



**Date:** November 21, 2014

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

**From:** Ann Marie Mauro  
Chairperson, N/C-Faculty Senators Council  
A/Y 2014-2015

**Subject:** N/C-Faculty Senators Council Recommendation regarding Faculty Handbook

At the November 20, 2014 meeting of the N/C-Faculty Senators Council, the review and recommendations of the Taskforce on Review of the Faculty Handbook and Guidelines were approved. The Council submits the attached recommendations regarding the Faculty Handbook.

It is our expectation that the N/C-FSC will offer additional recommendations for revisions to the Faculty Handbook as necessary. In particular, our Council will continue to review issues involving regulations concerning disciplinary procedures and grievance and appeals procedures for full-time non-tenure track/contract faculty (FTNTT/CF). Our Council will take time to develop procedures tailored to the specific needs of FTNTT/CF with plans to make these recommendations to the Provost in early spring 2015. In the interim, we recommend that policies be put in place for FTNTT/CF that mirror those currently in place for tenured/tenure track faculty.

**cc:** Carol Morrow, Senior Associate Provost/Chief of Staff to the Provost  
Bonnie S. Brier, Senior Vice President, General Counsel, and Secretary of the University

*N/C-FSC Steering Committee Members:*

Randy Mowry, N/C-FSC Vice Chairperson

Fred Carl, N/C-FSC Task Force Co-Chair

David Elcott

Mary Killilea

Susan Stehlik

Patrick Ying

John Halpin, N/C-FSC Task Force Co-Chair

**Recommendations of the  
Full-Time Non-Tenure Track/Contract Faculty Senators Council  
in regards to the Faculty Handbook**

**Recommendations to the Faculty Handbook:**

1. Forward: *Amending the Faculty Handbook*, final sentence of Paragraph 1:  
“Nothing in this Handbook constrains the Board of Trustees from making changes to this Handbook with respect to any matter, and in the manner, it finds appropriate in carrying out its duties; and administration will notify the Executive Committee of the Faculty Senators Council if the Board of Trustees makes any change to the Faculty Handbook.”

Recommendation:

Add “and the Steering Committee of the Full-Time Non-Tenure Track/Contract Faculty Senators Council” after “Faculty Senators Council”.

2. Forward, *Amending the Faculty Handbook*, Paragraph 3:

Recommendation:

Similarly to the above Recommendation, add “and the Full-Time Non-Tenure Track/Contract Faculty Senators Council” after every mention of the “Faculty Senators Council” (lines 1, 6, 7,9, 12); and add “and the Steering Committee of the Full-Time Non-Tenure Track/Contract Faculty Senators Council” after “Faculty Senators Council” (line 11). Or, simply add an “s” to every mention of Faculty Senators Council, as in “Faculty Senators Councils.”

3. Forward, Footnote 2:

Recommendation:

Similar to the above Recommendation, add “and the Full-Time Non-Tenure Track/Contract Faculty Senators Council” after every mention of the “Faculty Senators Council” (lines 9, 11, 13); and add “and the Steering Committee of the Full-Time Non-Tenure Track/Contract Faculty Senators Council” after “Faculty Senators Council” (line 10).

4. Forward, *Important Additional Information*

The first sentence states “schools and colleges will supplement this text with information on local procedures and day-to-day operations.”

Recommendation:

In first sentence, clarify that “schools and colleges will supplement this text with information on local procedures and day-to-day operations,” and add “**but they cannot contradict policies in the Faculty Handbook.**”

5. Page 16, Items 1-5

Recommendation

Clarify that these Five Principles of Joint Shared Governance apply at present to both the T-FSC and the FTNTT/CF FSC, either by repeating them, with the appropriate Council name change, in the section on this page for the FTNTT/CF Senate Council, or create a new section clearly stating that the Principles apply to both faculty senate councils.

6. Section heading: **FACULTY POLICIES APPLICABLE TO ALL OR MOST MEMBERS OF THE FACULTY INCLUDING....**

Recommendation

Delete the words “**OR MOST**” since the heading specifies the three defined categories of faculty.

7. Page 29, *Teaching and Research Assignments for Full-Time Faculty*, line 4, final full sentence:

Recommendation

Clarify explicitly that some school policies do not require all full-time faculty to be engaged during the summer in “scholarly activity for professional growth.”

8. Page 35, **Term of Administrative Appointments [Bylaw 77]:**  
“Appointment to an administrative office, including but not limited to the office of executive dean, dean, vice dean, associate dean, assistant dean, director, secretary, department head, and department chair, will be without limit of time, unless otherwise specified, but may be terminated at any time without prejudice to any rights of the officer as holder of a professorship....”

Recommendation

Clarify that the word “professorship” is a general term, and therefore applies to both tenured/tenure track faculty and full-time non-tenure-track/contract faculty.

9. Page 37, under heading **POLICIES APPLICABLE TO TENURED AND TENURE TRACK FACULTY, Title I, Section I, II and IV**

Recommendation

For clarity, since the references to academic freedom stated here apply to both tenured/tenure track faculty (hereinafter referred to as “TTF”) and non-tenure track/contract faculty (hereinafter referred to as “NTT/CF”), begin this section with those policies (see Page 28, paragraph 6: “Tenured faculty members are also entitled to other protections related to tenure and academic freedom, discussed in more detail....”) that refer only to TTF, e.g., Title I, Section III, V-IX.

10. Page 51, **Title IV, General Disciplinary Regulations Applicable to Both Tenured and Non-Tenured Faculty Members on the Tenure Track**

Recommendation

As there is no set of general disciplinary regulations applicable explicitly to FTNTT/CF in the Faculty Handbook or the Guidelines (see below), a set of regulations and policies that mirror those set forth here in *Disciplinary Procedures*, Sections B. 5 through B. 10 for TTF must be developed that explicitly apply to FTNTT/CF. There should be a sense of urgency to the development of those regulations, but, most importantly, they should be guided by parallelism when compared to those set forth here for TTF.

Those regulations should reiterate explicitly that language such as that stated in Title IV, #1 [General obligations], #2. [Particular obligation], *Disciplinary Procedures*, Section A, Section B.1, B. 2, B. 3, B. 4 apply to all faculty, regardless of tenure or contract status.

In the interim, it should note in the Handbook that the immediately above-mentioned sections do, in fact, apply to all faculty.

11. Page 54, **Sabbatical Leave, Eligibility**, paragraph 1, first sentence

Recommendation

Add clarifying language, such as: **Except where permitted by school policies that permit FTNTT/CF sabbatical leaves**, eligibility for a sabbatical leave is limited to full-time members of the faculty who have achieved tenure rights....” Or “Eligibility for a sabbatical leave is limited....full-time service as members of the faculty at New York University and, when permitted by specific school policies, to FTNTT/CF, according to those policies.”

12. Page 60, **FACULTY POLICIES APPLICABLE TO FULL-TIME NON-TENURE TRACK/CONTRACT FACULTY**

Recommendation

Following the suggestion in the Memorandum to Provost David W. McLaughlin, dated October 13, 2013, “University Guidelines for Full-Time Contract Faculty Appointments,” from Jules Coleman and Carol Morrow, we recommend that the grievance procedures for FTNTT/CF (see below for our specific recommendations related to the Guidelines) be incorporated into the Faculty Handbook.