



**Date:** May 18, 2016

**Memo to:** David W. McLaughlin, Provost

**From:** Fred Carl  
Chairperson, C-Faculty Senators Council  
A/Y 2015-2016

**Subject:** Recommendations of the C-FSC regarding Policy for the Review, Reappointment, and Promotion of Full-Time Non-Tenure Track/Contract Faculty in the Institute for the Study of the Ancient World

At the May 12, 2016 meeting of the C-Faculty Senators Council, the attached recommendations were approved.

**cc:** Katherine Fleming, Deputy Provost and Vice Chancellor  
Carol Morrow, Senior Associate Provost/Chief of Staff to the Provost  
Roger S Bagnall, Director, Institute for the Study of the Ancient World  
Peter Gonzalez, Assistant Provost for Academic Appointments

*C-FSC Steering Committee Members:*  
Randy Mowry, C-FSC Vice Chairperson  
Joseph Borowiec  
David Elcott  
Mary Killilea  
Susan Stehlik  
Patrick Ying

John Halpin, C-FSC Personnel Policies & Contract Issues Committee Chair

## **Recommendations of the C-FSC in regard to:**

### **Policy for the Review, Reappointment, and Promotion of Institute for the Study of the Ancient World Continuing Contract Faculty**

#### **Background**

“Professor Roger Bagnall, Director of the Institute for the Study of the Ancient World (ISAW), has submitted...the Policy for the Review, Reappointment, and Promotion of Full-Time Non-Tenure Track/Contract Faculty in the institute for the Study of the Ancient World.

“Dr. Bagnall advises...that the guidelines were approved by the full faculty, first in its initial draft on October 20, 2015 and again after revision. It is important to keep in mind while reviewing these guidelines that ISAW—with 9 tenured/tenure track faculty—has at present only one clinical faculty member, and there are no present plans to make further such appointments. Note too that for this reason, the policy does not specify that any of the committees mentioned in this document require the participation of clinical faculty, as there are none—other than the person to be reviewed. If in the future ISAW does appoint more clinical faculty, the school will adjust its procedures accordingly.” (Letter of December 3, 2015 from David McLaughlin to C-FSC and T-FSC Chairs)

The following document will enumerate various questions, comments and recommendations to the submitted Policy.

Please note: the C-FSC looks forward to reviewing any changes to the ISAW policy regarding composition and method of selection of review and promotion committees in the event that “in the future ISAW does appoint more clinical faculty”.

#### **Recommendations**

1. Page 1, 1. Responsibilities of Full-Time Non-Tenure Track/Contract Faculty

Because Continuing Contract Faculty in ISAW are expected to “demonstrate continuing intellectual and scholarly engagement in their fields...as appropriate to the area of the appointment” (Page 2, C. Professional Activity, paragraph 1), there should be an explanation of the differences between tenure/tenure track faculty and continuing contract faculty.

#### **Recommendation**

Add language similar to the following:

“Continuing Contract Faculty lines are typically multiyear and differ from tenure lines at ISAW in the following ways: **[identify those differences]**.”

2. Page 1, I.A. Teaching, paragraph 1, sentence 2:  
“This may vary depending on other assigned duties or responsibilities.”

**Recommendation**

Because the sentence provides the possibility for a reduction in the standard 6-course/year teaching load, clarify that by changing the word “vary” to “be reduced”.

3. Page 3, C. Professional Activity

**Recommendation**

Because “it is expected that [ISAW continuing contract faculty] will demonstrate continuing intellectual and scholarly engagement in their fields or continuing practice at a high level,” provide the means for, and an eligibility process for application to, a research leave/sabbatical leave to conduct this expected engagement.

4. **Recommendation**

Add language to the Policy explaining the process of faculty engagement and participation in any changes to the ISAW Policy, that address the following issues:

- Mechanisms for timely distribution of any amendments to the Policy to the faculty; and
- Mechanisms for faculty discussion, as well as the ability for faculty to present amendments, make recommendations to, and vote on, the Policy in a regularly scheduled faculty meeting following procedures outlined in ISAW’s governance structure.

