

# **Contract Faculty Policy**

**NYU-Courant's policies governing the appointment, review, and reappointment of full-time contract faculty:**

## **Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor**

### I. Overview

Clinical Faculty lines differ from tenure track lines. Although clinical lines are without tenure, they are typically multiyear and research is not part of their formal responsibilities, and hence teaching loads are greater; positions often include some administrative oversight; candidates are experienced practitioners in their area of specialization; and an advanced degree is not necessarily required. Clinical faculty members receive the same health, retirement, and tuition remission benefits as tenured and tenure track faculty. They are also eligible to be principal investigators on curriculum grants, training and teaching grants, and other non-research grants. Because they have no research responsibilities, they are not eligible for sabbaticals.

Appointment procedures for clinical faculty are described in the addendum (attached).

Clinical positions are intended to supplement the instruction provided by tenured and tenure track faculty. Although clinical faculty members do not have tenure, they may be appointed for multiple year contracts, and the contracts can be renewed without limit. As such, it is important that the qualifications and performance of the clinical faculty member, as well as the needs of the department, be evaluated regularly as part of the appointment and reappointment process.

### II. Ranks and Titles

Titles include Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. Contract faculty titles also include Lecturer and Senior Lecturer. Initial appointments can be made to any of these ranks.

### III. Qualifications and Responsibilities

Appointees must be experienced practitioners of their particular professions; some may have had experience in curriculum development and supervision of laboratory facilities and teaching assistants. Appointees do not normally need to possess the scholarly credentials expected of tenured and tenure track faculty. The appropriate degree and qualifications for rank will be established by the department Chair in consultation with the Director of the Courant Institute (the Director.)

Most new appointments will be at the rank of Clinical Assistant Professor. Appointment at the rank of Clinical Associate Professor requires at least five years of relevant teaching and professional experience, evidence of supervisory experience (where relevant), superior contributions to the teaching program, as well as recognition for outstanding classroom success and organizational skills. Appointments made at the rank of full Clinical Professor require a minimum of 10 years of teaching and related professional experience, evidence of extraordinary contribution to the teaching program, and evidence of national recognition for leadership and innovation in the field or in teaching in his or her field.

In some cases, appointees will also have administrative duties related to program coordination. Research is not an expectation of these positions. The normal teaching load is six courses per year. With the approval of the department Chair and the Director, supplementary administrative duties may substitute for one or more courses.

#### IV. Governance

Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors are entitled to attend and speak at general meetings of the Faculty of Courant, and can enjoy the voting privileges which may be extended to non tenure track faculty in the special cases listed in Bylaw 64, paragraph (b), *Faculty Handbook*, Page 41. At the department level, Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors can participate as appropriate as members of the department faculty in department governance, with the exclusion of matters related to promotion and tenure, and hiring of tenured and tenure track faculty, and matters directly or indirectly affecting the individual's candidacy for a degree, or his or her status on the faculty of NYU.

#### V. Salary & Benefits

The salaries of Clinical Professors will be handled as regular faculty salaries on a nine month basis, paid over twelve months. Benefits will be the same as other non tenure eligible full-time faculty.

#### VI. Authorization for Recruitment and Appointment

1 Authorization for a new line: The department Chair and the Director of Courant decide if new lines are needed for a Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor. The new lines are then included in Courant's annual staffing plan and budgetary process. The new line should be based on a demonstration both that there is an important teaching need to be met, and that it is appropriate to meet this need with an instructor other than a research active tenured or tenure track faculty member.

2 Appointment: A search for the appointee can commence following approval of the staffing plan. The search must conform to standard recruitment procedures including submission of the candidate's C.V., evidence of the qualifications of the candidate and evidence that he or she will make an outstanding contribution to the quality of the program, and submission and approval of an Affirmative Action Recruitment Report Form. Recommendations of appointment will be made to the Director or to his designee by the department Chair with the advice of an appropriate departmental committee.

3 Terms of Appointment and Annual Review: Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors may initially be appointed to terms of one to three years. Subsequent terms of appointment may also be for one to three years. Clinical faculty will be eligible for renewals of up to five years, if they have attained the rank of Clinical Associate Professor and they have been at NYU for at least six years. Clinical Assistant Professors, Clinical Associate Professors and Clinical Professors are appointed for the academic year (September - May) and paid over twelve months (October 1 - September 1). Summer teaching assignments are optional and are made with additional compensation. All ranks are subject to the annual merit increase (AMI) review, conducted for all full time faculty by the Director, with input from the appropriate faculty committee. The review will consider the individual's teaching performance, contribution to the effectiveness of the program and department, and relevant administrative performance.

#### VII. Procedures for Reappointment and/or Promotion

When undertaking a formal review for reappointment, which occurs in the penultimate year of a multi-year the contract, if the department has any doubts whether the Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor is fulfilling the requirements of the position, or doubts whether the position is still needed to fulfill the teaching mission of the department, these doubts should be clearly outlined in the review.

If such doubts are serious, the department should not recommend reappointment. In the event of reappointment, any reservations must ultimately be shared in writing and in person with the clinical faculty member, so that he or she is under no misunderstanding over the expectations for him or her. The Chair must communicate in writing, the substance of the review to the Director with a recommendation for reappointment or termination. The recommendation must reach the Director no later than June 1st.

In the case of faculty in their first or second year of service at NYU that are

not recommended for reappointment, prior to the terms of their appointment, refer to section XI of the **Faculty Handbook** for dates not to reappoint. Any questions regarding the review procedures should be directed to the Office of the Director.

