



**Date:** December 15, 2022

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

**From:** David K. Irving  
Chairperson, T-Faculty Senators Council  
A/Y 2022-2023

**Subject:** T-Faculty Senators Council Recommendations: Revisions to the NYU Liberal Studies Continuing Contract Faculty Guidelines for Reappointment and Promotion Policy

The T-Faculty Senators Council submits the attached recommendations regarding the revisions to the NYU Liberal Studies Continuing Contract Faculty Guidelines for Reappointment and Promotion Policy. These recommendations were approved by the Council at the December 15, 2022 meeting.

**cc:** Antonio Merlo, Anne and Joel Ehrenkranz Dean, Faculty of Arts and Sciences  
Julie Mostov, Dean, Liberal Studies  
Kristen Day, Vice Provost  
Ellen Schall, Senior Presidential Fellow  
Peter Gonzalez, Associate Provost for Academic Appointments

Noelle Molé Liston, C-FSC Chairperson

Marilyn Nonken, T-FSC Vice Chairperson  
Christopher Park, T-FSC Secretary  
Darcey Merritt, T-FSC Immediate Past Chair  
Nicola Partridge, T-FSC Personnel Policies & Tenure Modifications Co-Chair  
Judith Zelikoff, T-FSC Personnel Policies & Tenure Modifications Co-Chair  
Karyn Ridder, Manager of Faculty Governance

From: NYU T-FSC Senate, Personnel Policies and Tenure Modifications Committee (PPTM), Judith T. Zelikoff, MS, Ph.D. and Nicola C. Partridge, BSc, PhD, Co-Chairs; Judith T. Zelikoff, presenting member  
To: T-FSC

Date: 1215/22

Re: Proposed Reappointment and Promotion Guidelines For Liberal Studies Continuing Contract Faculty Guidelines (C Faculty Guidelines)

The PPTM Committee, Co-Chaired by Drs. Judith Zelikoff and Nicola Partridge have thoroughly reviewed the submitted Liberal Studies (LS) Continuing Contract Faculty Guidelines for Reappointment and Promotion Policy approved by the LS Faculty Policy Subcommittee in October 2022. The PPTM Committee met by Zoom to review and discuss (at length) the revised Guidelines document. As a Committee, we recognized the considerable thought and deliberation that the LS Faculty have invested in this Reappointment and Promotion guidelines document for full-time Continuing Contract faculty. We reviewed the document and unanimously agreed on the edits and comments being presented to the T-FSC for discussion.

**The PPTM presents these 7 major considerations for the LS Reappointment and Promotion document for discussion with the T-FSC at the December 15th meeting.** The statements and comments below are not meant to capture all of the PPTM comments found (in detail) in the proposed LS Continuing Contract Faculty Guidelines included in the packet and we recommend these more minor comments also be reviewed.

## 1. Introduction.

**1. The PPTM suggested the following addition to this section to bring a closer alignment with the NYU Faculty Handbook policy:** *“Each Continuing Contract Faculty appointment is to be secured by a written contract, specifying a fixed term, signed by the parties to it, and filed with the school Dean and the University Office of Academic Appointments prior to commencement of employment. Such contracts shall include the following terms negotiated between the faculty and the appropriate administrator with the authority to do so, and approved by the Dean:*

- *start and end dates of the appointment;*
- *an indication of whether the faculty member is eligible to be considered for reappointment upon conclusion of the current contract;*
- *academic responsibilities, compensation, and obligations of the appointment;*
- *particular responsibilities and benefits; and*
- *agreement to be bound by applicable University policies.*

*In accordance with University Bylaws, Section 87(b), Contracts and Titles, the appointment of Continuing Contract Faculty automatically terminates at the close of the period of time stipulated in the contract, unless there is an official notice of renewal. By signing the contract, appointees acknowledge that they have received adequate notice of their termination date. Thus, reappointment can be achieved only by a school’s taking affirmative action to do so.*

**2. Section III. Review Committee:** The Review Committee is advisory to the LS Dean and the parent committee from which members of the Reappointment Review Committee, the Promotion Review Committee, and the Annual Merit Increase (AMI) Review Committee will be

drawn. The Review Committee is responsible for: (1) reviewing portfolios of candidates seeking contract renewal, (2) reviewing and evaluating faculty applications for promotion, and (3) reviewing faculty. *The PPTM suggests that each Committee be clearly defined in the beginning of the document for greater descriptive clarity. We also recommend additional details on length of committee appointments, number and overlap of members, and duration of appointment.*