5. Page 3, B. Titles

There is an inconsistency of requirements for initial appointments of faculty For the ranks of Clinical Associate Professor and Clinical (Full) Professor:

B., 2. Clinical Associate Professor, final sentence:

“In addition, they will have attained and will document national or international peer recognition through publication, grant awards, professional scholarly, creative work, or performance of a nationally or internationally recognized level.”

B., 3. Clinical (Full) Professor, final sentence:

“In addition, they will have attained and will document national or international peer recognition through publication, grant awards, professional organizational service, or media exposure.”

Is “professional organizational service or media exposure” not recognized for appointment to Clinical Associate Professor, and, conversely, are “professional scholarly, creative work, or performance of a nationally or

internationally recognized level” not recognized for appointment to Clinical (Full) Professor?

**Recommendation A**

Clarify if the language for Clinical Associate Professor should be:

“...grant awards, professional, scholarly, **and** creative work...” Or clarify if the language as it exists is correct.

**Recommendation B**

Provide a reason for the discrepancies between the requirements or make them consistent.

6. Page 3. C. Terms of Appointments, first bullet point:

The University Guidelines for Full-Time Continuing Contract Faculty, page 4, states:

“Continuing Contract Faculty appointments that provide for the possibility of extended periods of employment support continuing involvement with students and colleagues and provide an appropriate and desirable element of job security. Thus, wherever possible, schools are encouraged to reduce reliance on one-year contracts. However, in addition to providing schools with an essential degree of flexibility, one-year contracts may be programmatically and academically desirable in a number of schools and academic programs within schools; school policies shall include a rationale for a Continuing Contract Faculty title(s) that carries a one-year appointment.

“Full-time contract faculty members are to be hired within the context of the school’s long-term strategic planning for faculty academic programming, which is approved by the Provost. This is true for one-year as well as multi-year contracts.”

**Recommendation**

Add language similar to the following:

“If a one-year contract is adopted, the Director will provide a justification, similar to the hiring plan submitted annually to the Provost, based on programmatic and academic considerations, to the faculty through the formal governance structure established at ISAW.”

7. Page 4. III. Review and Reappointment of Clinical Faculty

The third sentence in paragraph one states:

“Even in those cases in which a candidate satisfies the appropriate standards of achievement, the decision to reappoint or promote may be impacted by curricular and structural changes and improvements in academic programs.”

**Recommendation**

Add language similar to the following:

“In the event that there is a decision of non-reappointment or promotion based on curricular and structural changes and improvements in academic programs, the Director will conduct a review to determine whether the faculty member would be able to teach in the revised curriculum and/or new academic structure and, if so, in what capacity.”

8. Page 4, A. The Review Committee, paragraph 1, sentence two states:

“The committee, which is appointed by the Director, consists of three members and is chaired by a member of the ISAW faculty.”

**Recommendation**

Provide for the election by the ISAW faculty of the ISAW members of the Review Committee.

9. Page 5, paragraph 1, final sentence states:

“A majority vote of the review committee shall be required for a successful review.”

**Recommendation**

Add language specifying that the vote of the review committee shall be by secret ballot.

10. Page 6, IV. Promotion of Clinical Faculty, paragraph 1, sentence two states:

“In addition to the consideration of teaching, service activities, and professional, scholarly, and creative work, recommendations also may be based on a prognosis of the clinical faculty member’s future achievements based on dependability, growth, potential, and versatility of the faculty member as he or she will contribute to the evolving mission of ISAW.”

**Recommendation A**

Add the words “regarding promotion” as follows:

“In addition to the consideration of teaching, service activities, and professional, scholarly, and creative work, recommendations **regarding promotion** also may be based on a prognosis of the clinical faculty member’s future achievements based on dependability, growth, potential, and versatility of the faculty member as he or she will contribute to the evolving mission of ISAW.”

**Recommendation B**

Clarify 1) who will make this prognosis and 2) by what metrics are “dependability, growth, potential and versatility” shall be determined.

