



Date: May 6, 2016

Memo to: David W. McLaughlin, Provost

From: Allen Mincer
Chairperson, T-Faculty Senators Council
A/Y 2015-2016

Subject: Recommendations of the T-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 5, 2016 meeting of the T-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

Awam Amkpa, T-FSC Vice Chairperson
Arvind Rajagopal, T-FSC Secretary
Mitchell Kane, T-FSC Immediate Past Secretary
Warren Jelinek, T-FSC Personnel Policies & Tenure Modifications Committee Co-Chair
Nancy Van Devanter, T-FSC Personnel Policies & Tenure Modifications Committee Co-Chair

**Recommendations Of
The Tenured/Tenure Track Faculty Senators Council In Regard To:**

**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**

Background

From the Provost's letter to C-FSC and T-FSC:

"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."

Substantive Recommendations:

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

A. Teaching

First Paragraph

"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. "

Recommendation

Consider specifying when "administrative and professional duties and other professional activities that serve the university or ISAW" may substitute for one or more courses." As this may be difficult to define precisely, it could be defined in terms of "greater than requiring x% of full-time employment",

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

C. Professional Activity

First Paragraph

First Sentence

Page 2

“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.”

Recommendation

Consider deleting “ at a high level”, as it is an ill-defined term open to subjective interpretation

3. II. Appointment of Clinical Faculty

A. Criteria

Second Paragraph

Page 3

“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.”

Recommendation

Consider replacing “role in” with “qualifications with respect to”, as a more appropriate descriptive in the context of “the university’s commitment to appoint and retain the best faculty in all disciplines”.

4. II. Appointment of Clinical Faculty

C. Terms of Appointment

First Bullet Item

Page 3–4

“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.”

Recommendation

In keeping with the spirit of the proviso of the

NEW YORK UNIVERSITY GUIDELINES FOR FULL-TIME NON-TENURE TRACK/CONTRACT FACULTY APPOINTMENTS

IV. HIRING, REAPPOINTMENT, PROMOTION AND PERFORMANCE ASSESSMENT

Excellence in Faculty Appointments

Hiring Plan and Process

a. Duration of Contracts:

“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 are programmatically and academically desirable in a number of schools and

academic programs within schools, and can be justified accordingly.”

Consider specifying that if a FTNTT/CF member appointed on successive one-year contracts successfully completes the three-year review, he or she may be eligible for a three-year contract.

5. II. Appointment of Clinical Faculty
C. Terms of Appointment
Specific terms are:
Second Bullet Item
Page 4

“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.)”

As the third bullet item indicates that Clinical Associate Professors may have five-year appointments, and as the language of the second bullet item refers to promotion apart from reappointment of Clinical Assistant Professors and Clinical Associate Professors only on a three-year appointment schedule, the language of the second bullet item cannot accommodate a promotion of Clinical Associate Professors on a five-year appointment schedule.

Recommendation

Disengage the promotion schedule for Clinical Associate Professors from that for Clinical Assistant Professors and add new language that specifies the promotion schedule for Clinical Associate Professors based on a five-year appointment.

6. III. Review and Reappointment of Clinical Faculty
First Paragraph
Third Sentence
Page 4

“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 1

Consider specifying that for a faculty member whose position is to be eliminated at the end of his or her contract, if another position is vacant, the faculty member, if he or she so desires, will be evaluated as to his or her qualifications to fill that position, and if qualified, will be considered to fill that position.

Recommendation 2

Add the stipulation that if the reason not to reappoint is due to curricular and structural

changes and improvements in academic programs, that reason will be clearly stated in the report not to reappoint, which will be available to the not-reappointed clinical faculty member, so as to eliminate any possibility that the decision not to reappoint could be interpreted as due to the failure of the faculty member's performance.

7. III. Review and Reappointment of Clinical Faculty
 - A. The Review CommitteeThird Paragraph
Final Sentence
Page 5

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

Recommendation 1

Specify that the vote of the committee shall be by closed ballot.

Recommendation 2

The adjective "successful" modifies review in this sentence. The review may be "successful" but the vote of the committee may be not to reappoint.

Re-write the sentence as:

"A majority closed ballot vote of the review committee in favor of reappointment shall be required for a recommendation to reappoint."

Recommendation 3

Consider adding: "Re-voting shall not be undertaken for the sole purpose of achieving near consensus or unanimity or to avoid reporting a split vote."

8. III. Review and Reappointment of Clinical Faculty
 - A. The Review CommitteeFourth Paragraph
First Sentence
Page 5

"The full faculty reviews the report of the review committee and votes whether to recommend reappointment."

Recommendation 1

Specify that the vote of the full faculty shall be by closed ballot.

"The full faculty reviews the report of the review committee and votes by closed ballot whether to recommend reappointment."

Recommendation 2

Consider adding: “Re-voting shall not be undertaken for the sole purpose of achieving near consensus or unanimity or to avoid reporting a split vote.”

9. IV. Promotion of Clinical Faculty

A. Review Committee:

Page 6

“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.”

Recommendation 1

For consistency, indicate how the chair of the Review Committee for promotion to Clinical Associate Professor is chosen and how the other members of the Review Committee for promotion to Clinical (Full) Professor are chosen, e.g., {appointed by the Director, elected by the faculty, etc.}.

Recommendation 2

As ISAW “... has at present only one clinical faculty member, and there are no present plans to make further such appointments” – *from the Provost’s transmittal letter* – either clarify from what group the two faculty who hold the rank of Clinical (Full) Professor will be chosen, or consider removing the stipulation that two Clinical (Full) Professors will sit on the Review Committee for Promotion to Clinical Associate Professor.

10. IV. Promotion of Clinical Faculty

D. Materials

Fifth Paragraph

Second Sentence

Page 8

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

Recommendation 1

Stipulate that the vote is by closed ballot.

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

Recommendation 2

Consider adding: “Re-voting shall not be undertaken for the sole purpose of achieving near consensus or unanimity or to avoid reporting a split vote.”

Minor editorial issues

1. I. Responsibilities of Full-Time Non-Tenure Track/Contract Faculty:
C. Professional Activity
First Paragraph
Second Sentence
Page 2

“In support of professional, scholarly, and creative work, each faculty member draws upon an individual Research Account (currently at \$5000) p.a.)”

Recommendation

Delete the first “)”.

In support of professional, scholarly, and creative work, each faculty member draws upon an individual Research Account (currently at \$5000) p.a.).

2. I. Appointment of Clinical Faculty
B. Titles
2. Clinical Associate Professor of (varies)
Second Sentence
Page 3

“In addition, they may have produced relevant professional scholarly, creative work, or performance of a nationally or internationally recognized level.”

Recommendation

Replace “of” with “at”.

3. III. Review and Reappointment of Clinical Faculty
A. The Review Committee
Second Paragraph
Page 4

“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..”

Recommendation

Replace “..” at the end of the sentence with “.”

4. III. Review and Reappointment of Clinical Faculty
A. The Review Committee
Fourth Paragraph
Third Sentence
Page 5

“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.”

Recommendation

In two instances, “appointment” should be “reappointment”

“The Director will provide the faculty member with a written summary that includes suggestions for professional development and a recommendation regarding reappointment, 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 reappointment.”