OUTLINE OF THE ROLES THAT NY PROGRAMS AND NY DEANS PLAY IN SEARCHING, HIRING, AND PROMOTING TENURE AND TRACK FACULTY AT NYUAD AND NYUSH

FORMULATION AND APPROVAL OF SEARCH PLANS

1. There are discussions with relevant NYUNY departments/programs as to whether they wish to participate in the processes described below for searching, hiring, and promoting tenured and tenure track faculty at NYUAD and NYUSH. If the answer is “yes,” there are preliminary conversations about search priorities among the department/program, the NY dean, and relevant deans and faculty at NYUAD/SH.

2. NYUAD, NYUSH, and NYUNY schools submit presumptive search plans to the NYUNY Provost Office by date ___; the NY plans make recommendations about searches for tenured and tenure track faculty who would be in residence in NY, faculty who would be in residence at NYUAD or NYUSH, and joint appointments; the NYUAD and NYUSH plans make recommendations about faculty who would be in residence full time or part time in AD/SH as well as recommendations about the NY departments/programs in which the prospective hires would have graduate faculty status; if necessary, the NYUNY Provost discusses revisions to the plans with NYUAD & NYUSH provosts and NY deans.

3. NYUNY Provost Office forwards the presumptive three-year plans by date ___ to the relevant NYUNY deans who in turn forward the relevant portions of the plan to the appropriate departments/programs; further iterative discussions about search priorities take place among NYUNY deans, NY departments/programs, and deans and faculty at NYUSH & NYUAD.

4. NYUAD Provost, NYUSH Provost, and NY Deans construct the final versions of their proposed search plans and submit them to NYUNY Provost by date ___.

5. NYUNY Provost Office approves coordinated search plans for NYUNY schools, NYUAD, & NYUSH by date ___.

PROCESS FOR CONDUCTING SEARCHES AND MAKING OFFERS

1. The NYUAD/SH dean requests the relevant NYUNY dean to assemble a search committee with the department/program in which the target hire is to have graduate faculty status, with the committee normally consisting of faculty from the NY department/program and faculty at NYUAD/SH who have graduate faculty status in the program. NYUAD/SH dean and NYUNY dean may suggest revisions in the constitution of the committee until agreement is reached with the program.

2. The SVP liaison in the NYUNY Provost Office convenes the search committee. A job advertisement consistent with the approved search plan is drafted by the committee. Drafts are approved by the NYUAD/SH dean and NYUNY dean.

3. The search committee reviews the applications and recommends a short list of candidates. The NYUAD/SH and NYUNY deans approve the short list. The SVP liaison contacts the approved candidates and arranges for campus visits with the appropriate NYU department/program. Once the candidates have been interviewed, the NYUNY department/program votes on the suitability of each candidate for an appointment as a member of
its graduate faculty. If the vote is negative, the candidate is not considered further for a tenured or tenure track position (but may be considered for a contract position).

6. If the vote by the NY department/program on a shortlisted candidate is positive and if the relevant NY dean and NYUAD/SH dean are in agreement, the candidate is invited for a second round interview in Abu Dhabi/Shanghai.

7. After the second round interviews and internal discussions of the candidates, the AD/SH dean formulates recommendations for the NYUAD/SH Provost who in turn consults with the NYUNY Provost. An offer is made to a candidate only if both provosts agree to do so.

THIRD YEAR REVIEWS

1. Materials concerning the candidate’s research, teaching, and service are collected by NYUAD or NYUSH.

2. The NYUNY department/program where the candidate has graduate faculty status reviews the materials; the NY department/program sends its assessment and recommendation to the relevant dean at NYUAD/SH; the NYUNY Dean’s Office is copied on the department’s recommendation but does not make its own independent assessment.

3. The relevant NYUAD/SH dean oversees an internal review process at NYUAD/SH, which consists of a review of all materials including the recommendation from the NY department/program, and culminates in a recommendation to the NYUAD/SH Provost. The final decision is made by the NYUAD or NYUSH Provost, with copy of the decision being sent to the NY department/program and NY Dean.

TENURE REVIEWS

1. Materials concerning the candidate’s research, teaching, and service are collected by NYUAD or NYUSH.

2. The relevant NYUNY department generates an initial list of recommended external referees; the relevant AD/SH deans and NYUNY dean have the option of adding names to the list; NYUSH/AD Provost Office solicits the letters.

3. A review of the packet by NYUAD/SH in accordance with its internal procedures and a review by the relevant NY department/program occur simultaneously.

4. The assessments and recommendation by the NY department/program are sent to the NY Dean’s Office, which makes its own assessment and recommendation and then sends all materials to the NYUAD/SH Provost. Note: if the school has a school-wide faculty advisory committee on tenure (e.g., FAS’s P&T Committee), the packet is not reviewed by this committee, only by the Dean’s Office.

5. The relevant NYUAD/SH dean oversees an internal review process at NYUAD/SH, which consists of a review of all materials and culminates in a recommendation to the NYUAD/SH Provost.

6. NYUAD/SH Provost reviews all materials, including the recommendations of the NY department/program and the NY dean, and makes a recommendation to the VC of NYUAD/SH.

7. The NYUNY Provost and VC of NYUAD/SH review all materials and have the option of securing additional external letters; the final decision is positive only if both agree.