11. Page 7, C. Criteria for Promotion to Clinical Associate Professor, sentence 2 states:

“Promotion to the rank of Clinical Associate Professor requires sustained excellence in teaching and also recognizes the impact of service and administration, and artistic and professional activity.”

**Recommendation**

For consistency with previously stated requirements for appointment, add “scholarly,” as in:

“Promotion to the rank of Clinical Associate Professor requires sustained excellence in teaching and also recognizes the impact of service and administration, and **scholarly**, artistic and professional activity.”

12. Page 7, C. Criteria for Promotion to Clinical (Full) Professor, sentence 2 states:

“Promotion requires sustained excellence in teaching, service and administration, artistic and professional activity, and peer recognition in the applicable field.”

**Recommendation**

For consistency with previously stated requirements for appointment, add “scholarly,” as in:

“Promotion requires sustained excellence in teaching, service and administration, **scholarly**, artistic and professional activity, and peer recognition in the applicable field.”

13. Page 7, C. Criteria for Promotion to Clinical (Full) Professor, sentence 3 states:

“Expectations for excellence in professional activities in professional activities, however, must take into account the teaching load and administrative/service duties of the faculty member.”

**Recommendation**

Add the above paragraph as the third sentence in C. 1. Criteria for Promotion to Clinical Associate Professor.

14. Page 7, D. Materials, paragraph 1, sentence 1 states:

“In conducting its review for promotion, the review committee shall consider evidence of accomplishments in the areas of teaching, research, service, and professional activity, in accordance with the terms of the candidate’s appointment.”

**Recommendation**

For consistency, add “scholarly, artistic,” as in:

“In conducting its review for promotion, the review committee shall consider evidence of accomplishments in the areas of teaching, research, service, **scholarly, artistic,** and professional activity, in accordance with the terms of the candidate’s appointment.”

15. Page 8, paragraph 5 (including bullet points as separate paragraphs), sentence two (final sentence) states:

“A majority vote will be required to constitute a recommendation for promotion.”

**Recommendation A**

Provide that the vote of the review committee shall be by secret ballot.

**Recommendation B**

Add language that clarifies that in the event the review committee has not reached consensus, a minority report shall be written and included in the final committee report with language similar to that found at Page 5, paragraph 1, as in:

“If there is a difference of opinion, the dissenting opinion should be appended to the majority review.”

16. Page 8, paragraph 5

**Recommendation**

Add language clarifying that a positive review for promotion by the review committee results in the promotion of the faculty member.

**Minor editorial issues:**

1. Global Issue:  
Change every instance of “Full-time Non-Tenure Track/Contract Faculty” to “Full-Time Continuing Contract Faculty”.
2. Global Issue  
Insert either a period at the end of each bullet point in the document, or insert semicolons at the end of all but the last bullet point in any continuous series, and a period after the last bullet point in any continuous series.
3. Page 2, C. Professional Activity, first paragraph  
In the parenthetical at the end of the first paragraph, delete the closing paragraph now after “5,000,” as in “(currently \$5,000 p.a.).”
4. Page 3, paragraph 2, last line, beginning “her role in....”:  
Delete the extra space between “in the university’s”

5. Page 3. C. Terms of Appointment, first bullet point  
In parenthetical, insert comma after e.g.
6. Page 3. C. Terms of Appointment, first bullet point  
Insert opening bracket before N.B.; **and** insert closing bracket after final sentence of first bullet point, as in “available funding.]”
7. Page 4. C. Terms of Appointment, first bullet point, first word on Page 4  
Delete hyphen in “re-appointment”, as in “reappointment”.
8. Page 8. VI. Process for Grievance for Reappointment/Promotion  
Change “VI” to “V”, and **bold** the entire heading, as in:  
  
**“V. Process for Grievance for Reappointment/Promotion”**.
9. Page 8. Final paragraph, first line  
Add the word “continuing” after “at least one senior full-time contract...”,  
as in:  
  
“The Guidelines require that the grievance committee include at least one senior full-time continuing contract faculty member....”





