



**Date:** November 10, 2022

**Memorandum to:** Georgina Dopico, Interim Provost

**From:** Noelle Molé Liston  
Chairperson, C-Faculty Senators Council  
A/Y 2022-2023

**Subject:** C-Faculty Senators Council Recommendations: Revisions to the Tisch School of the Arts—Arts Professor Guidelines for Appointment, Reappointment and Promotion

The C-Faculty Senators Council submits the attached recommendations. These recommendations were approved by the Council at the November 10, 2022 meeting.

**cc:** Allyson Green, Dean, Tisch School of the Arts  
Fred Carl, Co-Associate Dean of Faculty  
Karen Shimakawa, Co-Associate Dean of Faculty  
Kristen Day, Vice Provost  
Peter Gonzalez, Associate Provost for Academic Appointments  
Ellen Schall, Senior Presidential Fellow

David K Irving, T-FSC Chairperson

Thomas Blaylock, C-FSC Vice Chair  
Sylvia Maier, C-FSC Secretary  
Gay Abel-Bey, C-FSC Steering Committee Member  
Beth Latimer, C-FSC Steering Committee Member  
Robin Mitnick, C-FSC Steering Committee Member  
Ethan Youngerman, C-FSC Steering Committee Member  
Heidi White, C-FSC Personnel Policies and Contract Issues Committee Chair  
Karyn Ridder, Manager of Faculty Governance

TISCH SCHOOL OF THE ARTS  
GUIDELINES FOR ARTS PROFESSORS:  
APPOINTMENTS, RENEWALS, PROMOTIONS

**Continuing-Contract Faculty Council's Recommendations  
Approved November 10, 2022  
in regard to:  
Five-Year Review of Revisions to the  
NYU Tisch School of the Arts  
Guidelines for Arts Professors:  
Appointments, Renewals, and Promotions**

On July 5, 2022, the C-FSC'S Personnel Policies & Contract Issues Committee received the five-year review, as required by the NYU Faculty Handbook, of the Tisch Guidelines for Arts Professors: Appointments, Renewals, and Promotions.

**Background:**

**From Tisch School of the Arts Dean Allyson Green, June 21, 2022:**

Beginning in AY 2017-2018, the Co-Associate Deans of Faculty, Karen Shimakawa and Fred Carl, asked the TSOA Faculty Welfare and Governance Committee (FWG) to initiate a review of the Arts Professor policy, dated November 8, 2013. This followed the vote by the TSOA faculty to review policies every five years.

After the review by FWG, the Co-Associate Dean of Faculty Fred Carl then invited a committee from the Tisch Faculty Council (TFC), at the time the elected TSOA faculty body, to review. When that review was complete, the Associate Dean Carl invited a subcommittee of smaller subcommittees from each of FWG and TFC to reconcile differences. This was the point at which the Associate Dean Carl joined the discussions.

The proposed revised draft was then distributed to the TSOA faculty for discussion at faculty meetings on December 5, 2019, February 13, 2020, and May 7, 2020. The document, attached, was unanimously approved by the TSOA faculty at the February 13, 2020 faculty meeting, pending some language changes. These were completed and approved at the May 7, 2020 faculty meeting; in each voting session, the vote was either unanimous approval or approval with one abstention.

The faculty reviewed comments from the Office of the Provost at TSOA faculty meetings of December 3, 2020 and February 11, 2021. Further changes to address concerns communicated by Vice Provost Kristen Day were discussed with TSOA faculty at faculty meetings on May, 6, 2021, October 28, 2021, February 10, 2022. Further revisions to address Vice Provost Day's concerns were approved by voice vote of TSOA faculty.

**From Provost Katherine E. Fleming to the C-FSC and T-FSC Chairs, June 29, 2022:**

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The Dean of the Tisch School of the Arts (TSOA) has submitted revised Arts Professor Guidelines for Appointment, Reappointment and Promotion. In her transmittal note, Dean Allyson Green outlines the consultation and review process of revising these guidelines, and notes that the revised guidelines were approved by a majority of Continuing Contract and Tenured/Tenure Track faculty. (In a follow up communication, the Tisch School communicated that the final guidelines were approved by voice vote at a TSOA faculty meeting. The voice votes was not separated by T versus C faculty.)

At NYU, our strong tradition is for schools to develop policies that are ‘consistent with school culture and history.’ Within that tradition, the Handbook provides that school policies will be reviewed by the Provost to determine ‘whether the substance of the policy: (i) is consistent with general University policy; (ii) is compatible with the University's commitment to excellence in teaching, research, scholarship, or artistic achievement and service within a community of respectful and respected academic professionals; and (iii) has no adverse implications for the University.’ As part of the process of finalizing the revisions to the Tisch School of the Arts—Arts Professor Guidelines for Appointment, Reappointment and Promotion, I am inviting the C-FSC and the T-FSC to comment on the document, adopting the same perspective. The Council's timely review of this document will be appreciated. As is our practice, the Provost's Office will consider the Council's comments in consultation with the Tisch School before finalizing the document

...