**3. Duties and Responsibilities; 1. Reappointment Review Committee.** 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 opinion. *As it was not clear from the document, the PPTM Committee recommends that outcomes are written as a summary document without the inclusion of names or voting response.*

**4. Duties and Responsibilities; 2. Promotion Review Committee.** The committee is responsible for securing external evaluations as appropriate to each candidate's promotion application and fields of practice. *While the details for external evaluations are cited in greater detail in Section D below, the committee recommends that additional information of external evaluators, such as number of letters required also be cited herein for a clear flow of information.*

#### **5. IV. Review and Reappointment of Clinical Faculty.**

**A. Process and Timeline:** *The PPTM Committee suggests adding this paragraph from the NYU Faculty Handbook:*

*"For Continuous Service on one-year or two year full-time contracts: Normally, a Continuing Contract Faculty must be notified of the intention not to be reappointed no later than March 1st of the final year of the contract, if the appointment is to be terminated on August 31st. Normally, a Continuing Contract Faculty whose period of appointment is due to terminate on a date other than August 31st must be notified of the intention not to be reappointed no later than 180 days prior to the termination date."*

**C. Materials.** The Review Committee shall consider the following required materials, a current C.V., provided by the candidate. *The PPTM Committee recommends that the NYU format for CVs be used. The PPTM also questions why two peer observations of teaching for Clinical Assistant Professor is recommended, while only one peer teaching observer is required for Clinical Associate Professor and Clinical (Full) Professor. We recommend that the same number of peer observers, i.e., 2 be used for all Clinical ranks.*

**6. V. Promotion of Clinical Faculty; A. Process and Timeline.** At this time, the candidate shall provide to the LS Dean names, institutional titles, affiliations, and contact information of external references as appropriate for the rank of promotion. *The PPTM recommend that LS check on whether individual candidates can still recommend their external evaluators in light of the recent policy against such submissions in many of the NYU Schools.*

**D. External Evaluators:** *The PPTM recommends that five rather than three external evaluators, similar to that required for the Clinical (Full) professor, be requested, so as to bring consistency for all ranks.*

**7. VII. Revision and Amendments to Policy: Grievances Connected with Appointment, Reappointment and Promotion.** *The PPTM suggests adding the Faculty Handbook statement to this section, "With respect to grievances related to reappointment and promotion: A Continuing Contract Faculty member who is not eligible for reappointment cannot grieve a decision not to reappoint" (p. 60), in order to more closely align with Faculty Handbook policy.*

# Policy for the Review, Reappointment, and Promotion of Liberal Studies Full-Time Continuing Contract Faculty

## Preface:

*This Policy Document is being implemented by Liberal Studies to supplement NYU policies applicable to full-time continuing contract faculty. If any part of this Policy Document is inconsistent with NYU policies, the NYU policies then in effect will prevail. As with all NYU and LS policies, this Policy Document is subject to change, and the policies in effect at the time of an action will apply to that action.*

Note 1: This document goes into effect December 15, 2015. Revised, May 2018.

Note 2: Where this document references “the Dean” or “the LS Dean,” it refers to the Dean of Liberal Studies. Where this document references “the FAS Dean,” it refers to the Dean of the Faculty of Arts and Science.

Note 3: Where this document references “fields of practice,” it refers to the range of disciplinary and interdisciplinary scholarly, creative, and/or professional activities that define the diversity of professional identities of LS faculty.

## Introduction:

Liberal Studies (LS) is committed to providing its students with an education that prepares them to advance knowledge, creativity, and innovation. LS full-time faculty play a central role in this process. Their knowledge and expertise in their fields of practice, and their pedagogical experience with an interdisciplinary, global liberal arts curriculum, are vital to the success of the program. Supporting, encouraging, and recognizing faculty excellence and achievement is at the core of the review and promotion process.

Below are policies and procedures that pertain to the responsibilities, titles, contracts, review, and promotion for the full-time, continuing contract faculty in the program.

### I. Rights and Responsibilities of Continuing Contract Faculty

Clinical faculty members are protected by academic freedom and receive the same health, retirement, and tuition remission benefits as tenured and tenure-track faculty. They are also eligible to be principal investigators on curriculum grants, training and teaching grants, and other research and non-research grants within and/or outside the university.