December 3, 2015

Memorandum to: Allen Mincer, Chair, T-FSC  
Fred Carl, Chair, C-FSC

From: David W. McLaughlin, Provost *DWM*

Subject: ISAW Policy for the Review, Reappointment, and Promotion of Full-time Non-Tenure Track / Contract Faculty

Professor Roger Bagnall, Director of the Institute for the Study of the Ancient World (ISAW), has submitted to me the Policy for the Review, Reappointment, and Promotion of Full-time Non-Tenure Track/Contract Faculty in the Institute for the Study of the Ancient World.

Dr. Bagnall advises me that the guidelines were approved by the full faculty, first in its initial draft on October 20, 2015 and again after revision. It is important to keep in mind while reviewing these guidelines that ISAW – with 9 tenured/tenure track faculty – has at present only one clinical faculty member, and there are no present plans to make further such appointments. Note too that for this reason, the policy does not specify that any of the committees mentioned in this document require the participation of clinical faculty, as there are none - other than the person to be reviewed. If in the future ISAW does appoint more clinical faculty, the school will adjust its procedures accordingly.

ISAW worked with my office and the Office of General Counsel to edit this document to ensure consistency with University Guidelines for Full-Time Non-Tenure Track/Contract Faculty Appointments. As part of the process of finalizing the policy, I now invite the T-FSC and the C-FSC to provide comments from a University-wide perspective. To reiterate my expectations: At NYU – and as stated in the University Guidelines – our strong tradition is for schools to develop policies that are “consistent with school culture and history.” Within that tradition, the Guidelines provide 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.” My expectations are that the Faculty Senators Councils adopt the same perspectives for their review, doing so with deference to each school’s distinct style and mode of presentation.

As is our practice, I will consider the Councils’ comments in consultation with ISAW before finalizing the document. Please let me know if you have questions that my office can address to facilitate your review, and feel free to consult Dr. Bagnall. Thank you for your prompt attention to this document.

cc:

Roger Bagnall  
Katherine FlemingCarol Morrow  
Karyn Ridder  
Peter Gonzalez

Attachment

## **Policy for the Review, Reappointment, and Promotion of Full-time Non-Tenure Track/ Contract Faculty**

### **in the Institute for the Study of the Ancient World**

*This Policy Document is being implemented by the Institute for the Study of the Ancient World to supplement NYU policies applicable to full-time non-tenure track/contract faculty. If any part of this Policy Document is inconsistent with NYU policies, then the NYU policies then in effect will control. As with all NYU and ISAW policies, this Policy Document is subject to change, and the policies in effect at the time of an action will apply to that action.*

This document goes into effect [date of approval]. The Appendix to this Policy details the process and procedures by which faculty currently on appointment at ISAW will be assigned titles and rank.

#### **I. Responsibilities of Full-Time Non-Tenure Track/Contract Faculty:**

Full-Time Non-Tenure Track/Contract Faculty (FT-NTTF) at ISAW currently hold the title of Clinical Assistant Professor, and may in future hold the titles of Clinical Associate Professor, and Clinical (Full) Professor. As the responsibilities of ISAW faculty are both diverse and flexible in order to meet the ongoing and changing needs of the program, the following categories of responsibilities of ISAW faculty are neither discrete nor mutually exclusive:

##### **A. Teaching**

The standard teaching load for all FT-NTT/CF is six courses per year. This may vary depending on other assigned duties or responsibilities. With the approval of the Director of ISAW (“Director”) administrative and professional duties and other professional activities that serve the university or ISAW may substitute for one or more courses.

Clinical faculty are also expected to:

- Develop, create, and teach new courses and develop new curricula, where appropriate
- Engage in program review and revision, accreditation compliance, and assessment of curricula
- Advise and mentor students
- Serve, when asked, on graduate dissertation committees and, when appropriate, supervise independent studies

##### **B. Service and Administration**

Service and administration also are key components of faculty performance, and all faculty are expected to contribute in these areas. To this end, ISAW faculty must be familiar and comply with all relevant NYU, ISAW, and program policies.

For faculty whose responsibilities are primarily administrative, greater weight will be given to performance in this area in both reappointment and promotion reviews.