**From the C-FSC:**

1. The following document will enumerate various comments and recommendations to the submitted policy. The recommendations are made (in blue) within the body of the document for ease of review and discussion. These recommendations are from the C-FSC's approved "[25 Principles, 2018](#)"—principles that we ask to be included in all NYU school reappointment and promotion policies for continuing contract faculty members.

2. Our committee respectfully asks that responses to our recommendations be made within the body of this document for ease of review.

...

**Tisch School of the Arts  
Guidelines for Arts Professors:  
Appointments, Renewals, and Promotions**

**1. Introduction to Arts Professors**

1.1 These guidelines set forth the rights, policies, and procedures that govern the appointment, review and promotion of Full-Time Continuing Contract Faculty holding the title of Arts Professor (all ranks), as defined below, at the Tisch School of the Arts (“Tisch” or “TSOA” or “School”). The title of Arts Professor (all ranks) at the Tisch School of the Arts is appropriate for those full-time members of the

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Tisch faculty, not holding tenure/tenure track appointments, in the creative and performing arts who have demonstrated experience, expertise, and excellence in their particular professional domains. Typically, Arts Professors are active practitioners and artists, and make substantial contributions to new knowledge in their professional communities and creative fields.

1.2 The Arts Professor titles and appointments, which were approved in Academic Year 2004 – 2005, run in a parallel track to Tenured/Tenure Track appointments, which are separately governed by New York University Promotion and Tenure Guidelines (which may be found at the following link:

<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/promotion-and-Tenure-guidelines.html>) and the current TSOA Promotion and Tenure Guidelines. Arts Professors and Tenured/Tenure Track professors both are full-time members of the Tisch faculty. Some departments at Tisch do not have Tenured/Tenure Track appointees.

1.3 New York University (“University”) policies, and particularly those in the Faculty Handbook, as well as Tisch policies and procedures, set out policies, rules and procedures applicable to Full-Time Continuing Contract faculty, including Arts Professors. Arts Professors have many of the same rights and responsibilities as other full-time NYU faculty members, with the exception that Arts Professors are not eligible for Tenure. Among the rights and responsibilities of Arts Professors are, without limitation, academic freedom, teaching assignments, student advisement, department and School committee responsibilities, avoidance of conflicts of interest, sabbaticals (which are available to Associate and full Arts Professors only), other leaves of absence in accordance with NYU and TSOA policy, salary review upon advancement, eligibility for annual merit increases according to School policy, eligibility to apply for School and University administered funds, health care benefits, access to University housing in accordance with University policy, standard tuition remission for dependents including portability benefits, retirement benefits, academic responsibilities and adherence to ethical behavioral standards.

1.4 Arts Professors enjoy similar rights and responsibilities as Tenured/Tenure Track faculty members in the governance of Tisch and in the departments and programs in which they teach.

1.5 These guidelines may be amended from time to time as may be deemed appropriate to be consistent with NYU Policies. Any amendment to these guidelines must be in writing, submitted to the Tisch faculty for discussion and vote at a faculty meeting, and follow University and Tisch policies for compliance with laws, consistency among policies, and guidelines for amending. If any part of these guidelines is found to be inconsistent with NYU policies, the NYU policies then in effect will apply. As with all NYU and Tisch policies, these guidelines, or any provision thereof, are subject to change and it is the policies in effect at the time of an action that will apply to that action.

In accordance with NYU Policy, these Guidelines regarding Arts Professors shall apply to all appointments and promotions, henceforth.

## **2. Titles and Duration of Appointments**

2.1 Arts Professor appointments vary by rank and length as follows:

- Assistant Arts Professor: Four Year Term. Unlimited reappointments, subject to the terms outlined below.
- Associate Arts Professor: Six Year Term. Unlimited reappointments, subject to the terms outlined below; eligible for sabbatical.

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- Arts Professor: Seven Year Term. Unlimited reappointments--subject to the terms outlined below; eligible for sabbatical and Emerita/Emeritus status.
- Visiting Arts Professor at each rank, a yearly appointment, with reappointments for a maximum of three years.

#### Recommendation:

Include text similar to the following each rank and contract lengths--Assistant Arts Professor: Four Year Term, Associate Arts Professor: Six Year Term, and Arts Professor: Seven Year Term:

“Subsequent appointments will be of at least the same length.”

2.2 With the TSOA Dean’s approval, the length of an Arts Professor’s appointment may be extended under certain conditions due to illness or other personal reasons.

### **3. Search and Hiring Procedures**

3.1 All searches for Arts Professors (all ranks) require prior authorization from the Provost through the annual Faculty hiring plan.

3.2 Search and hiring procedures for Arts Professors shall follow the Tisch guidelines for all full-time faculty searches in accordance with the policies and practices of the current NYU Search and Hiring Guidelines.

3.3 The nature of the appointment and its rank is determined through the annual faculty hiring plan in which Department Chairs request to fill an existing line that is vacant or to add an incremental line.

