

**College of Social Work and Criminal Justice**  
**Division of Research (DoR) Associate Guidelines**

**Definition**

The “DoR Associate” title held by an instructor is an additional title gained in recognition of research and scholarly activities performed by the instructor. Holding this additional title requires **significant research outcome and involvement in undergraduate student research**.

**Eligibility Requirements**

- Instructors must be full-time FAU instructors who hold a PhD or other doctorate (e.g., DSW, DNP, etc.). Based on DoR guidelines, a JD alone is not sufficient.
- Employed by FAU for a minimum of 6 months (preferred).
- Perform research or scholarly activities documented through a Statement of Work and expected Research Outcomes description that is included in the “Justification for Additional Compensation” section of the Academic Affairs Additional Compensation Form and stored in Faculty180.
- All Instructors who receive a research appointment will be required to show significant research outcomes, which can be in the form of grant submission, peer-reviewed publications, book (chapter) or other appropriate research outcomes, as identified by the department or college.
- DoR Associate appointments are for a maximum period of 9 months (Fall and Spring Semester) for instructors on 9-month contracts. For instructors on 12-month contracts, the appointment can span up to a period of 12 months (starting July 1 and ending June 30<sup>th</sup>). Appointment length can be shorter than 9 or 12 months (e.g., a single semester) and should be described in the proposed timeline for completion of work (listed below).

**Application Packet**

To be considered for a DoR Associate appointment, the applicant must submit the following documents to the Dean’s Office for consideration by the selection committee:

- (1) A Statement of Work of approximately 400-500 words which should include the expected outcomes (e.g., journal articles, book(s)/chapter(s), conference presentations, etc.)
- (2) Timeline for completion of the work,
- (3) Letter of support from the chair or director addressing the merit of the proposed work, whether the work is realistic within the context of the overload appointment, and whether the individual is performing their teaching assignment at a level of Outstanding or above, and
- (4) Current CV.

## **Selection Process**

The selection criteria will include consideration of each of the following equally weighted categories:

- **Intellectual significance:** Does the research proposal address a significant problem or critical barrier to progress?
- **Innovation and Impact:** Does the research proposal present a creative, “out-of-the-box” scientific vision and solution with potential results that can positively impact FAU, the communities served, or society at large?
- **Synergy:** How well does the research proposal fit with the FAU education and research mission?
- **Expected Outcomes:** Within the proposed time frame, what is the likelihood the proposed research will result in a grant submission, data collection, and/or manuscript/book preparation?

A selection committee comprised of the Associate Dean of Research and the Associate Dean of Academic Affairs and Student Services will make the determination of appointments in consultation with the Dean as well as the Directors of the two Schools within the College when the number of DoR Associate lines given to the College is equal to or greater than the number of applicants. In instances where there are more applicants than lines allocated to the College, the selection committee will also include one tenured faculty member from within the College.

As part of the selection process, the selection committee will work in coordination with the applicant to determine whether the proposed expected outcomes identified in the application packet are sufficient or require modification.

## **Additional Notes**

- Holding a DoR Associate appointment comes with an overload stipend equating to a maximum of 12.5% of base salary per academic semester.
- In accordance with the CoSWCJ promotion guidelines for non-tenure earning faculty, holding a DoR associate position can strengthen a case for promotion, but such research activities are not considered a requisite for promotion.
- These guidelines may be reviewed annually by the College faculty assembly for consideration of changes.