Faculty may:

- Provide administrative service to the program (e.g., by serving on program committees, advising student activities, managing scholarly publications, etc.)
- Serve on University committees
- Provide outreach to the community at large as a representative of the program
- Render service to local, state, national, and international professional organizations

### **C. Professional Activity**

ISAW FT-NTT/CF are generally practitioners and/or experts in their fields, and it is expected that they will demonstrate continuing intellectual and scholarly engagement in their fields or continuing practice at a high level, as appropriate to the area of the appointment. In support of professional, scholarly, and creative work, each faculty member draws upon an individual Research Account (currently at \$5000) p.a.).

ISAW faculty may demonstrate this engagement and practice as follows:

- Produce scholarship and research, or applied scholarship and research, related to a specific discipline or practice
- Produce scholarship and research, or applied scholarship and research, related to the pedagogy of their field or profession
- Engage in professional development in their field by attending conferences, joining professional associations, giving lectures or performances at other institutions, serving on the advisory boards of journals
- Apply for and be awarded grants (serving as P.I. per university sponsored research guidelines and subject to university approval)
- Engage actively in practice in the field

### **D. Annual Activity Reports**

ISAW FT-NTT/CF will submit an Annual Activity Form, usually in May of each academic year, to report on their teaching, service, and professional development. This report will be used in the annual merit review.

## **II. Appointment of Clinical Faculty**

### **A. Criteria**

Clinical faculty are experienced teachers, practitioners, and/or scholars in their area of specialization. In all cases, possession of the appropriate terminal degree and excellence in teaching is required. Based on the discipline, clinical faculty members may not be required to hold a doctorate. In certain fields demonstrated excellence and peer recognition may stand as sufficient professional credentials, as specified in the letter of appointment.

Initial appointment (and reappointment) shall be based on an evaluation of the candidate's contribution to the excellence of the program, including its educational programs, and his or her role in the university's commitment to appoint and retain the best faculty in all disciplines.

## **B. Titles**

The definitions below are intended as a framework for initial appointments of faculty.

### **1. Clinical Assistant Professor of (varies)**

Faculty initially appointed at this rank have three years of superior teaching experience (which may have been as a graduate student and need not have been full-time) and demonstrated or potential expertise and accomplishment in their discipline or area of practice.

### **2. Clinical Associate Professor of (varies)**

Faculty initially appointed or promoted at this rank normally possess a minimum of six years of demonstrated sustained excellence in relevant teaching and curriculum innovation, service and administrative roles, and professional activity. In addition, they may have produced relevant professional scholarly, creative work, or performance of a nationally or internationally recognized level.

### **3. Clinical (Full) Professor of (varies)**

Faculty initially appointed or promoted to this rank possess a minimum of twelve years of demonstrated excellence in relevant teaching and teaching innovation, service and administrative roles, and professional activity. In addition, they will have attained and will document national or international peer recognition through publication, grant awards, professional organizational service, or media exposure.

## **C. Terms of Appointments**

Clinical faculty may be appointed as follows:

Specific terms are:

- One-year appointments: These are appointments made by the Director and used primarily to address temporary programmatic needs (e.g. a leave or resignation). There is no expectation of renewal, though they may be renewed on an annual basis at the discretion of the Director. N.B. If a faculty member receives three continuous one-year appointments, a formal review, as defined below in Section III, shall take place in the third year as a condition for

re-appointment. Reappointment is conditional upon continued programmatic need and available funding.

- Three-year appointments: These are the norm for clinical assistant professors. Faculty are reviewed for reappointment during the penultimate year of a contract. Subsequent appointments are for three years. (With respect to promotion and apart from reappointment, Clinical Assistant and Associate professorial faculty have the option to request review for promotion in the last year of the second three-year contract, or at any time thereafter.)
- Five-year appointments: Normally, five-year contracts are awarded only upon promotion to Clinical Associate Professor and Clinical (Full) Professor. Reviews for reappointment are in the penultimate year of the contract. Subsequent appointments are for five years.

Note: There is no limit to the number of consecutive reappointments that faculty may receive.

