



**Date:** October 16, 2017

**Memorandum to:** Katherine Fleming, Provost

**From:** Wen Ling  
Chairperson, T-Faculty Senators Council  
A/Y 2017-2018

**Subject:** T-Faculty Senators Council Recommendations

The T-Faculty Senators Council submits the attached recommendations regarding the FAS Policies and Procedures, Recruitment of New Faculty, Language Lecturer and Senior Language Lecturer Appointments, passed at the October 12, 2017 Council meeting.

**cc:** Thomas Carew, Anne and Joel Ehrenkranz Dean, Faculty of Arts and Science  
Jonathan Lipman, Associate Dean, Faculty of Arts and Science  
Carol Morrow, Vice Provost  
Peter Gonzalez, Associate Provost for Academic Appointments

Nicholas Economides, T-FSC Vice Chairperson  
Robert Lapiner, T-FSC Secretary  
Allen Mincer, T-FSC Immediate Past Chair

Phyllis Frankl, T-FSC Personnel Policies & Tenure Modifications Co-Chair  
Nancy Van Devanter, T-FSC Personnel Policies & Tenure Modifications Co-Chair

February 17, 2017

## FAS Policies and Procedures

### Recruitment of New Faculty

#### 1.6 Language Lecturer and Senior Language Lecturer Appointments

*This document supplements NYU policies applicable to full-time continuing contract faculty. If any part of this document is inconsistent with NYU policies, the NYU policies then in effect will control. As with all NYU and FAS policies, this document is subject to change, and the policies in effect at the time of an action will apply to that action.*

#### Introduction

Language Lecturers (LL) and Senior Language Lecturers (SLL) are full-time continuing contract faculty positions that provide coordination, continuity, and consistency in instruction and/or administration. Appointees must be experienced in their particular fields and, where relevant, have had experience in language acquisition and curriculum development. Appointees should possess relevant advanced degree or scholarly or professional credentials, which may vary by discipline and department, as developed in consultation with the Divisional Dean.

Language Lecturer and Senior Language Lecturer appointments are primarily teaching positions, but may include some administrative and/or supervisory responsibilities. Research is not part of the LL or SLL faculty's formal obligations. Although LL and SLL appointments are without tenure, they are typically multi-year appointments. LL and SLL faculty members are protected by academic freedom. They receive the same health, retirement and tuition remission benefits as tenured and tenure track faculty. LLs and SLLs are ineligible for NYU faculty housing and sabbaticals.

#### Titles and Qualifications

*Language Lecturer* – Teaching experience, minimum of M.A. in foreign language teaching or other appropriate advanced degree and professional attainment in relevant teaching.

*Senior Language Lecturer* – minimum of M.A. in foreign language teaching; or other appropriate advanced degree; demonstrated excellence in teaching and instruction; and at least six years of teaching and related professional experience at NYU or elsewhere, evidence of supervisory experience (where relevant); superior contributions to the teaching program, as well as recognition for excellence in the professional field.

#### 1. RECOMMENDATION: Define “recognition for excellence in the professional field”.

“All but degree” doctoral candidates currently enrolled at NYU are not eligible to be considered for Language Lecturer or Senior Language Lecturer positions.

Continuing contract faculty also include Clinical Assistant Professors, Clinical Associate Professors, and Clinical Professors, who are addressed separately under

## **2.RECOMMENDATION: Describe the differences between Clinical Faculty and Language Lecturers responsibilities.**

**Areas of Responsibilities**– Responsibilities include some, but not necessarily all of the following, and need not be restricted to them:

- **Teaching** - the normal course load for Language Lecturers and Senior Language Lecturers is three courses per term. This load may be reduced depending on other assigned duties or responsibilities. With the approval of the relevant Divisional and School deans, administrative and professional duties and other professional activities that serve FAS may, if comparable in time demands to one or more courses, substitute for such courses.