Full-time continuing contract faculty in LS hold the titles of Clinical Assistant Professor, Clinical Associate Professor, or Clinical (Full) Professor.<sup>1</sup> Clinical faculty lines differ from tenure track lines. Although clinical lines are without tenure, they are typically multi-year. They have significant focus on teaching, with an expectation of service and professional activities.

The following categories of LS faculty responsibilities are neither discrete nor mutually exclusive.

### **A. Teaching**

The standard teaching load for all full-time faculty is six courses per year. This may be reduced depending on other assigned or elected duties or responsibilities. With the approval of the Dean, administrative and professional duties and other professional activities that serve the University or LS may substitute for one or more courses.

Teaching responsibilities may also include, but are not limited to:

- Developing, creating, and teaching new courses and developing new curricula, where appropriate
- Engaging in program review and revision, accreditation compliance, and assessment of curricula
- Advising and mentoring students
- Serving, when asked, on senior thesis committees and, when appropriate, supervising independent studies and internships

### **B. LS and University 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, LS faculty must be familiar and comply with all relevant NYU, FAS, and LS policies.

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

In providing service to LS and/or the University, faculty may:

- Serve on program, curricular, student affairs, or other LS committees
- Serve on University committees
- Participate in LS student affairs such as advising student activities, planning and coordinating LS student events, etc. 

---

<sup>1</sup> Some faculty on appointments before September 2015 may retain the title of Master Teacher. Their contracts shall be reviewed in accordance with policies pertaining to Clinical Assistant Professor.

- Participate in student recruitment, orientation, retention, and/or alumni activities
- Provide outreach to the community at large as a representative of the program
- Invite speakers and other guests to address the LS and University community and/or participate in LS-hosted events

### **C. Professional Activities**

LS faculty are experienced practitioners and/or experts in their fields of practice. This experience and knowledge are crucial to the teaching excellence of LS and to the overall profile of its programs. LS faculty are encouraged to be actively engaged in professional, scholarly, and/or creative work in their fields of practice. Professional engagement includes a range of activities that may build a faculty member's professional profile, further fields of knowledge, enhance their teaching excellence, and/or further the mission of LS. In support of professional, scholarly, and creative work, each faculty member draws upon an individual Professional Development Account.

Professional Activities may include, but are not limited to, the following:

- Produce scholarly and/or creative work in print, film, performance, or digital forms related to particular disciplines or fields of practice
- Produce scholarly research and/or creative work in print, film, performance, or digital forms related to the pedagogy of particular disciplines or fields of practice
- Engage in professional development in their fields of practice by attending conferences, participating in professional associations, giving lectures, readings, performances, or presentations in other parts of the University or other institutions, serving on the advisory boards of journals, and otherwise informing and/or shaping their fields of practice
- Apply for and be awarded grants (serving as P.I. per University sponsored research guidelines and subject to University approval)
- Engage in public intellectual activities, such as service to professional, non-profit, or community-based organizations on a local, national, or international level

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

LS Faculty will submit an Annual Activity Form, usually in the spring semester of each academic year, to report their teaching, service, and professional activities. This report will be used in the annual merit review conducted by the Review Committee and submitted to the LS Dean.

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

### **A. Criteria**

Clinical faculty are experienced teachers, practitioners, scholars, and/or artists in their fields of practice. In all cases, possession of the appropriate terminal degree and excellence in teaching is required. Based on the discipline, a clinical faculty member may not be required to hold a doctoral degree. In certain fields (e.g. creative writing), demonstrated excellence and peer recognition may stand as sufficient professional credentials, as specified in the letter of appointment.

The initial appointment shall be based on an evaluation of the candidate's teaching expertise, experience in service or administration, achievements (or potential achievements) in professional activities, as well as experience in, and commitment to, an interdisciplinary, global liberal arts curriculum.

Reappointment shall be based on an evaluation of the faculty member's teaching performance, contributions to LS and/or University service and/or administration, achievements in professional activities, and his or her overall contributions to the program.

### **B. Titles**

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

#### **1. Clinical Assistant Professor of Liberal Studies**

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 show evidence of, or potential for, achievements in service and/or administration, and achievements, or potential for achievements, in professional activities in their disciplines and/or areas of practice.

#### **2. Clinical Associate Professor of Liberal Studies**

Faculty initially appointed or promoted at this rank normally possess a minimum of six years of demonstrated teaching excellence. In addition, faculty shall have demonstrated strong contributions in service and/or administration to the program or University, and professional achievements in their discipline and/or fields of practice.