### **III. Review and Reappointment of Clinical Faculty**

This section sets out the process and criteria for performance reviews. A positive review establishes that a faculty member is eligible for reappointment: reappointment is subject to the academic and curricular needs of the program and the University. Even in those cases in which a candidate satisfies the appropriate standards of achievement, the decision to reappoint or promote may be impacted by curricular and structural changes and improvements in academic programs. Appointments automatically terminate at the close of the period of time stipulated in the contract, unless there is an official notice of renewal.

Faculty reviews are an essential component of professional development for all faculty members and the following guidelines and reappointment criteria are designed to enable faculty to gain valuable feedback, enhance their skills and experience, and contribute to the success of ISAW.

#### **A. The Review Committee**

A separate committee is appointed for the review of each Clinical faculty member in ISAW. The committee, which is appointed by the Director, consists of three members and is chaired by a member of the ISAW faculty. Other members may come from appropriate departments or schools at NYU. No faculty member may serve on the committee in the year in which his or her contract expires.

For review for reappointment of Clinical (Full) Professors, the committee shall be comprised of faculty who hold the rank of Clinical (Full) Professor or (Full) Professor..

The committee will review each candidate's portfolio and other relevant documentation as is made available. The committee will prepare a written review for the full faculty that summarizes and evaluates the evidence of accomplishment, notes areas that require improvement, and makes a recommendation regarding reappointment. All members of the committee should read the review before it is submitted to the Director. 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 dissenting opinion should be appended to the majority review. In order for a successful review, the candidate must demonstrate excellence in the area of teaching, and, in addition, either service or professional activity, or both, in line with the purpose of the appointment. A majority vote of the review committee shall be required for a successful review.

The full faculty reviews the report of the review committee and votes whether to recommend reappointment. The Director makes a final decision regarding reappointment. The Director 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.

## **B. Process and Timeline**

The performance review will occur in the penultimate year of the contract. During the first week of the academic year in the penultimate year of an appointment, the faculty member receives notification that he or she is up for review. With prior approval by the Director, the contract 'clock' may be stopped for reasonable cause, e.g., medical, personal (as primary caregiver for child, spouse, parent, same-sex domestic partner), or by contractual stipulation. Each clinical faculty member scheduled for review is required to submit a portfolio, whose contents are detailed in Section III.C. below. The timeline is as follows:

- Submission of portfolio – by December 20
- Review Committee recommendation to Faculty – on or around February 15
- Faculty vote on Review Committee recommendation – on or around March 15
- Director's notification to candidate – on or around April 1

## **C. Materials**

In conducting its review, the review committee shall consider evidence of accomplishments in the areas of teaching, research, service, and professional activity, according to the terms of the candidate's appointment.

The review committee will consider the following as well as such other materials that the candidate may supply or the committee may request:

- A statement of teaching philosophy, provided by the candidate
- Student evaluations of teaching during the most recent appointment
- Two peer observations of teaching

- Supplementary teaching materials (such as syllabi, assignments, etc.), provided by the candidate
- The current C.V., provided by the candidate
- All previous review and promotion committee recommendations and all previous director's decisions
- Summary of professional, service, scholarly, and artistic activities and accomplishments during the appointment period, provided by the candidate
- If appropriate, copies of publications and creative productions during the appointment period, provided by the candidate

The committee may also request other materials and data from the candidate.

The committee's written review should specifically indicate the strengths of the faculty member under consideration in relation to school and program criteria. Where there are weaknesses, the review committee may suggest courses of action to improve performance; these are conveyed to the faculty member in writing by the Director.

#### **IV. Promotion of Clinical Faculty**

The review processes and criteria for promotion are summarized below. In addition to the consideration of teaching, service activities, and professional, scholarly, and creative, work, recommendations also may be based on a prognosis of the clinical faculty member's future achievements based on dependability, growth, potential, and versatility of the faculty member as he or she will contribute to the evolving mission of ISAW.

For promotion to Clinical Associate and Clinical (Full) Professor, external references will be solicited.

