



Date: February 25, 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 in regards to: Robert F. Wagner Graduate School of Public Service Draft Appointment and Promotion Standards and Procedures for Full-Time Non-Tenure Track/Contract Faculty

At the February 25, 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
Sherry L. Glied, Dean, Robert F. Wagner Graduate School of Public Service
Anthony M. Bertelli, Vice Dean for Academic Affairs and Research
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 Continuing Contract Faculty Senators Council and
The Tenured/Tenure Track Faculty Senators Council
In Regard To:**

**Robert F. Wagner Graduate School of Public Service
DRAFT Appointment and Promotion Standards and Procedures
for Full-Time Non-Tenure Track/Contract Faculty**

Background

From a letter dated July 14, 2015, sent by Provost David McLaughlin: “The Office of the Dean of the Wagner Graduate School of Public Service has completed a process within the school to create *Appointment and Promotion Standards and Procedures for Full-Time Non-Tenure Track/Contract Faculty*. The faculty voted on May 29 to approve this document. My office together with the Office of General Counsel worked with the school to edit the document to ensure consistency with University Guidelines for Full-Time Non-Tenure Track/Contract Faculty Appointments.”

The following document consists of recommendations made jointly by the C- FSC Personnel Policies & Contract Issues Committee and the T-FSC Personnel Policies & Tenure Modifications Committee in an effort to improve the Robert F. Wagner Graduate School of Public Service Appointment and Promotion Standards and Procedures for Full-Time Non-Tenure Track/Contract Faculty and to ensure its compliance with the University Guidelines For Full-Time Non-Tenure Track/Contract Faculty Appointment

Substantive Major Recommendations

1. General recommendation:

The New York University Guidelines for Full-Time Non-Tenure/Contract Faculty, issued June 12, 2014, page 1, Section II state: “Formulation of School Policies, paragraph 2, sentence 1 state: “In response to these guidelines and as appropriate thereafter, schools shall formulate and/or amend their policies in accordance with existing school governance processes and with the expectation that FTNTT/CF shall participate in formulating and/or amending the school policy to the extent and manner in which school governance policies permit.”

We strongly recommend that any development of this policy follow the letter and the spirit contained in the above quote. We recommend that after the Provost has read the recommendations made by the C-FSC and the T-FSC and determined which recommendations for changes to the original school policy document are warranted, all school policy documents (along with the recommendations of the two senate faculty councils) be returned to the school in question for perusal, discussion and vote by the full faculty of that school, which policy must necessarily include the grievance/appeal process.

2. Page 1, Section I, Introduction:

This document sets forth the standards and procedures for participation in governance by, the appointment, reappointment and promotion, and grievance rights of full-time non-tenure track, contract faculty (FTNTT/CF) at the Robert F. Wagner Graduate School of Public Service (Wagner).

a. Recommendation

We recommend the inclusion of some information on the formulation of the document. Did the Wagner faculty participate in its formulation, and were FTNTT/CF among those faculty?

b. Recommendation

We recommend that the following be added: "Any amendment to this Policy must be in writing, submitted in advance to the faculty for discussion, for the possibility for amendments, and for a vote."

3. II. PARTICIPATION IN GOVERNANCE

Second Sentence

Page 1

"At the department level, FTNTT/CF 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 the status of an FTNTT/CF member on the faculty at NYU."

a. "... and matters directly or indirectly affecting the individual's candidacy for a degree ...

What individual?

As an academic, should not a FTNTT/CF member participate in degree granting?

b. "...or matters affecting the status of an FTNTT/CF member on the faculty at NYU."

This phrase is contradictory to: |III. STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

C. Initial Appointment

D. Periodic Review, Reappointment, and Promotion

E. Procedures for Reappointment and Promotion,

as these sections indicate that the FTNTT/CF participate by voting on the initial appointment, periodic review, reappointment, and promotion.

Recommendation

Re-write this sentence so that its substantive content does not conflict with other sections of this document and to clarify for which individuals the FTNTT/CF are excluded from participating in

matters that directly or indirectly affect candidacy for a degree.