#### **3. Clinical (Full) Professor of Liberal Studies**

Faculty initially appointed or promoted to this rank possess a minimum of twelve years of demonstrated teaching excellence and teaching innovation. In addition, faculty shall demonstrate exceptional contributions in service and/or administration, and demonstrated excellence in professional achievements as evidenced by peer recognition in their discipline and/or fields of practice.

## C. Terms of Appointments

Clinical faculty may be appointed as follows:

- One-year appointments: These are appointments made by the Dean and used primarily to address temporary programmatic needs (e.g., a leave or resignation). There is no expectation of renewal, though renewal may be made on an annual basis at the discretion of the Dean. N.B. 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 faculty have the option to request review for promotion in the last year of the second three-year contract, or at any time thereafter.)
- Six-year appointments: Six-year contracts are awarded upon promotion to Clinical Associate Professor.<sup>2</sup> Reviews for reappointment are in the penultimate year of the contract. Subsequent appointments for Clinical Associate Professor are for six years.
- Six-year appointments: Six-year contracts are awarded upon promotion to Clinical (Full) Professor. Reviews for reappointment are in the penultimate year of the contract. Subsequent appointments for Clinical Professor are for six years.

Note: There is no limit to the number of consecutive reappointments that faculty may receive.<sup>3</sup>

### III. Review Committee

The Review Committee is advisory to the LS Dean and the parent committee from which members of the Reappointment Review Committee, the Promotion Review Committee, and the Annual Merit Increase (AMI) Review Committee will be drawn. The Review Committee is responsible for: (1) reviewing portfolios of candidates seeking contract renewal, (2) reviewing and evaluating faculty applications for promotion, and (3) reviewing faculty annual merit.

#### Composition of the Review Committee

<sup>2</sup> Faculty appointed before September 2015 who continue at the rank of Master Teacher will be reviewed using the same process and the same criteria as for Clinical Assistant Professors.

<sup>3</sup> Faculty currently holding five-year contracts prior to September 2015 remain eligible for five-year contracts regardless of rank.

The Review Committee shall consist of four  faculty elected by the LS full-time faculty (at least two of whom will be Clinical [Full] Professors), two LS faculty appointed by the LS Dean (at least one of whom will be a Clinical [Full] Professor), and two outside faculty members from FAS appointed by the FAS Dean, one of whom will be a Clinical (Full) Professor and one of whom will be tenured. No faculty member may serve on the committee in the year in which he or she is applying for reappointment or for promotion. All LS committee members must be on a five-year contract and hold the rank of Clinical Associate or Clinical (Full) Professor. 

The committee shall elect its own chair at its first meeting of the year. The LS Dean may be consulted on procedural issues or questions by the committee, and may join the committee as an ex officio member of the committee (without vote).

For discussion and voting purposes, the composition of the Reappointment Review Committee, Promotion Review Committee, the AMI Review Committee shall be as follows: 

The Promotion Review Committee for Clinical Associate Professor candidates shall be comprised of LS members of the Review Committee who hold the rank of Clinical Associate Professor and Clinical (Full) Professor, and the two outside faculty.

The Promotion Review Committee for Clinical (Full) Professor candidates shall be comprised of the LS members of the Review Committee who hold the rank of Clinical (Full) Professor, and the two outside faculty.

The Reappointment Review Committee for Clinical Assistant Professor candidates shall be comprised of all LS members of the Review Committee.

The Reappointment Review Committee for Clinical Associate Professor candidates shall be comprised of LS members of the Review Committee who hold the rank of Clinical Associate or Clinical (Full) Professor.

The Reappointment Review Committee for  Clinical (Full) Professor candidates shall be comprised of LS members of the Review Committee who hold the rank of Clinical (Full) Professor.

The AMI Review Committee shall be comprised of all LS faculty on the Review Committee.

## **A. Duties and Responsibilities**

### **1. Reappointment Review Committee**

The Reappointment Review Committee shall review each candidate's portfolio and other relevant documentation as is made available on or around the set deadline. The committee

shall prepare a written review for the LS Dean that summarizes and evaluates the evidence of performance, notes areas that require improvement, and makes a recommendation regarding reappointment. A majority vote of the Reappointment Review Committee shall be required for a successful review. All votes of the committee shall be by secret ballot.

The review may be written by one or more committee members, but all members of the committee should read the review before it is submitted to the LS 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 dissenting opinion should be appended to the majority opinion.