3.4 The composition of the search committee may vary depending upon the position to be filled and will include full-time Tisch faculty members. In addition, it may also include current or former students, part-time faculty members, and professionals in the representative field. Search committees should have at least three members who are Arts Professors at the same or higher rank as the position to be filled. The Department Chair appoints and convenes the search committee and designates the committee chair. The composition of the search committee will be approved by the Office of Faculty, which will also charge the search committee.

3.4a In the event of a search to hire a new Departmental Chair who is also an Arts Professor (of whatever rank), paragraphs 3.1, 3.2 and 3.3 apply. However, in this case, the Dean appoints and convenes the search committee and designates the committee chair. The composition of the search committee may vary and may include current or former students, part-time, and full-time faculty and professionals in the representative field. The Dean will also charge the search committee.

3.5 The search committee conducts the search and identifies finalists. Top applicants are advanced by the search committee to the Department Chair, and then to the Dean, who, in consultation with the Department Chair, determines the appropriate rank. The Dean selects the candidate from among the finalists and makes an offer.

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3.5 a In the event of a search of an Arts Professor (any rank) who will also serve as Department Chair, the search committee conducts the search and identifies finalists. Top applicants are advanced by the search committee to the Dean, who, in consultation with the appropriate Institute Associate Dean, determines the appropriate rank. The Dean selects the candidate from among the finalists and makes an offer.

#### **4. Initial Appointment, Schedule and Notification for Renewal/Non-Renewal, and Annual Reports**

4.1 The first year of all Arts Professors' initial appointment (all ranks) shall be considered probationary. An Arts Professor's review during the probationary year is conducted by the Department Chair, or, in the case of an Arts Professor serving as Department Chair, by the Dean. Guiding criteria for the Department Chair's probationary year review may include, without limitation: evidence of commitment to teaching excellence, teaching syllabi, classroom observations, reports from area heads, professional activities and the quality of service contributions to the department and to the School. In the event of a decision not to reappoint in the probationary year, an Arts Professor must be notified of the intention not to be reappointed no later than March 1st if the appointment is to be terminated on August 31st of that same year. An Arts Professor whose period of appointment is due to terminate on a date other than August 31st must be notified of non-reappointment no later than 180 days prior to the termination date.

4.2 The Department Chair shall conduct an annual review of Arts Professors of all ranks. Beginning in the term of initial appointment, the format for the annual review and the criteria used to evaluate success in the areas of teaching, professional activity and distinguished service shall follow the annual review guidelines implemented by the Tisch School of the Arts and the department in which the Arts Professor teaches. The annual review may be taken into account in the awarding of Annual Merit Increases.

#### Recommendation:

Include for consistency that for faculty whose responsibilities are primarily administrative, greater weight will be given to performance in this area in reviews for reappointment or promotion

4.3 Review for reappointment/non-reappointment is conducted in the penultimate academic year (defined as September 1 to the following August 31) of the initial term of appointment.

4.4 The review process for Assistant Arts Professors (with four-year appointments) starts at the beginning of the third academic year. This review should be completed by the end of the third academic year and provides the basis for consideration of reappointment. In the event of a successful review, the Assistant Arts Professor shall complete the remainder of the current four-year term, and shall be reappointed for another four-year term. Notification by the Dean of reappointment shall be given by August 31st of the third academic year. In the event of a decision not to reappoint in the third academic year, the Assistant Arts Professor shall be notified by the Dean of the decision no later than August 31st of the third academic year, the penultimate year of the appointment.

The review process for Associate Arts Professors (with six-year appointments) starts at the beginning of the fifth academic year. This review should be of the fifth academic year, the penultimate year of the appointment.

4.5 The review process for Arts Professors of full rank (with seven-year appointments) starts at the

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beginning of the sixth academic year. This review should be completed by the end of the sixth academic year and provides the basis for consideration of reappointment. In the event of a successful review, the Arts Professor shall complete the remainder of the current seven-year term and shall be reappointed for another seven-year term. Notification of reappointment shall be given by August 31st of the sixth academic year. In the event of a decision not to reappoint in the seventh academic year, the Arts Professor shall be notified by the Dean of the decision no later than August 31st of the sixth academic year, the penultimate year of the appointment.

4.6 Arts Professors (all ranks) are notified of their Initial Review year in the appointment letter from the Dean. Arts Professors (all ranks) are also notified of their review via ~~letter~~ email in the spring semester prior to their review year and are invited to a review packet workshop. Those unable to attend are urged to set up an appointment with the Office of Faculty to discuss the review process and the preparation of the packet. The Chair of the Department is also notified and the Chair sends a request to external evaluators who will be identified by the Chair and approved by the Office of Faculty.

4.7 The Chair shall assign a “guide” from the candidate’s department who has already gone through the process to act as a resource to the candidate. In the case of smaller departments in which a “guide” is not available, the Chair shall, in consultation with the Office of Faculty, choose a “guide” from another department.