If the meaning of: "... and matters directly or indirectly affecting the individual's candidacy for a degree, or matters affecting his or her status on the faculty at NYU." is as indicated in the following sentence, end the existing sentence after "... tenure track faculty" and include the following sentence, otherwise rewrite this clause to clarify its meaning:

"A clinical faculty member does not participate in matters related to his or her candidacy for a degree or matters affecting his or her status on the faculty of NYU. "

4. Page 2, Section III, paragraph 3, end of paragraph

Recommendation:

Because contract faculty are non-tenured, add language describing the differences between tenured faculty expectations and non-tenured faculty expectations. A model might be the following (from the FAS Website, "Recruitment of New Faculty, Section 1.7, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professors, Overview," <http://as.nyu.edu/object/aboutas.pp.assocdean.recuitment.html>):

"Clinical Faculty lines differ from tenure-track lines. Although clinical lines are without tenure, they are typically multiyear and research is not part of their formal responsibilities. "

5. Page 2, Section III, Part C, paragraph 2, sentence 2

The ad hoc faculty search committee shall report to the Appointment, Promotion and Tenure Committee detailing the qualifications of any candidate for initial appointment and provide the Appointment, Promotion and Tenure Committee any supporting documentation that the ad hoc faculty search committee deems appropriate.

Recommendation

We recommend that the composition of the ad hoc faculty search committee be described. Will it include continuing faculty, as specified in the Guidelines ("Schools are expected to include FTNTT/CF in the hiring process for full-time contract faculty.")?

6. Page 2, Section III, Part C, paragraph 2, sentence 4:

Initial appointments are typically for one year, subject to review for reappointment pursuant to subsections D and E below.

Recommendation

As per the NYU Guidelines, "...wherever possible, schools are encouraged to reduce reliance on one-year contracts." We recommend that initial appointments be for three years, with the first year probationary.

7. Page 2, Section III, Part C, paragraph 2, sentence 5:

Reappointments are typically for three years, but may be for less than three years.

Recommendation

- a.. We recommend that the circumstances under which a contract of less than three years would be given be specified, or that some examples of such circumstances be listed. Further, if a one-year contract is adopted, the Dean must supply a written justification, based on programmatic and academic considerations, to the Wagner faculty. To satisfy the requirement, as stated in the "University Guidelines for Full-Time Non-Tenure Track/Contract Faculty Appointments," that "school policies shall include a rationale for a FTNTT/CF title(s) that carries a one-year appointment," add the following language:

"If a one-year contract is adopted, the dean must supply a written justification, based on programmatic and academic considerations, to the faculty."

- b. To prevent the establishment of a permanent group of faculty on one-year appointments (when the norm is three- and five-year appointments), add language allowing for a transition to a three-year appointment for faculty on one-year appointments who successfully complete a third- year review, such as:

"Faculty members on continuous one-year appointments who successfully complete their third-year formal review shall move to a three-year appointment."

8. Page 3, Section III, Part C, paragraph 4, sentence 3:

"Such recommendation of the faculty shall be advisory to the Dean."

Recommendation

For the sake of transparency, we recommend that this be followed by language, adapted from the FAS website, "PROCEDURES for Reappointment and/or Promotion" for clinical faculty (<http://as.nyu.edu/object/aboutas.pp.assocdean.recruitment.html>):

If the Dean's decision is contrary on appointment or length of contact to that of the faculty, the Dean will provide the full faculty with his/her 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.

9. Page 3, Section III, Part D, paragraph 1:

"... must include: (a) review committee, which is advisory to the dean and/or unit head, and rules determining how the committee is to be constituted; (b) a statement ..."

Recommendation

We recommend that this committee should include FTNTT/CF and that all members should be elected by their peers.

10. Page 3, Section III, Part D, paragraph 2, sentence 2:

There is an expectation that the candidate is fully engaged at Wagner to help build and strengthen the school.

Recommendation

We recommend that this statement be deleted on the basis that the state of being "fully engaged" is too broad to be assessed for the purposes of review, reappointment, and promotion.

11. Page 3, Section III, Part D, paragraph 2, sentence 5:

"Performance shall be reviewed annually by the Vice or Associate Dean for Academic Affairs on the basis of a docket prepared by the FTNTT/CF member."

Recommendation

- a. What is the content of this docket (or report)? Is it part of the Annual Merit Review? If not, what is its purpose?
- b. Specify how "performance" will be assessed. For example, the following factors might be considered: course materials (e.g., syllabi, lecture notes, assignments), course development and innovation, instructor development, collegial observations, self-presentation, samples of student writing, evidence of continuing influence upon students, examples of learning beyond the classroom, student evaluations, etc.
- c. Add: "For faculty whose responsibilities are primarily administrative, greater weight will be given to performance in this area in reviews for reappointment and promotion."
- d. Add the stipulation that the FTNTT/CF member will receive feedback from the review.