The Review Committee in consultation with the LS Dean will provide the candidate with their recommendation letter for the candidate's written response. Both the recommendation letter, and the candidate's response shall be delivered by the Review Committee chair to the LS Dean for his or her recommendation.

If the school's Dean's decision is contrary on appointment, title, or length of contract to that of the Reappointment/Promotion Committee, 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.

The LS Dean shall make a written recommendation on reappointment and the length of reappointment (if that is the decision), and provide a signature block for the candidate. This recommendation may include suggestions for professional development and a recommendation regarding appointment. The LS Dean will provide the candidate with his other recommendation for the candidate's written response. The dean may meet with the candidate to discuss the committee's evaluation, and the Dean's own assessment.

The LS Dean will forward the review portfolio along with the committee's recommendation, the LS Dean's recommendation, and any comments from the candidate to the FAS Dean, who will make the final decision regarding reappointment.

## 2. Promotion Review Committee

The Promotion Review Committee shall review each candidate's portfolio and other relevant documentation as is made available on or around the set deadline. The committee is responsible for securing external evaluations appropriate to each candidate's promotion application and fields of practice. The committee will prepare a written review for the LS Dean that summarizes and evaluates the evidence of accomplishment consistent with the criteria of each rank. The committee's written review should indicate specifically the strengths of the faculty member under consideration in relation to University and LS criteria, and will recommend that the candidate be promoted or not promoted. A majority vote will be required to constitute a recommendation for promotion. All votes of the committee shall be by secret ballot.

The recommendation may be written by one or more committee members, but all members of the

committee should read the recommendation before it is submitted to the LS Dean. The recommendation 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 opinion. 

In cases where a candidate is being considered for both reappointment and promotion, the committee shall create a single letter that outlines the recommendation for both.

The Review Committee in consultation with the LS Dean will provide the candidate with their recommendation letter for the candidate's written response. Both the recommendation letter, and the candidate's response shall be delivered by the Review Committee chair to the LS Dean for his or her recommendation.

If the school's Dean's decision is contrary on appointment, title, or length of contract to that of the Reappointment/Promotion Committee, 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.

The LS Dean shall make a written recommendation on promotion and provide a signature block for the candidate. The LS Dean will provide the candidate with his or her recommendation for the candidate's written response. The LS Dean may meet with the candidate to discuss the committee's evaluation, and the LS Dean's own assessment. 

The LS Dean will forward the promotion portfolio along with the committee's recommendation, the LS Dean's recommendation, and any comments from the candidate to the FAS Dean, who will make the final decision regarding promotion.

### **3. Annual Merit Review Committee**

The Annual Merit Review Committee shall review the Annual Activities reports submitted each spring term by the faculty. These reports will be assessed and ranked to determine recommendations of candidates for extraordinary merit increase. The committee shall compose a list of faculty and forward its recommendations to the LS Dean. 

### **IV. 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 may be impacted by curricular and structural changes and improvements in academic programs. In such an event, the review would focus on whether the LS professor would be able to teach in the new revised curriculum or academic structure, and if so, in what curricular capacity.

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 Liberal Studies.

### **A. Process and Timeline**

The performance review shall occur in the penultimate year of the contract. During the first week of the penultimate year of an appointment, the faculty member receives notification that he or she is up for review. With prior approval by the LS Dean, the contract “clock” may be tolled (i.e. “suspended”) 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, the contents of which are detailed below in Section C. The timeline is as follows:

- Notification to Faculty of Reappointment Review -- on or around September 1
- Submission of portfolio – on or around February 1
- Review Committee meeting, preparation of recommendations, consultations with LS Dean –mid to end of February
- Review Committee recommendation to the candidate – on or around March 1
- Candidate’s response to committee recommendation – on or around March 7
- LS Dean’s recommendation to candidate– on or around April 1
- Candidate’s response to LS Dean’s recommendation– on or around April 7
- LS Dean’s recommendation and committee’s recommendation submitted to FAS Dean –on or around April 15
- FAS Dean’s decision communicated to candidate in writing – on or around May 15

### **B. Criteria**

The Review Committee shall consider evidence of teaching excellence, performance in areas of LS and University service, and a faculty member’s professional activities in the context of teaching expertise and/or professional identity. In assessing these areas, the Review Committee shall consider the candidate’s overall contributions to the success of Liberal Studies.