4.8 All decisions involving initial appointments and reappointments, and promotions from Assistant Arts Professor to Associate Arts Professor reside with the Dean. Final approval of promotions from Associate Arts Professor to full Arts Professor rests with the Provost. All decisions for non-reappointment require the review and approval of the Provost.

4.9 Non-renewal of appointments can occur if the expected performance standards established by each department are not met. Arts Professors are expected to maintain an active professional profile of original work consistent with the expectation for excellence at their rank. It is understood that standards of excellence vary depending on artistic discipline and that these evaluative criteria shall be determined by each department and may change over time. Where non-maintenance of standards occasions the review, the process will follow the procedure outlined earlier in this document under the heading “Appointment Renewal and Non-Renewal.” In the event of a negative review, the affected Arts Professor would serve the remainder of their current appointment.

4.10 Even when the Arts Professor (all ranks) satisfies the performance standards set by their department, the decision to reappoint may be impacted by curricular/structural changes and/or improvements in academic programs that substantially alter the nature of the teaching assignment. In such event, the review would focus on whether the Arts Professor (all ranks) would be able to teach in the new revised curriculum and/or academic structure and, if so, in what capacity.

#### [Recommendation:](#)

[Specify the grounds for and process of stopping the contract clock by adding language satisfying the following from the New York University Guidelines for Full---Time Continuing Contract Faculty, issued June 12, 2014, revised December 15, page 6:](#)

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Each school process for review of full-time multi-year contracts of three years or more, including promotion reviews, must include: "... the grounds for stopping the contract clock for reasonable cause, e.g., medical, personal, as primary caregiver for child, spouse, parent, same--- sex domestic partner, or by contractual stipulation or negotiation...."

**5. Departmental Review Committee and Process for Reappointment/Non-Reappointment Beyond Initial Appointment**

**A General Note on the Review Process for Reappointment and Promotion**

The review process for Arts Professors (of all ranks) for both reappointment and promotion mirrors the expectations and requirements of the promotion process for tenure-track and tenured faculty: the review is a thorough and rigorous evaluation of the faculty member's Scholarly and/or Creative Research/Professional Work, Teaching, and Service, all according to the criteria outlined in the faculty member's Departmental Guidelines for Appointment, Reappoint and Promotion for Arts Professors; reports of external evaluators, at or above rank of the faculty member under review, are required (3 for initial reappointment reviews of Arts Professors of all ranks; 1 for subsequent reviews for reappointment at the same rank; 3 for promotion reviews from Assistant to Associate Arts Professor; and 5 for promotion reviews from Associate to (full) Arts Professor; a Personal Statement, CV, and Syllabi and Teaching evaluations are required. Supporting materials for Scholarly and/or Creative Research/Professional Work should include examples of work, as well as documentation of work, illustrating the faculty member's presence and impact in their field, lasting contributions to their field, and excellence of the work. The Personal Statement, in addition to discussing the faculty member's relationship to their own work, might also include an articulation of the faculty member's teaching philosophy and a discussion of the evolution of their teaching practice, as well as a discussion of the generative relationship between their teaching and scholarly/creative research. In the Personal Statement the faculty member should also describe their Service to the department, School, University, disciplinary field and community.

5.1 Reviews for reappointment/non-reappointment shall be conducted by a Departmental Arts Professor Review Committee that shall consist of three full-time Arts Professors at or above the rank of the individual under consideration. In a department where the number of Arts Professors at rank is insufficient to constitute a review committee, Arts Professors of appropriate rank may be drawn from other departments to serve as ad hoc members for the department review committee. Typically, these committees will be appointed by the Department Chair with the assistance of the Office of Faculty. The Committee is charged by the Department Chair and the Office of Faculty.

Recommendation:

The majority of the committee should be made up of elected, not appointed, members.

Recommendation:

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The majority of committee should be made up of Continuing Contract faculty members.

Recommendation:

Add information along the lines of the following:

“The Committee should choose its own chair, who then coordinates the creation of the committee’s report and recommendation for reappointment, which is then submitted to the Dean.” (The duties of the chair should be included in this paragraph, as well as the process of evaluating the review material.)

Recommendation:

The process of the creation of the committee’s report should be explicitly stated with language similar to the following (from the FAS Website, “Recruitment of New Faculty, Section 1.7, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professors, Overview,” <http://as.nyu.edu/object/aboutas.pp.assocdean.recruitment.html>):

“The committee will prepare a written review for the Dean evaluating and summarizing the evidence of accomplishment, noting areas that require improvement, and making a recommendation regarding reappointment, and promotion and contract length (when applicable).”

5.2 Though the categories of assessment in the areas of teaching performance, service, and professional activities are consistent throughout Tisch, the balance and definition of criteria among these areas may vary from department to department. Each department is responsible for formulating and making publicly available its particular criteria for evaluating success in the three areas of assessment and for shaping the contents of its professional portfolios. Departmental criteria will be re-examined every five years. These departmental criteria will be kept in the Office of Faculty.