## **3.RECOMMENDATION: Add “course load may not exceed three per semester without negotiated additional compensation.”**

- **Service** - participation on departmental committees involving language instruction is expected. Language Lecturers and Senior Language Lecturers are also expected to be available to provide advice to the department Chair or Director of Undergraduate Studies or Director of Graduate Studies regarding curriculum, teaching assignments, and any other matters related to their area of instruction.
- **Research** - Although there is no obligation to conduct research, Language Lecturers and Senior Language Lecturers may be eligible to be principal investigators on curriculum grants, training and teaching grants and other non-research grants in accordance with University policy. Approval to serve as principal investigator on research-related grants will be considered on a case by case basis in accordance with University policy.
- **Administrative** - In some cases, Language Lecturers and Senior Language Lecturers will have program-related administrative duties, including but not limited to: curriculum development, selection of textbooks and instructional methodologies, implementation of technologies, class schedules, student advisement, supervision of laboratories (if applicable), supervision and training of language faculty and adjuncts, and program management.

## **Terms of Appointment**

- Unless stipulated otherwise in an appointment letter, Language Lecturers and Senior Language Lecturers are appointed for the academic year (September to May) and paid over twelve months (starting October 1). If appointed mid-year, the term of the appointment should be aligned to include the partial year and subsequent full academic year (i.e., the initial appointment would be for at least 1.5 years).
- Summer teaching appointments are optional and are made, subject to curricular needs and the faculty member’s desire to teach, with additional compensation. Administrative duties that carry over beyond the nine-month academic year and require service during the summer may carry additional summer compensation.

- **Length of Appointment** – Language Lecturers: the initial appointment can be made for one to three years. Subsequent reappointment can be made for one to three years. Appointments in this rank cannot be made for more than a total of six years. A Language Lecturer who is not promoted to Senior Language Lecturer at the expiration of six years shall be ineligible for reappointment as a Language Lecturer in FAS.

**3. RECOMMENDATION: NYU Guidelines for clinical faculty state “wherever possible schools are encouraged to reduce reliance on one year contracts.” Suggest including this language above and below.**

- Senior Language Lecturers: the initial appointment is for one to three years. The subsequent reappointment(s) can be made for one to five years. There is no limit to the number of terms that a Senior Language Lecturer can be reappointed.
- One-year appointments are typically reserved to address temporary programmatic needs (e.g., a leave or resignation). There is no expectation of renewal, though appointments may be renewed on an annual basis on the recommendation of the Chair or Director.
- In rare instances, a one-semester appointment as a Language Lecturer may be made to meet an immediate short-term gap in teaching coverage. In these instances there is no expectation of renewal.
- Appointments automatically terminate at the close of the period of time stipulated in the contract, unless there is an official notice of renewal.

### **Annual Review**

Language Lecturers and Senior Language Lecturers are subject to the annual merit increase (AMI) review, conducted for all full-time faculty members by the department chair or program director, with input from the appropriate faculty committee, as per department or program procedure. Language Lecturers and Senior Language Lecturers will submit an Annual Faculty Personnel Record Supplement, usually in January of each academic year, to report on their teaching and service. This report will be used in the annual merit review, which typically considers the faculty member’s teaching performance, contribution to the effectiveness of the program or department, and relevant administrative performance. Note that additional weight will be given to the performance of administrative duties for faculty whose duties are primarily administrative.

**4. RECOMMENDATION There is no mention above of consideration of research as there is in the reviews for reappointment and promotion. Suggest adding the same language above for consistency.**

### **Governance**

Full Faculty meeting attendance and voting rights can be found under University Bylaw 82 (c). FAS practice is to hold joint full faculty meetings inclusive of continuing contract faculty, including Language Lecturers, Senior Language Lecturers, and tenure/tenure track faculty. Language Lecturers and Senior Language Lecturers are also eligible to participate and vote in the FAS Faculty Assembly.

At the department level, continuing contract faculty, including Language Lecturers and Senior Language Lecturers, may participate as members of the department faculty in department governance, with the exclusion of matters related to promotion and tenure, and hiring of tenured and tenure-track faculty, and matters directly or indirectly affecting the individual's candidacy for a degree, or matters affecting his or her status on the faculty of NYU.