In assessing teaching excellence, the committee shall consider a broad range of data and activities. These include, but are not limited to, statement of teaching philosophy; course and/or curriculum development in LS and/or in other parts of the university; innovations in pedagogy;

participation in teaching workshops and consultations within NYU or elsewhere; published books, articles, and/or conference/workshop presentations on pedagogy; data from student evaluations; peer observations; evidence of student advising and mentoring; and evidence of faculty mentoring.

In assessing service and/or administration to the program or the University, the committee shall consider a range of activities. These include, but are not limited to, service on LS and university committees; participation in LS student affairs such as advising student activities; planning and offering events or programs; participating in student recruitment, orientation, retention, or alumni activities; and providing outreach to the community at large as a representative of LS.

The committee shall assess professional accomplishments in a candidate's fields of practice and/or other relevant professional activities as they contribute to teaching expertise, enhance his or her professional profile, and/or further the overall mission and success of LS.

The committee's written review shall specifically indicate the strengths of the faculty member under consideration in relation to University and LS 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 LS Dean.

### **C. Materials**

The Review Committee shall consider the following required materials:

- A current C.V., provided by the candidate
- A statement of teaching philosophy, provided by the candidate. This statement offers an overview of teaching methods and practices, innovations in pedagogy and/or curricular development, co-curricular activities, or other specifics that reflect the strengths, values, and approaches of the faculty member's pedagogy
- Student evaluations of teaching during the most recent appointment, provided by the candidate
- For Clinical Assistant Professor rank, two peer observations of teaching produced in keeping with LS "Guidelines for Peer Classroom Observation." For Clinical Associate Professor and Clinical (Full) Professor, one peer teaching observation is required
- A statement of professional identity, provided by the candidate. This statement, which is both descriptive and explanatory, reflects on contributions in program and/or University service and/or administration, and on professional achievements during the contract period
- All previous Dean's recommendations for reappointment and, where appropriate, for promotion.

The Review Committee may also consider other optional materials that the candidate may supply or that the committee and/or LS Dean may request, such as:

- Supplementary teaching materials (such as syllabi, assignments, teaching presentations, etc.), provided by the candidate
- Copies of scholarly and/or creative work, and/or other documentation of professional achievements during the appointment period, provided by the candidate
- Other materials, information, and/or data from the candidate that the committee requests

#### **D. Grievance**

Faculty may appeal the recommendation of the Review Committee or the LS Dean in accordance with the LS Grievance Policy. See below 

#### **V. Promotion of Clinical Faculty**

Promotion recognizes achievements in teaching excellence, contributions in service and administration in LS and/or the University, and achievements in professional activities within a candidate's disciplinary areas and/or fields of practice. The Review Committee shall consider the overall impact of the candidate's accomplishments and contributions in furthering the success of LS as an interdisciplinary, global liberal arts program.

##### **A. Process and Timeline:**

- Preliminary notification by the candidate of application for promotion – on or around September 1. At this time, the candidate shall provide to the LS Dean names, institutional titles, affiliations, and contact information of external references as appropriate for the rank of promotion 
- Solicitation of External References by the Review Committee– on or around September 30
- Submission of portfolio – on or around November 15
- External reference letters to the committee – on or around January 15
- Review Committee meeting, preparation of recommendations, consultations with LS Dean –mid to end of February
- Review Committee recommendation to the candidate – on or around March 1
- Candidate's response to the committee's recommendation– on or around March 7
- LS Dean's recommendation to candidate– on or around April 1

- Candidate's response to LS Dean's recommendation– on or around April 7
- LS Dean's recommendation, committee's recommendation, and candidate's responses submitted to FAS Dean– on or around April 15
- FAS Dean's decision communicated to candidate in writing– on or around May 15 

## **B. Eligibility and Criteria for Promotion**

Promotion recognizes exceptional contributions to LS as well as individual accomplishments in teaching excellence, service and/or administration, and achievements in professional activities.

In assessing teaching excellence, the committee shall consider a broad range of data and activities. These include, but are not limited to, previous renewal letters; statement of teaching philosophy; course and curriculum development in LS and/or in other parts of the University; innovations in teaching; participation in teaching workshops and/or consultations within NYU or elsewhere; published articles or conference/workshop presentations on pedagogy; data from student evaluations; peer observations; evidence of student advising and mentoring; and evidence of faculty mentoring.

