Section 3, Faculty are expected to spend significant portions of their time engaged in teaching, research and service activities. In some cases, Non-Tenure Stream Faculty may have significant involvement with only two of these activities. Other types of positions, called academic associates of the Institute, will generally only focus on one area, either research or teaching, and are not considered part of the Faculty, and will have no role in Faculty governance. This section addresses academic associates' roles and responsibilities.

8.1 Research Associates

The roles, responsibilities and appointment process for non-tenure stream research faculty are addressed in Section 3. This section addresses other research associates who do not have teaching responsibilities or have extremely limited teaching responsibilities. Generally, research associates will have no or limited service responsibilities to the Institute

Research associates are hired to support the research goals of the Institute research centers with which they are associated. They are funded by specific research grants, so the term of their appointment is contingent on the longevity of the research program they are supporting. The search and appointment process of research associates will be defined by the research center that is hiring the individual, but must be consistent with the process used in the appointment of tenure-stream and non-tenure stream faculty to ensure that the Institute hires world-class researchers.

Research associate positions include: Research Engineer or Senior Research Engineer, Research Scientist or Senior Research Scientist. Any person occupying the position of research associate may apply for another position at the Institute and may be considered by the relevant Dean for a promotion between levels of research associate as determined by the Dean based upon institutional needs.

8.2 Lecturers

The roles, responsibilities and appointment process for Non-Tenure Stream teaching Faculty are addressed in Section 3. This section addresses the positions of lecturers who do not have research responsibilities or have extremely limited research responsibilities. Lecturers will usually have limited or no service responsibilities to the Institute.

Lecturers are hired to support the teaching goals of the academic department or school with which they are affiliated. Lecturers will generally have demonstrated contributions to their field of expertise and have teaching credentials comparable to other individuals hired by the Institute as tenure-stream or non-tenure stream faculty, the major difference being that of the duration, workload and/or exigency of the assignment and the absence of research and service responsibilities.

There are two levels of lecturer positions: lecturer and senior lecturer, either of which may apply for another position at the Institute or may be considered by the relevant Dean for a promotion between levels of lecturer as determined by the Dean based upon institutional needs.

8.3 Adjuncts

Adjuncts are part-time, limited term employees, appointed by the relevant Dean to teach a specific class or classes for a specific semester. Where their association with the Institute needs to be of longer duration or for a full twelve credit/contact hour per semester teaching load, strong consideration should be given to hiring them as full-time lecturers or non-tenure stream teaching faculty, following standard search and appointment procedures, as defined in Section 3.

Adjuncts will generally have demonstrated contributions to their field of expertise and have teaching credentials comparable to other individuals hired by the Institute as tenure-stream or non-tenure stream faculty, the major difference being that of the duration, workload and/or exigency of the assignment.

8.4 Emeritus Professors

The title "Professor Emeritus" may be conferred on a retired faculty member whose record of accomplishment in teaching, advising, research, and service to the Institute is exemplary and whose continued association with the Institute will be mutually beneficial.

The process for awarding the title "Professor Emeritus" originates with the individual's nominating school or department. The nomination should justify the candidate's performance as demonstrated by one or more of the following (not to exceed 1500 words):

- (a) A substantive record of research and scholarly achievement commensurate with national and international standards within the specific discipline.
- (b) A recognized record of outstanding teaching and educational contributions.
- (c) Clear evidence of service to Stevens beyond normal expectations.

The nomination must also include a plan and a statement by the candidate regarding the candidate's anticipated future association with the Institute (about 500 words) and should be submitted to the relevant Dean. If the Dean approves, he/she recommends the award to the Provost. If the Provost approves, he/she recommends the action to the President who, if he/she approves, may then recommend to the Board of Trustees that the individual be given the title "Professor Emeritus."

By accepting the title of Professor Emeritus, the individual commits and acknowledges that he/she will abide by all rules, policies and regulations of the Institute and uphold the standards of Stevens.

1. As available in the department, depending on the need and at the discretion of the department director (or equivalent) and the relevant Dean, a professor emeritus may be assigned office space (individual or shared) and secretarial and/or clerical help.
2. At the discretion of the department director (or equivalent) and the relevant Dean, a professor emeritus may supervise Stevens undergraduate and/or graduate students who are taking research for credit or working on a thesis or dissertation.
3. A professor emeritus may be invited by the Dean of the School or the Provost to attend certain faculty meetings (without voting rights), department meetings, seminars, workshops, professional conferences held on campus, and guest lectures.
4. A professor emeritus also:
 - May be requested to provide advice and assistance to the School or College
 - May be given an opportunity for adjunct teaching
 - Will have access to the Williams Library

- Will have access to the campus computer network for Institute activities
- Will have access to athletic facilities in accordance with any policies then in effect for Faculty and staff
- May be allowed to conduct or participate in externally funded research and may have access to laboratory space and equipment at the discretion of the department director (or equivalent) and the Dean of the School
- Will have parking privileges comparable to those of regular faculty members if the emeritus professor is teaching on campus
- May be requested by the department director (or equivalent), Dean of the School or Provost to serve on department and/or Institute committees
- May be requested to mentor new faculty

The appointment to Emeritus status is normally granted on a permanent basis. However, emeritus status may be granted on a limited basis or removed by the Institute at any time by action of the Board of Trustees.

8.5 Visiting Appointments

Visiting appointments are limited-term appointments of individuals who are either members of the faculty at other institutions, members of industry or government organizations on temporary assignment, or others with a special temporary relationship with the Institute. Visiting appointments may be honorary appointments to provide recognition of valuable contributions to or association with the Institute, provided that any visitor who will be performing research or other work on the Institute's campus must have an appointment approved by the Office of Human Resources. These individuals are not members of the Institute Faculty and have no role in faculty governance. Office space, telecommunications support and other resources may be made available to Visiting appointees and shall be addressed by the unit they are visiting on a case-by-case basis, with the approval of the Dean.

8.6 Post-Doctoral Fellow Appointments

Individuals who have recently received a doctoral degree or equivalent and are engaged in the furtherance of their training through mentorship by a member of the Institute faculty may be appointed for a limited term as a Post-Doctoral Fellow. To enhance their professional skills, Post-Doctoral Fellows will generally engage in research under the guidance of their faculty mentor. They may additionally teach as adjuncts under a separate appointment, but are not members of the Institute Faculty and do not participate in Faculty governance.