### **Procedures for Recruitment and Appointment**

As part of the Annual Planning Report, the Chair/Director forwards to the Divisional Dean a Faculty Staffing Plan outlining requests for new faculty hiring. In particular, the request should include a justification that there is an important teaching need, and that this need can best be met with a Language Lecturer or Senior Language Lecturer. Detailed procedures for recruitment of new full time faculty, including Language Lecturers and Senior Language Lecturers, are available online at <http://as.nyu.edu/object/aboutas.pp.assocdean.recruitment>.

Appointment letters specifying the terms and length of employment are issued by the Divisional Dean.

### **Procedures for Reappointment** **General Considerations:**

Appointment processes for continuing contract faculty, including Language Lecturers and Senior Language Lecturers, shall reflect the University's overriding commitment to enhance academic excellence and to provide students with the best available educational experience. Thus, each continuing contract faculty appointment and reappointment shall be evaluated in the light of the contribution it makes to the distinct excellence of the school, including its educational and training programs, and shall exemplify the University's commitment to appoint and retain the best faculty in all disciplines.

Reappointment is based on departmental criteria of overall performance as a teacher and, if applicable, as an administrator. In addition, reappointment is subject to the academic and curricular needs of FAS and the University; thus, review for reappointment and promotion shall consider curricular or structural changes and improvements in academic programs. 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 improvement in academic programs. In this case, the basis for non-reappointment will be clearly stated in the notice given to the faculty member

### **Reappointment for Multi-Year Contracts of Three Years or More, and/or Promotion**

University guidelines require continuing contract faculty, including Language Lecturers and Senior Language Lecturers, to be reviewed in the penultimate year of a multi-year contract. Penultimate year reviews must be submitted by the department or program to the appropriate Divisional Dean by March 15. If the department has any concerns that a Language Lecturer or Senior Language Lecturer is not fulfilling the requirements of the position or that the position may not be needed to fulfill the teaching mission of the department or program, these should be

clearly outlined in the report submitted to the Divisional Dean. Any reservations must be shared in writing and in person with the faculty member, who is obliged to acknowledge receipt of this information by countersigning the report on a summary of the report, so that he or she is under no misunderstanding regarding the expectations for him or her. The Chair or Director must submit a written report to the Divisional Dean that includes the substance of the review and a recommendation for reappointment, promotion or termination. In the event of a decision to reappoint the faculty member shall complete the remainder of his/her term and shall be reappointed, normally, for another multi-year term.

Following a review, if the decision is not to offer a reappointment, the faculty member shall be notified of the decision no later than August 31<sup>st</sup> of the penultimate year, and shall continue to be under contract for the final year.

Upon request, the timing of a review may be delayed by stopping the contract clock for reasonable cause that has been approved by the Divisional Dean, e.g., medical, personal, as primary caregiver for child, spouse, parent, same sex domestic partner, or by contractual stipulation or negotiation.

When a position is to be eliminated at the end of the contract term and there is no similar position open, there is no reappointment process; however, the faculty member may request a performance review for career development.

For faculty whose responsibilities are primarily administrative, greater weight will be given to performance in both multi-year appointments and recommendations for promotion.

**5. RECOMMENDATION: Clarify this statement. To what aspect of performance will be given additional weight be given.**

### **Reappointment for Continuous Service on One-Year or Two-Year Contracts**

In addition to contracts of three years or more, Language Lecturers and Senior Language Lecturers may be recommended by the Department Chair or Director to a series of one-year or two-year full time contracts. Notification of reappointment decisions should be made to the Divisional Dean by March 15<sup>th</sup>. In the third year of continuous appointments, the faculty member shall be subject to formal review comparable to those to which faculty members on longer multi-year contracts are subject.

