

Department of Horticulture
Policy on limited PI status for Academic Staff

November 2004

The Department of Horticulture encourages initiative among Academic Staff members employed within the department. Limited PI status recognizes independent work and provides the option of working independently on projects within the scope of the overall departmental program.

Eligibility Guidelines

Academic Staff should have a record of increasing responsibility serving as co-investigator or collaborator on grants or contracts awarded to and carried out at UW-Madison. They should also have demonstrated ability to carry out the responsibilities of PI including meeting stated programmatic objectives of projects and administrative management of projects (both financial and personnel management).

Research academic staff should hold a category B staff appointment in the series Scientist, Innovator, or Researcher. They should also have an earned research doctorate (PhD) or have an earned MS with substantial experience in the field of endeavor. Five years experience would be considered a minimum.

Non-research academic staff should have similar qualifications as research staff. These will be reviewed on a case-by-case basis by the Promotion Screening Committee

Procedures

A completed Request for Limited PI Status form should be transmitted to the Department Chair. The justification on the form should address the eligibility guidelines listed above and those on the Graduate School website. The request should also include a statement or letter from the faculty member with whom the academic staff is working supporting the request for limited PI status. The department chair will forward the completed form with accompanying materials to the Promotion Screening Committee for initial review. The committee will review the application and materials and will come to the faculty with a recommendation. Departmental approval of limited PI status would require a simple majority vote. The results of the vote will be communicated to the staff member and forwarded to the college for approval.

Limited PI status for academic staff in the Department of Horticulture is granted with both time and programmatic limitations. The initial award will usually be for a period of two years. The initial award will also usually be made for proposals in a single area of endeavor. Within 6 months of the end of the period of limited PI status the staff member will provide the Department Chair a report detailing grants received, work completed, significant results, and expenditures. This report will be forwarded to the evaluating committee along with a request for an additional term of limited PI status, if any. If the work has been satisfactory, the period of time can be extended for a period not to exceed five years. The scope of allowed PI activity might also be increased based upon the success of the previous research.

Granting of limited PI status does not automatically provide space or other support. Candidates for limited PI status should make these arrangements as part of the application process.