5.3 The candidate prepares a packet that contains the following:

Required

- i. Curriculum vitae (including a list of service to the department, the School, the University, the profession, and the community), as well as a list of courses taught both at the School and elsewhere, and syllabi for the courses.
- ii. The candidate’s personal statement. The personal statement should be a robust, reflective creative, professional, and/or scholarly work, their philosophy of teaching, their contribution to the School, the students, and the community at large.
- iii. Teaching evaluations for the years since appointment. (It is the responsibility of candidates to request and include their teaching evaluations in their packets.)
- iv. Creative, professional and/or research materials, as defined by department-specific guidelines.
- v. Bibliography of creative materials submitted.

Optional

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In accordance with departmental guidelines on appointment, reappointment and promotion, the department may allow letters of support from faculty members, professional colleagues and peers, and former students, solicited by the candidate. Solicited letters should not be from any faculty member involved in the review process, and no unsolicited letters that are unsigned or anonymous will be taken into account.

5.4 The candidate should submit the packet via the online submission platform currently in use by the University to commence the review in September, no later than the end of the first week of classes. If the packet is not received by October 1, the candidate will be advised that they will not be reappointed, and the final year of the current contract will be the terminal year of the contract.

5.5 The Departmental Arts Professor Review Committee shall take into account the information in the packet, plus the following:

- i. An interview with the Committee;
- ii. Classroom observation; and
- iii. Letters from three (3) external evaluators. External evaluators are solicited by the Departmental Chair, the chair of the departmental committee and/or the departmental committee and approved by the Office of Faculty. If feasible, at least two shall be from the academic sector at or above comparable rank of the candidate and one from the field of creative, professional work and/or research of the Professor under review. As is the case with Tenure and promotion reviews, the external reviewers shall be independent and external to the School. All attempts will be made to solicit external evaluators who have no prior professional relationship with the faculty member under review; however, also understanding that in some disciplines this can prove very difficult, if not impossible, whomever is soliciting the external evaluators (the Departmental Chair, the chair of the departmental committee, and/or the departmental committee) shall reach out to the Office of Faculty for assistance. The Dean shall have final authority to approve external evaluators who may have had a professional relationship in the past with the Professor under review.
- iv. Additional solicited and unsolicited letters from the community and former students also can be submitted. No unsolicited letters that are unsigned or anonymous will be taken into account.

5.6 The Departmental Arts Professor Review Committee shall present its recommendation for renewal or nonrenewal in the form of a written report to the Chair, after which the Chair shall write their recommendation to the Dean. The Dean will submit the Chair's recommendation, along with the departmental recommendation and the response of the external reviewers to an All School Arts Professor Committee, which will advise the Dean in the form of a written report. The All School Arts Professor Committee will be chosen from Arts Professors not in the candidate's department who are at or above the rank of candidate. After receiving the All School Arts Professor Committee's report, the Dean will review the packet, and compose their recommendation. At any point in the evaluation process, the Dean (or the Provost, in the case of promotion from Associate Arts Professor to full Arts Professor) may exercise the option of consulting external reviewers for their assessment of the candidate's portfolio.

#### [Recommendation:](#)

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Include statement along the lines of the following:

“A majority vote of the reappointment committee and the promotion committee shall be required for a successful review for a recommendation for reappointment or promotion; all committee votes shall be by secret ballot.”

#### Recommendation:

Add language detailing the process governing the creation of the review committee’s report, similar to that found on the FAS website, “Procedures for Reappointment and/or Promotion” for clinical faculty (<http://as.nyu.edu/object/aboutas.pp.assocdean.recruitment.html>), adapted as follows:

“The review may be written by one or more member of the Review and Reappointment Committee, but all members of the committee should read the review before it is submitted to the Dean. 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 of opinion, the minority opinion should be appended to the majority review.”

5.7 If the Dean’s recommendation is to not reappoint, the packet, including the Dean’s recommendation, is forwarded to the Provost. All decisions for non-reappointment require the review and approval of the Provost.

5.8 Non-renewal of appointments can occur if the expected performance standards established by each department are not met. Arts Professors are expected to maintain an active professional profile of original work consistent with the expectation for excellence at their rank. It is understood that standards of excellence vary depending on artistic discipline and that these evaluative criteria shall be determined by each department and may change over time. Where non-maintenance of standards occasions the review, the process will follow the procedure outlined earlier in this document under the heading “Appointment Renewal and Non-Renewal.” In the event of a negative review, the affected Arts Professor would serve the remainder of their current appointment.

5.9 Even when the Arts Professor (all ranks) satisfies the performance standards set by their department, the decision to reappoint may be impacted by curricular/structural changes and/or improvements in academic programs that substantially alter the nature of the teaching assignment. In such event, the review would focus on whether the Arts Professor (all ranks) would be able to teach in the new revised curriculum and/or academic structure and, if so, in what capacity.

### **6. Schedule and Process for Review for Promotion**

6.1 Promotion from Assistant Arts Professor to Associate Arts Professor or from Associate Arts Professor to full Arts Professor will follow Tisch and University guidelines, procedures and scheduling deadlines. The process is initiated by the individual Arts Professor, who consults with the Department Chair and confirms eligibility with the Office of Faculty based upon departmental and Tisch guidelines. The Office of Faculty will provide confirmation of eligibility and communicate eligibility to the Department Chair,

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who initiates the formal review process.