12. Page 3, Section III, Part E, Item 1, Reappointment:

Recommendation

We recommend starting this item with a reference to the review committee described in Part D, and adding the following as bullet points:

- a. The Committee should choose its own chair, who then coordinates the creation of the committee's report and recommendation for reappointment, which is then submitted to the dean. The duties of the chair should be included in this paragraph, as well as the process of evaluating the review material. The process of the creation of the committee's report should be explicitly stated with language similar to the following:

"The committee will prepare a written review for the dean evaluating and

summarizing the evidence of accomplishment, noting areas that require improvement, and making a recommendation regarding reappointment, and promotion and contract length (when applicable).”

- b. Further, the committee should hold a secret ballot to determine the majority opinion. In that case, the minority opinion should also be included in the report as an appendix.
- c. A majority vote of the Reappointment Review Committee shall be required for a successful review, all votes of that Committee shall be by secret ballot and re-voting by that Committee shall occur only if new material becomes available.
- d. The review may be written by one or more member of the Review and Reappointment Committee, but all members of the committee should read the review before it is submitted to the 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 review.

13. Page 3, Section III, Part E, Item 1, Step 1, sentence 1:

First, a docket consisting of a personal statement documenting the qualifications for reappointment and evidence of teaching performance shall be prepared by the FTNNTT/CF member under review and submitted for review to the Vice or Associate Dean for Academic Affairs for further review by the Appointment, Promotion and Tenure Committee.

Recommendation

Clarify the review procedures. For example, what role will the Vice or Associate Dean take in relations to the Appointment, Promotion, and Tenure Committee?

14. Page 4, Section III, Part E, Item 1, Step 1, sentence 2:

For FTNNTT/CF members having one-year contracts, the review shall be commenced in the spring semester of the contract year or at least four months prior to termination of the contract.

Recommendation

- a. The University Guidelines state that, "...wherever possible, schools are encouraged to reduce reliance on one-year contracts." Therefore, a reappointment to a one-year term should "include a rationale" for the contract, presented in writing to the faculty.
- b. Further, four months prior to termination of the contract is insufficient. The Guidelines state that, "Normally, a FTNNTT/CF must be notified of the intention not to be reappointed no later than March 1 of the final year of the contract, if the

appointment is to be terminated on August 31. Normally, a FTNTT/CF whose period of appointment is due to terminate on a date other than August 31 must be notified of the intention not to be reappointed no later than 180 days prior to the termination date." Therefore, we recommend that the review be completed no later than February 1, with the notification to be made by March 1.

- c. Should the faculty member under review be completing the third such contract, the Guidelines state that, "In the first semester of the third year of continuous appointments, a FTNTT/CF member shall be subject to formal review comparable to those to which faculty members on longer multi-year contracts are subject. The process governing third-year reviews of faculty on continuous contracts shall include:
- a review committee, which is advisory to the dean and/or unit head, and rules determining how the committee is to be constituted;
 - a statement of the academic criteria in the areas of teaching, program development, the creative arts (where appropriate), department and school service, and scholarship (where appropriate) that will guide the committee's evaluation;
 - the criteria of assessment in effect at the time, which shall be available to the faculty in print and on the web;
 - a published and widely available calendar for department/school-level reviews and communication to faculty members that accords fair and timely notice of a review to take place and of its outcome. Schools may have different administrative calendars; however, all schools shall provide adequate notice for individuals to pursue alternative employment in the event of a negative decision. Normally, a FTNTT/CF 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 31. Normally, a FTNTT/CF whose period of appointment is due to terminate on a date other than August 31 must be notified of the intention not to be reappointed no later than 180 days prior to the termination date;
 - the grounds for stopping the contract clock for reasonable cause (e.g., medical, personal, as primary caregiver for child, spouse, parent, same-sex domestic partner, or by contractual stipulation or negotiation); and
 - the grounds for grievance and appeal as laid out in this document (below, Section V.).

We recommend including the University Guideline language to account for the third year review of continuous one-year appointments

15. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY
E. Procedures for Reappointment and Promotion
1. Reappointment
Third Paragraph

“Reappointments are typically for three years, but can be for less than three years.”