In assessing service to the program and/or the University, the committee shall consider a range of activities. These include, but are not limited to service on LS and/or University committees; participation in LS student affairs such as advising student activities; planning and offering events or programs; participation in student recruitment, orientation, retention, or alumni activities; providing outreach to the community at large as a representative of LS.

The committee shall assess professional accomplishments in a candidate's fields of practice and/or other relevant professional activities as outlined in Part I, Section C in this policy. External evaluations shall be solicited to assist in this assessment. 

### **1. Eligibility and 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 the clinical faculty of Liberal Studies.

Promotion to the rank of Clinical Associate Professor requires demonstrated excellence in teaching, strong contributions in service and/or administration, and demonstrated achievements in professional activities. Assessment of professional activities, however, must take into account the teaching loads and administrative/service duties of the faculty member. For faculty whose responsibilities are primarily administrative, greater weight will be given to performance in this area in promotion reviews. In rare instances, an initial appointment may be made at the rank of Clinical Associate Professor.

### **2. Eligibility and 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, before applying for the rank of Clinical (Full) Professor.

Promotion requires excellence in teaching and teaching innovation, exceptional service and/or administration to the program and/or the University, as well as significant achievements in professional activities as evidenced by peer recognition in their discipline and/or fields of practice. Assessment of professional activities, however, must take into account the teaching loads and administrative/service duties of the faculty member. For faculty whose responsibilities are primarily administrative, greater weight will be given to performance in this area in promotion reviews. In rare instances, an initial appointment may be made at the rank of Clinical (Full) Professor.

### **C. Materials**

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

- A current C.V., provided by the candidate
- A statement of teaching philosophy, provided by the candidate. This statement offers an overview of teaching methods and practices, curricular development and/or innovations, co-curricular activities, or other specifics that reflect the strengths, values, and approaches of the faculty member's pedagogy
- Student evaluations of teaching during the most recent appointment, provided by the candidate
- Peer observations of teaching produced in keeping with LS "Guidelines for Peer Classroom Observation," provided by the candidate. For Clinical Assistant Professors, two teaching observations are required. For Clinical Associate Professors, one observation is required. Previous observations may be used if they were conducted less than two years prior to application for promotion
- A statement of professional identity, provided by the candidate. This statement, which is both descriptive and explanatory, reflects on contributions to program and/or University service and/or administration, and professional achievements since the previous appointment to current rank
- All previous LS Dean's recommendations for reappointment, previous Review Committee's recommendations for reappointment and, where appropriate, promotion, provided by the candidate
- Supplementary teaching materials (such as syllabi, assignments, teaching presentations, etc.), provided by the candidate

- Copies of scholarly and/or creative work, and/or other documentation of professional activities produced since the previous appointment to current rank, provided by the candidate

- External Evaluation Letters, requested and provided by the Review Committee



- Other materials, information, and/or data from the candidate that the committee and/or LS Dean requests

#### D. External Evaluations

External evaluators shall be solicited to assist in assessing the candidate's professional achievements and, when appropriate, teaching excellence. External evaluators shall base their reviews on specific materials from the candidate's portfolio. Evaluators shall remain anonymous in the committee's recommendation letters.

Evaluators must be experts or active practitioners in the field(s) in which the candidate works. Evaluators might be affiliated with universities or with non-academic institutions such as (but not limited to) laboratories, non-profit organizations, museums, research institutes, publishing houses, or journals or other publications. Evaluators might alternately have no institutional affiliation but are recognized in their field(s) of practice. When candidates are professionally active in more than one field, or are engaged in interdisciplinary work, it is recommended that evaluators be selected with the candidate's range of activities in mind. Evaluators solicited from abroad are welcome but not required.

Candidates should avoid conflicts of interest in their evaluator selections. In particular, they should not propose evaluators who are their former graduate supervisors, or former or current co-authors or co-researchers.



Candidates for Associate Clinical Professor shall propose a list of two evaluators, one of whom shall be selected by the Review Committee Chair in consultation with the LS Dean. The Review Committee shall select one additional evaluator (not nominated by the faculty member), in consultation with LS faculty in the candidate's fields of practice.



Candidates for Clinical (Full) Professor shall propose a list of three evaluators, one of whom will be selected by the Review Committee Chair in consultation with the LS Dean. The Review Committee will select two additional evaluators (not nominated by the faculty member), in consultation with LS faculty in the candidate's fields of practice.



All candidates for promotion may identify and submit to the committee one or two potential evaluators whom he or she believes would not—for professional or personal reasons—provide a balanced evaluation.