**6. RECOMMENDATION: A “series of one-year or two year contracts” described above is inconsistent with NYU guidelines for Contract faculty. See Recommendation 3 above.**

### **Formal Review Processes**

The review, whether for renewal and/or promotion is undertaken by a committee appointed by the department Chair or Director, consisting of three to five full-time faculty, with a minimum of two tenured or tenure-track faculty and at least one contract faculty member. In the case of promotion to Senior Language Lecturer, Language Lecturers are not eligible to serve. In any event, the committee shall not include a Language Lecturer or Senior Language under review

for reappointment that year. Any deviation from this configuration of the committee must be approved by the Divisional Dean.

**7. RECOMMENDATION: Suggest revision of this language to account for the following: Feedback from FAS- TFSC faculty suggests that the Expository Writing Program, which employs one third of the 300 LL and SLL in FAS, does not have the requisite number of T/TT faculty to meet this requirement, nor is it feasible to have the only T/TT faculty member (the Director) participate in all 20-30 reviews per year.**

#### *I. PROMOTION*

If the review packet is for promotion, it also must describe how the candidate meets the qualifications for Senior Language Lecturer as prescribed by the “Titles and Qualifications” section of this document. A review for promotion to Senior Language Lecturer is mandatory in the sixth year of service.

In addition to the consideration of teaching, administration, and service activities, recommendations regarding promotion also may be based on a prognosis of the 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 FAS.

#### *II. DEPARTMENT*

The candidate should submit a personal statement, curriculum vitae, course syllabi, and teaching evaluations to the Chair or Director of the Department; for candidates on multi-year appointments, this should be submitted on or before February 1 of the penultimate year of their current appointment. These materials are to be made available to the review committee for their evaluation. The review committee should prepare a report of their evaluation and recommendation, which has been read, approved and signed by all committee members. The committee report 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, the dissenting opinion should be appended to the majority review. The committee report may be supplemented by input from other members of the department. The committee report and supporting materials must be made available to and discussed by the eligible faculty. Faculty members in the department may propose amendments to the report.

The departmental committee must present its final recommendations to the faculty for a vote. The recommendation must take the form of a written report. In the case of reappointment of a Language Lecturer, all tenure-track and tenured faculty members and Senior Language Lecturers are eligible to vote. For promotion to, or reappointment as Senior Language Lecturer, only tenure-track and tenured faculty members and Senior Language Lecturers are eligible to vote. There should be an open discussion among the eligible faculty members in advance of a vote, which must be conducted by secret ballot. Faculty not present at the discussion should be invited to submit a vote and opinion in writing; these votes and opinions must be recorded separately from those who attended the discussion.

The review packet to be presented to the faculty should normally include:

- An up-to-date curriculum vitae of the candidate

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- A description of the candidate's teaching and administrative responsibilities
- A list of all courses taught since the last review
- Committee service
- An evaluation of teaching performance of the candidate, which should include:
  - Course evaluations (provided by the department administration)
  - Course syllabi (provided by the candidate)
  - Reports of classroom observation (provided by department administration or committee)
- An evaluation by the committee of the candidate's other contributions to the instructional program, for example, curriculum development
- If applicable, an evaluation of the candidate's administrative performance, including any role in the training and supervising of adjunct instructors or other Language Lecturers.
- A personal statement from the candidate assessing his or her contributions
- If applicable, scholarship including, but not limited to, research and publications related to their specific discipline or field, to the pedagogy of their field, or to the work of the department/program/university.

The committee will consider all work activity, as listed above, since the last review, including materials from the ultimate year of the previous contract.

A summary of the review, prepared by the Chair or Director in the form of a letter, must be given to the candidate and discussed with him or her by the Chair or Director. The candidate must sign the letter to indicate that he or she has read it and discussed it with the Chair or Director. This summary must cover both strengths and weaknesses of the candidate's performance.

The summary letter to the candidate must include the recommendation that the evaluation committee is making to the Divisional Dean, including promotion, the length of reappointment (if that is the decision), and a signature block for the candidate. It must also include the following sentences: "Regardless of the merits for reappointment/promotion at this time, this letter does not constitute a guarantee of future reappointment." "Candidates will be judged for reappointment/promotion in the future according to the conditions and standards in effect at the time of their next review." "I have read this letter and understand its contents."