6.2 A candidate for promotion to Associate Arts Professor should typically spend at least eight (8) years, i.e., two four-year appointments at the rank of Assistant Arts Professor, to be eligible for promotion, and may apply for promotion at the time of their first subsequent review, i.e., in the seventh year of appointment. Exceptions to this shall only occur with the approval of the Dean. A candidate for Promotion to full Arts Professor should spend at least six years, i.e., one full appointment at the rank of Associate Arts Professor, to be eligible for promotion, and may apply for promotion in the fifth year of appointment. Exceptions to this shall only occur with the approval of the Dean.

6.3 As in the Initial Review, the candidate shall be assigned a “guide” from the department who has already gone through the process to act as a resource for the candidate. If the department is small enough that the Departmental Arts Professor Review Committee contains all the “guide” candidates, the Committee Chair, in consultation with the Office of Faculty, will choose a “guide” from another department.

6.4 As with the Initial Review, the process for Promotion Review is conducted by the Departmental Arts Professor Review Committee. Selection and responsibilities of the Committee follows the guidelines set forth in Section 5 of this document. The Committee is charged by the Department Chair and the Office of Faculty.

6.5 It is the responsibility of each department to establish and make available its criteria for promotion and to determine appropriate committee composition. These criteria will also be made available to the Department Chairs, Deans, the Departmental Arts Professor Review Committee and the All School Arts Professor Committee. The promotion evaluation process for Arts Professors is modeled on the Tenure and promotion process. It is an evidence-based inquiry seeking to answer the question: is the candidate among the strongest in their field in comparison with other individuals in the same field at similar points in their careers, taking into consideration the needs of the department.

6.6 The candidate prepares and submits a packet to the Departmental Arts Professor Review Committee, that contains the following:

#### Required

- i. Curriculum vitae (including a list of service to the department, the School, the University, the profession, and the community), as well as a list of courses taught both at the School and elsewhere, and syllabi for the courses;
- ii. The candidate’s personal statement. The personal statement should be a robust, reflective document that clearly outlines how the Arts Professor views their evolving relationship to their creative, professional, and/or scholarly work, their philosophy of teaching, their contribution to the School, the students, and the community at large;
- iii. Teaching evaluations for the years since appointment, or since last review. (It is the responsibility of the individual faculty member to request and include their teaching evaluations in their ~~docket~~ packet);
- iv. Creative, professional and/or research materials, as defined by department-specific guidelines; and
- v. Bibliography of Creative Materials.

#### Optional

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In accordance with departmental guidelines on appointment, reappointment and promotion, the department may allow letters of support from faculty members, professional colleagues and peers, and former students, solicited by the candidate. Solicited letters should not be from any faculty member involved in the review process, and no unsolicited letters that are unsigned or anonymous will be taken into account.

6.7 The candidate should submit the packet via the online submission platform currently in use by the University to the Department Chair to commence the review in September, during no later than the end of the first week of classes.

6.8 The Departmental Review Committee shall take into account the information in the packet, plus the following:

- i. An interview with the Committee;
- ii. Classroom observation; and
- iii. Five (5) letters from external evaluators for those being promoted from Associate to full Arts Professor and three (3) external evaluators for those being promoted from Assistant to Associate Arts Professor. External evaluators are solicited by the Departmental Chair, the chair of the departmental committee and/or the departmental committee and approved by the Office of Faculty. If feasible, a majority shall be from the academic sector at or above comparable rank of the candidate and the remainder from the field of creative, professional work and/or research of the Professor under review. As is the case with Tenure and promotion reviews, the external reviewers shall be independent and external to the School. All attempts will be made to solicit external evaluators who have no prior professional relationship with the faculty member under review; however, also understanding that in some disciplines this can prove very difficult, if not impossible, whomever is soliciting the external evaluators (the Departmental Chair, the chair of the departmental committee, and/or the departmental committee) shall reach out to the Office of Faculty for assistance. The Dean shall have final authority to approve external evaluators who may have had a professional relationship in the past with the Professor under review.
- iv. Additional solicited and unsolicited letters from the community and former students also can be submitted. No unsolicited letters that are unsigned or anonymous will be taken into account.

6.9 Candidates for promotion should be notified of the result of their promotion application no later than August 31st of that academic year.

### **7. Standards for Promotion to Associate Arts Professor**

7.1 To merit promotion to Associate Arts Professor, candidates must have a record of substantial artistic, academic, curatorial, or other professional activity and effective teaching. Candidates also must be able to demonstrate significant outstanding professional activity and accomplishments and contributions to the work of their departments, Tisch as a whole, and/or the University since their initial appointment as Assistant Arts Professors. The quality of the candidate's endeavors in these areas is an important criterion.