The review is to be undertaken by a committee appointed by the department Chair of two to five full time faculty, consisting of a minimum of two tenured or tenure track faculty such as the Director of Undergraduate Studies.

The review may be written by the department Chair or a member of the committee, but all members of the committee should read the review. The review should represent a collective judgment of the committee or, in the case of a divided opinion, a majority of the committee. If there is a division, the dissenting opinion should be appended to the majority review.

The review packet should normally include:

- An up-to-date curriculum vitae of the candidate
- A description of the candidate's teaching and administrative responsibilities
- A list of all courses taught since the last review
- Committee service
- An evaluation of teaching performance of the candidate, which should include:
  - Course evaluations
  - Course syllabi
  - Reports of course visitations
- An evaluation of the candidate's other contributions to the instructional program, for example, curriculum development
- An evaluation of the candidate's administrative performance, including any role in the training and supervising of instructors, TAs, other clinical faculty, or adjunct faculty
- A personal statement from the candidate assessing his or her contributions

If the review packet is also for promotion to Associate or full Clinical Professor, it must also document that the candidate meets the qualifications for associate or full clinical professor as indicated in the "qualifications and responsibilities" section of this document. Furthermore, the candidate must have been in his or her current rank for a minimum of three years and had at least one prior reappointment to be eligible for promotion.

The Chair must forward the review packet to the Director along with the committee's recommendation and any comments from the faculty.

In addition, a summary of the review, prepared by the Chair in the form of

a letter of advice, must be given to the candidate and discussed with him or her by the Chair. The candidate must sign the letter to indicate that he or she has read it and discussed it with the Chair. This summary must cover both strengths and weaknesses of the candidate's performance to that time. The candidate's summary letter signed by both the Chair and the candidate should be forwarded to the Director along with the review packet.

The summary letter to the candidate must include the recommendation that the evaluation committee is making to the Director, including promotion, the length of reappointment (if that is the decision), and a signature block for the candidate. It must also include the following sentences:

"This is a letter of advice; regardless of the merits for reappointment/promotion at this time, it does not constitute a guarantee of future reappointment."

"Candidates will be judged for reappointment/promotion depending on the conditions and standards in effect at the time of their next review."

"I have read this letter of advice and understand its contents."

The recommendation must reach the Deans Office no later than June 1<sup>st</sup>. For faculty in their first or second year of service at NYU, who are not recommended for renewal, the review is due earlier, as indicated in section XI, item 2.a,b of the Faculty Handbook.

## Addendum

# Recruitment of New Faculty

## 1.0 Recruitment of New Faculty

### 1.1 Policies

These guidelines have been developed with advice from the Courant Institute steering committee. They provide the normative frame for making contract faculty appointments. Two important considerations are highlighted below:

- All full time faculty hires, including visitors, are subject to approval by the NYU Office of Equal Employment Opportunity.

Data on the candidate pool and projected recruitment costs must now be provided to and reviewed by the Director before candidates can be invited to campus.

## 1.2 Procedures

These procedures assume a particular model of recruitment -- a precise and discrete series of steps. In some instances, departmental recruitment may follow a "rolling" process or entail more open-ended searches. Whatever the model authorized in a given instance, the guidelines here should be followed.

Guidelines:

1. As part of the Annual Planning Report, the Chair forwards to the Director a Faculty Staffing Plan outlining requests for new faculty hiring.
2. If recruitment is approved, the Chair should appoint a search committee for the positions. All members of the faculty at any professorial rank may serve on a committee, even for a senior position. It is strongly recommended that search committees have representation by both women and minorities.
3. If the proposed position is likely to involve an Associate or Joint appointment, one department will assume the lead in the recruitment, but the second department or program must be appropriately represented on the search committee. If an unanticipated possibility of an Associated or Joint appointment emerges in the course of the search, the relevant academic unit should be informed immediately and asked to review the candidate's curriculum vitae. From that point on, the candidate should be jointly considered.
4. The position must be advertised in the appropriate disciplinary publications and/or field job listings. If some form of Affiliated, Associated, or Joint appointment is proposed or likely, the related department must be consulted on the wording of the advertisement before it is forwarded to the Director. All advertisements for provisionally approved recruitment must include the following language: "...subject to budgetary and administrative approval...."
5. The Search Committee is expected to actively seek applicants of distinction or of exceptional promise. Department members should be invited to suggest persons who might be sought out as candidates. In searches of all levels, the Search Committee is required to actively seek the candidacies of women and underrepresented minorities.
6. The Search Committee is expected to narrow the field and develop a short list. After closely examining the work and references of candidates on that list, they should propose to the department Chair finalists to be invited to campus for a lecture or seminar in the department, to be interviewed by department members.
7. The Search Committee is expected to solicit at least 3 external letters of evaluation for each finalist.
8. The Chair of the department must forward the department's recommendation for appointment to the Director, including the external letters of recommendation, the faculty votes and the search committee's report itself. The Affirmative Action Recruitment Form should also be submitted along with the recommendation for appointment.

9. Once approved by the Director, an offer can be made to a candidate. The formal offer letter will be sent by the Director.
10. Before a formal offer is made to a candidate in writing, a completed Affirmative Action Form must be sent to the Courant's Office of Human Resources. The AARR form is reviewed and submitted for approval to the University Office of Equal Employment Opportunity.

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