A draft of the candidates summary letter should be forwarded to the Divisional Dean along with the review packet and the committee's recommendation by March 15. Once approved by the Divisional Dean, the candidate's summary letter must be signed by both the Chair and the candidate.

### *III FAS DEAN'S OFFICE*

The Departmental Review and all relevant supporting materials will be reviewed by the relevant Divisional Dean. Additional input from the Dean of the College of Arts and Science, and the Dean of the Graduate School of Arts and Science may also be sought, as appropriate. The Deans may consult with faculty from academic departments other than the candidate's home department. If there are questions in any particular case, the chair of the department review committee may be asked to provide additional information to the Divisional Dean.

The Divisional Dean makes his or her recommendation to the Dean of Arts and Science. After receiving the Divisional Dean's advice, the Dean of Arts and Science will inform the Department Chair of the advice provided by the Divisional Dean as well as his or her own decision. If the decision of the Arts and Science Dean is contrary to that of the departmental evaluation committee, the Dean will provide the department chair with the reasons. The Chair or Director has an opportunity to respond to the Dean's decision in writing and provide additional information within ten days.

Notice of intention not to reappoint shall be sent to the faculty member not later than August 31<sup>st</sup> of the penultimate year of the contract.

### **Faculty Grievances**

Faculty Grievances are classified into two main types: 1) those connected with reappointment or promotion and 2) those concerned with other matters, such as duties, salaries, perquisites, and working conditions

As per university guidelines, with respect to grievances related to reappointment and promotion, outcomes of the review process or decisions reached through the review process can be grieved only to the extent that they involve violation of University-protected rights of faculty members. Thus, a grievance of either type must allege that 1) the procedures used to reach the decision were improper, or that the case received inadequate consideration; or 2) that the decisions violated the academic freedom of the faculty member in question, in which case the burden of proof falls to the grievant.

- The decision not to undertake the reappointment process where a position is to be eliminated at the end of the contract term, and where no similar position is open, is not the basis for a grievance.
- A Language Lecturer or Senior Language Lecturer whose contract is non-renewable or who is not eligible for reappointment cannot grieve a decision not to reappoint.
- Individuals on multi-year contracts of three years or more who are subject to a review process to determine whether they are to be reappointed do have a right to grieve the process in the event it leads to a negative decision with respect to reappointment or promotion, under the same criteria as cited in the preceding paragraph.
- Faculty on continuous one-year or two-year appointments are similarly entitled to grieve the process in the event the third year review process leads to a negative decision.

If a faculty member's grievance is not settled informally at a level below the Dean, or by the Dean himself or herself, the faculty member may appeal to the Dean to convoke the FAS Continuing Contract Faculty Grievance Committee, to hear grievances in order to advise the Dean.

The following transitional structure for the Grievance Committee, approved April 16, 2015 by the Office of the Provost, is in place until otherwise amended: this committee is composed of 5 faculty members, consisting of 2 tenured faculty members elected to the standing FAS Grievance Committee and 3 senior members of the FAS Continuing Contract Faculty Senate or

senior contract faculty members of the Faculty Assembly.

The Dean shall convoke the committee within fifteen working days of receiving the faculty member's appeal.

### **Appeal**

Following the review of the FAS Grievance Committee, in the event the decision of the Dean of Arts and Science is not to reappoint or promote, an appeal can be made to the Provost, following the procedures enumerated in the [Faculty Handbook](#).

### **General Disciplinary Regulations**

All faculty members have an obligation to comply with the rules and regulations of the University and its schools, colleges, and departments. These rules protect the rights and freedoms of all members of the academic community. In particular, the faculty member is obligated to comply with the standards of academic freedom as outlined in the [Faculty Handbook](#).

Disciplinary action may follow when the faculty member engages in other conduct unbecoming a member of the faculty, such as violation of the New York University Rules for the Maintenance of Public Order, any action which interferes with the regular operations of the University or the rights of others, any serious violation of the law, or any other conduct prejudicial to the teaching, research, or welfare of the University as set forth in the [Faculty Handbook](#).