7.2 Candidates for promotion to Associate Arts Professor must demonstrate a commitment to teaching as a vital and central activity and an exceptional record of teaching since their initial appointment as

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Assistant Arts Professors. A dedication to instruction and the fostering of student growth and development is essential for all Tisch faculty members and especially for Associate Arts Professors.

7.3 Candidates for promotion to Associate Arts Professor should be held in high esteem by their colleagues and be role models for less experienced faculty. Candidates also should be leaders on Tisch School councils and committees.

7.4 A candidate may apply for promotion to Associate Arts Professor at the time of their first subsequent review, i.e., in the seventh year of appointment. There must be a strong likelihood that the prospect of continued productivity by an Assistant Arts Professor is high in order to merit promotion to Associate Arts Professor.

#### **8. Standards for Promotion to Arts Professor**

8.1 Promotion from Associate Arts Professor to full Arts Professor is an extraordinary honor that implies that the candidate is recognized in their field as a distinguished, creative professional by virtue of lifetime achievement. The candidate's reputation and visibility as an educator and professional should have become national and/or international.

8.2 Guided by the departmental guidelines for review, reappointment and promotion, candidates for promotion to Arts Professor must have demonstrated significant artistic, academic, curatorial, or other professional activity, as well as significant contributions to the work of their departments, Tisch as a whole and/or the University, since their initial appointments as Associate Arts Professors. The quality and distinction of a candidate's endeavors in these areas are important criteria.

8.3 Candidates for promotion to Arts Professor must be able to demonstrate that they have maintained teaching and fostering student growth and development as a vibrant and fundamental activity.

8.4 Candidates for promotion to Arts Professor should be held in high esteem by their colleagues, looked up to as mentors in their professional fields, and seen as leaders in those fields.

8.5 Typically, a candidate should have spent at least six years, i.e., one full appointment, at the rank of Associate Arts Professor to be eligible for promotion to Arts Professor.

#### **9. Subsequent Review at the Same Rank Following the Initial Term of Appointment**

9.1 The appointment review and renewal process for Arts Professors (of all ranks) who choose to stay at the same level and not apply for promotion begins in September of the penultimate year of their current appointment, which is the beginning of the third academic year for Assistant Arts Professors, the beginning of the fifth academic year for Associate Arts Professors, and the beginning of the sixth academic year for Full Arts Professors.

9.2 Arts Professors (all ranks) and Department Chairs are notified via email in the spring semester prior to their review year and urged to set up an appointment with the Office of Faculty to discuss the process for reappointment.

9.3 The Arts Professor eligible for reappointment prepares a packet that contains the following:

- i. Curriculum vitae (including a list of service to the department, the University and the community), along with a list of courses taught both at the School and elsewhere, and relevant syllabi;
- ii. The candidate's self-report (which documents maintenance of the three areas: an active

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- professional profile of high standards, excellence in teaching, and distinguished service);
- iii. Recent syllabi since the last review; and
- iv. Creative/Research/Professional Materials since the last review that they feel are relevant.

9.4 The candidate should submit the packet to the Office of Faculty to commence the review in September, no later than the end of the first week of classes. If the packet is not received by October 1, the candidate will be advised that the final year of the contract will be the terminal year.

9.5 The Chair (if necessary, with the assistance of the Office of Faculty) will constitute a departmental review committee that solicits at least one (1) external letter of evaluation.

9.6 The Dean will submit the Chair's recommendation, along with the Departmental Arts Professor Committee's recommendation and report, and the response of the external reviewers to an All School Arts Professor Committee which will advise the Dean in the form of a written report.

9.7 After receiving the All School Arts Professor Committee's report, the Dean reviews the packet and then composes their recommendation.

#### Recommendation:

Add detailed information:

“The Dean will provide the faculty member with a written summary that includes suggestions for professional development and a recommendation regarding appointment and will meet with the candidate to discuss the committee's evaluation, as well as his or her own assessment and continuing programmatic need for the appointment.”

#### Recommendation:

Add the following language:

“In the event that the Dean follows the recommendation of the committee to reappoint and/or for promotion, the summary letter to the faculty member with notification of intent to reappoint or for promotion should include the length of reappointment/appointment, and a signature block for the faculty member.”

#### Recommendation:

Add the following as a new paragraph (adapted from the FAS website, “PROCEDURES for Reappointment and/or Promotion” for clinical faculty:

<http://as.nyu.edu/object/aboutas.pp.assocdean.recruitment.html>):

“If the school Dean's decision is contrary on appointment, title, or length of contract to that of the Review and Reappointment Committee or the Promotion Committee or the divisional dean, the Dean will provide the committee with the reasons. The committee members will then have ten days in which to provide further information or counter-argument before the Dean's decision is finalized.”