**A. Review Committee:** The Review Committee for promotion to Clinical Associate Professor shall consist of three faculty members appointed by the Director. For review for promotion to Clinical (Full) Professor, the committee shall be composed of two faculty who hold the rank of Clinical (Full) Professor or (Full) Professor, and one tenured member of the ISAW faculty at the rank of (Full) Professor, who shall serve as chair.

**B. Timeline:**

- Preliminary notification by the candidate of application for promotion – on or around October 1
- Submission of portfolio – on or around January 1
- Review Committee recommendation to Faculty – on or around March 1
- Faculty vote – on or around April 1

- Director’s notification to candidate – on or around May 1

## **C. Criteria for Promotion**

### **1. Criteria for Promotion to Clinical Associate Professor**

A clinical faculty member ordinarily should have spent at least six years at the rank of Clinical Assistant Professor (with up to three years counting from full-time employment at other colleges or universities) to be eligible for promotion to Clinical Associate Professor in ISAW. Promotion to the rank of Clinical Associate Professor requires sustained excellence in teaching and also recognizes the impact of service and administration, and artistic and professional activity. In rare instances, an initial appointment may be made at the rank of Associate Professor.

### **2. Criteria for Promotion to Clinical (Full) Professor**

A clinical faculty member ordinarily should have spent at least twelve years as a full-time faculty member (with up to six years counting from full-time employment at other colleges or universities) and at least six as a Clinical Associate Professor at ISAW before applying for the rank of Clinical (full) Professor. Promotion requires sustained excellence in teaching, service and administration, artistic and professional activity, and peer recognition in the applicable field. Expectations for excellence in professional activities, however, must take into account the teaching load and administrative/service duties of the faculty member. In rare instances, an initial appointment may be made at the rank of Clinical (Full) Professor.

## **D. Materials**

In conducting its review for promotion, the review committee shall consider evidence of accomplishments in the areas of teaching, research, service, and professional activity, in accordance with the terms of the candidate’s appointment. For faculty whose responsibilities are primarily administrative, greater weight will be given to performance in this area in promotion review.

The review committee will consider the following as well as such other materials that the candidate may supply or the committee request:

- A statement of teaching philosophy
- Student evaluations of teaching during the most recent appointment
- Two peer observations of teaching
- Supplementary teaching materials (such as syllabi, assignments, etc.)
- The current C.V.
- All previous review and promotion committee recommendations and all previous dean’s recommendations



- Summary of professional, service, scholarly, and artistic activities and accomplishments during the appointment period, provided by the candidate.
- Copies of publications and creative productions during the appointment period, provided by the candidate.

External references will be solicited to assist in the evaluation of the candidate's scholarship, creative work, or professional achievement, as appropriate to the appointment. Candidates will propose a list of three referees, one of whom will be selected by the Director, who will select two additional referees (not nominated by the faculty member), if necessary in consultation with faculty in the candidate's area of expertise.

The committee may also request other materials and data from the candidate.

The committee's written review should indicate specifically the strengths of the faculty member under consideration in relation to school and program criteria, and will recommend that the candidate be promoted or not promoted. A majority vote will be required to constitute a recommendation for promotion

#### VI. Process for Grievance for Reappointment/Promotion

ISAW follows the grievance and appeal process for grievances related to reappointment and promotion as set forth in the NYU Guidelines For Full Time Non-Tenure Track/Contract Faculty Appointments, revised and posted in March 2015, found here <http://www.nyu.edu/content/dam/nyu/provost/documents/facultyHandbook/GuidelinesFinal020915.pdf>

The Guidelines require that the grievance committee include at least one senior full-time contract faculty member who shall participate in hearing and evaluating only those grievances that are filed by clinical faculty members. At ISAW, the Grievance Committee, which shall be appointed by the Vice Director with the approval of the faculty, shall be constituted of at least three full-time Senior Faculty members. In the case of a grievance by a Clinical Assistant Professor, at least one of the members shall be an Associate Professor or (Full) Professor. In the case of a grievance by a Clinical Associate Professor, the Grievance Committee shall consist of three tenured faculty. At such time as the number of clinical faculty at ISAW permits, at least one member of each grievance committee shall come from the clinical faculty.