A letter, prepared by the LS Dean, shall be sent to all selected evaluators requesting their

participation in the review process. The letter shall outline the focus of LS as a teaching-centered, interdisciplinary global curriculum, and detail the contract obligations of LS faculty. If the initial group of evaluators provided by the candidate is unable to participate in the review, the Review Committee chair shall request an additional list from the candidate.

#### **E. Grievance**

Faculty may appeal the recommendation of the Review Committee or the LS Dean in accordance with the LS Grievance Policy. See below. 

#### **VI. Salary Adjustments**

Promotion grants a salary adjustment to the baseline salary for each rank.<sup>4</sup>

#### **VII. Revision and Amendments to Policy**

LS faculty, LS Dean or FAS Dean may suggest changes or amendments to this Policy. Changes or amendments shall be made in accordance with the governing structure of LS and FAS, and University policy regarding full-time, continuing contract faculty. Ordinarily proposed changes or amendments shall be brought to the appropriate faculty committee for consultation with the LS Dean before they are brought before the LS Faculty Assembly for discussion.

Approval of changes is required by electronic vote by full-time LS faculty. Any approved changes are subject to review by the LS Dean and FAS Dean. Unless otherwise noted, approved changes and amendments will impact reappointments and promotion that occur after such changes and amendments go into effect.

#### **Grievances Connected with Appointment, Reappointment, and Promotion,** (Approved by the LS Faculty, February, 2018)

The timeline and process for grievances and appeals of grievance decisions can be found in the “Faculty Policies Applicable to Full Time Continuing Contract Faculty” chapter of the NYU Faculty Handbook: The University Guidelines for Continuing Contract faculty.

<https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook.html>

In cases involving questions of appointment, reappointment, promotion, and tenure, two

grounds have been established in the bylaws as suitable bases for such an appeal: 1) that the procedures used to reach the decision were improper, or that the case received inadequate consideration, 2) that the decisions violated the academic freedom of the person in question, in which case the burden of proof is on that person.

The Grievance Committee has two basic functions: 1) to recommend to the faculty for action proposals related to grievance procedure, and 2) when it is convened by the FAS Dean, to study a grievance and to report to the FAS Dean in writing its findings of fact and its opinion on the suitable disposition of each case. 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 FAS Dean).

### **Committee on Grievance for Contract Faculty (following FAS Policy)**

**Function:** To receive, investigate, and make recommendations concerning grievances pertaining to promotion and tenure decisions, reappointment decisions, as well as other matters and decisions that involve members of the FAS as detailed in the Faculty Handbook; report recommendations to the Dean of the FAS and, if appropriate, to the FAS.

**Composition:** Nine tenured full professors elected by the FAS, with three members from each academic division, and six elected at-large continuing contract faculty (senior language lecturer, clinical associate and full professors), two from the Expository Writing Program and four from other units in FAS. Sitting department chairs and program heads may not serve on the Committee on Grievance. In addition, Liberal Studies will elect four members (clinical full) as eligible to serve on the committee in cases where the grievant is from Liberal Studies. LS Faculty members who hold administrative appointments are not eligible to serve.

**Term:** Three years.

**Structure:** The Committee shall elect its Chair annually from among its members. In cases where the grievant is from Liberal Studies, the Chair will appoint a subcommittee consisting of a minimum of five members (three from FAS and two from LS) to review each case and report its recommendations to the full Committee. The majority of the members of the subcommittee must be contract faculty members. Subcommittees for grievances pertaining to a tenured/tenure track faculty member must have one member from each academic division. Continuing contract faculty may not sit on a grievance pertaining to a tenured/tenure track faculty member.

Having decided to consider the case, the grievance subcommittee will then hear evidence and report to the FAS Dean in writing on its findings of fact and its opinion on a fair disposition of the case. After considering the advice of the subcommittee, the Dean will inform the grievant in writing of his or her decision, and include a summary of the subcommittee's report provided by the subcommittee. If the subcommittee'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 subcommittee made as a part of the subcommittee'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

subcommittee along with the procedure for appeal.

---

<sup>4</sup> Those faculty who remain at the rank of Master Teachers will receive AMI awards as appropriate, but no other salary increments, and will not be eligible for baseline salary adjustments. If a faculty member holding the title of Master Teacher applies for promotion, full-time service as a Master Teacher will be counted toward the requisite years in rank, and a salary adjustment appropriate to the rank would take effect.