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- 9.8 If the Dean's recommendation is to not reappoint, the packet, including the Dean's recommendation, is forwarded to the Provost. All decisions for non-reappointment require the review and approval of the Provost.
- 9.9 Non-renewal of appointments also can occur if the expected performance standards established by each department are not met. Arts Professors are expected to maintain an active professional profile of original work consistent with the expectation for excellence at their rank. It is understood that standards of excellence vary depending on artistic discipline and that these evaluative criteria shall be determined by each department and may change over time. Where non-maintenance of standards occasions the review, the process will follow the procedure outlined earlier in this document under the heading "Appointment Renewal and Non-Renewal." In the event of a negative review, the affected Arts Professor would serve the remainder of their current appointment.

Recommendation:

Add language similar to the following:

"In all cases of an appeal to a negative decision related to reappointment or promotion by the Dean, the candidate will have access to the Review/Promotion Committee's full report, including its recommendation and any comments from the faculty, with the expectation that the Committee will protect information provided in confidence."

- 9.10 Non-reappointment of appointments can occur for curricular and structural changes in academic programs that fundamentally alter the nature of an existing full-time teaching assignment. In this event, the review would focus on whether the faculty member would be able to teach in the revised curriculum and/or new academic structure and, if so, in what capacity. Arts Professors who are not renewed because of curricular and/or structural changes serve the remainder of their current appointments.

## **10 Grievance**

The grievance policy for Arts Professors (all ranks) shall conform to the grievance policies set forth in the Faculty Handbook: "Faculty grievances are classified into two main types: 1) Those connected with reappointment or promotion. 2) Those concerned with other matters, such as duties, salaries, perquisites, and working conditions." With respect to grievances connected with reappointment or promotion, should an Arts Professor believe that they have a basis for an appeal (as described below) in connection with a denial of reappointment or a denial of promotion, within 30 days of receiving notification of denial of reappointment or of denial of promotion, or within 30 days of the contract's end date (whichever occurs first), they have the right to file a written grievance with the Dean. It is expected that the Arts Professor will first confer with the Dean on an informal basis to seek resolution or an explanation of the decision.

Recommendation:

Add the following language:

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“Having decided to consider the case, the grievance committee will then hear evidence and report to the Dean in writing on its findings of fact and its opinion on a fair disposition of the case. After considering the advice of the committee, the Dean will inform the grievant in writing of his or her decision, and include a summary of the committee’s report provided by the committee.”

Recommendation:

Include the following:

“In all cases of an appeal to a negative decision related to reappointment or promotion by the Dean, the candidate will have access to the Review/Promotion Committee’s full report, including its recommendation and any comments from the faculty, with the expectation that the Committee will protect information provided in confidence.”

If not settled informally, or not resolved on a timely basis to allow for an appeal within 30 days of receiving notification of denial of reappointment or of denial of promotion, the Arts Professor may file a grievance in writing and request the Dean to convene the School Grievance Committee. The Dean should convene the School Grievance Committee within 15 working days of the request.

The two grounds that can constitute a basis for an appeal are whether: (a) proper procedures were followed in reaching the decision and/or whether the case received adequate consideration; and (b) the decision or process violated the academic freedom of the Arts Professor. The School Grievance Committee, after reviewing the basis for the appeal as alleged will advise the Dean of its recommendation.

Recommendation:

Add the following language:

Add that the committee will advise the Dean “in writing,” and “will include a summary of the committee’s report provided by the committee.”

The composition of the seven-member committee for grievances brought by Arts Professors (all ranks) shall consist of 4 Arts Professors, 2 Tenured or Tenure Track faculty, 1 Teacher.

Recommendation:

We recommend that the grievance/appeal process closely follow the principles elaborated in the University Guidelines that specify that all members of the committee, including the senior continuing contract faculty

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member, be elected:

“Unless otherwise authorized in the school’s policy and approved by the Provost, each school shall either establish a new standing faculty committee for Continuing Contract Faculty grievances, which will include senior Continuing Contract Faculty and T/TTF elected by the voting members of the faculty; or shall expand its existing standing grievance committee for T/TTF to include (elected) senior Continuing Contract Faculty who shall participate in hearing and evaluating only those grievances that are filed by Continuing Contract Faculty.”

Recommendation:

Add the following language:

“The majority of the members of the grievance committee must be contract faculty members.”

Recommendation:

Add the following language:

“As a standing committee of the faculty, it must regularly report to the faculty on the number of cases heard or under study and the ultimate disposition of such cases, (for example, amicably settled, on appeal to the Provost or President, or committee report rejected by the Dean).”

After reviewing the recommendation, the Dean will notify the Arts Professor of the Dean’s final decision. Should the decision not be satisfactory to the Arts Professor, within 15 days of receiving written notification of the Dean’s decision, the Arts Professor may appeal to the Provost (or their designee), whose determination will be final and binding. The Provost may appoint an ad hoc committee to advise them on the appeal.

Recommendation:

Add the following (or similar) language:

“If the committee’s report is accepted by both the grievant and the Dean, the matter shall be considered settled. However, if the Dean shall deny any findings of fact, or refuse to implement suggestions by the committee made as a part of the committee's recommendations on the disposition of a case, the Dean is required to reply in writing giving in detail his or her reasons. This memorandum must be sent both to the grievant and to the committee.”