Recommendation 1

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.”

- a. Specify the atypical circumstance under which reappointments will be for less than three years.
- b. Consider specifying that if a faculty member is appointed on a one-year contract and reappointed on two subsequent one-year contracts (a total of three one-year contracts) and has completed a successful third-year review he or she shall be moved to a three-year contract.

Recommendation 2

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.

16. Page 4, Section III, Part E, Item 1, Step 3, sentence 1:

“Third, the Dean’s decision is rendered”

Recommendation

Again, for the sake of transparency, we recommend that this be followed by language, adapted from the FAS website, “PROCEDURES for Reappointment and/or

Promotion” for clinical faculty

(<http://as.nyu.edu/object/aboutas.pp.assocdean.recuitment.html>):

If the Dean's decision is contrary on reappointment or length of contact to that of the faculty, the Dean will provide the full faculty with his/her 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.

17. Page 4, Section III, Part E, Item 1, Step 3, sentence 2:

“Decisions regarding reappointment for FTNTT/CF members having one-year contracts shall be made at least three months prior to termination of the contract.”

Recommendation

We recommend that the review be completed no later than February 1, with the notification to be made by March 1.

18. Page 4, Section III, Part E, Item 3, Promotion:

Recommendation

No standards for promotion are given. We recommend an explicit listing of the criteria for promotion to Associate Clinical Professor and for promotion to Clinical Professor.

19. Page 4, Section III, Part E, Item 3, Promotion:

Recommendation

As a five-year appointment is the norm for Clinical Associate Professor, provide an increase in term of appointment for Clinical (Full) Professor; this is the case at certain schools (e.g., The Gallatin School).

20. Page 4, Section III, Part E, Item 3, Step 1

First, for FTNTT/CF members, a docket consisting of a personal statement documenting the qualifications for reappointment and evidence of teaching performance shall be prepared by the FTNTT/CF member under review and submitted for review to the Vice or Associate Dean for Academic Affairs for further review and reviewed by the Appointment, Promotion and Tenure Committee.

Recommendation

Clarify the review procedures. For example, what role will the Vice or Associate Dean take in relations to the Appointment, Promotion, and Tenure Committee?

21. Page 4, Section III, Part E, Item 3, Step 3

“Third, the Dean's decision is rendered.”

Recommendation

Add a procedure for communicating the rationale for a negative decision, should that be the outcome, such as, "If the dean does not approve, the candidate is notified in writing, to include the rationale for the decision and a tally of the

Appointment, Promotion and Tenure Committee vote."

22. Page 4, Section IV, sentence 1:

"Eligibility to grieve, grounds for grievance and the grievance process are as outlined in the University Guidelines"

Recommendation

We recommend further elaboration here on the grievance procedure. Other items from the NYU Guidelines have been discussed in detail earlier in this document, and it is likely that upon careful consideration, some nuances not discussed in the NYU Guidelines will be appropriate within Wagner. These should be identified and explicitly described in this document.

The New York University Guidelines for Full-Time Non-Tenure/Contract Faculty, issued June 12, 2014, notes numerous requirements and procedures for the school grievance process, including specifying who may grieve, the grounds for grievances based on non-reappointment, as well as grievances related to other issues, the process of requesting the convening by the dean of the grievance committee, and the accessibility of that grievance policy to the faculty.

Additionally, we recommend the development of this grievance process should be undertaken by the Wagner faculty and submitted to the faculty for discussion and a vote by the faculty. The process of consideration must include the right to offer amendments, and the vote may occur during a regular faculty meeting or by electronic ballot, as the faculty governance body may determine.

23. Page 4, Section IV, sentence 2:

As set forth in Part VI of the Wagner Governance Bylaws, for a grievance related to appointment, tenure or promotion brought by an FTNTT/CF member, voting shall be by all Wagner Faculty Grievance Committee members, which Committee shall be expanded in such case to include at least one senior FTNTT/CF member.

Recommendation

We recommend that a link to the Wagner Governance Bylaws be added. Further,, the Guidelines specify that all members of the committee, including the senior FTNTT/CF member, be elected: "Unless otherwise authorized in the school's policy and approved by the Provost, each school shall either establish a new standing faculty committee for FTNTT/CF grievances, which will include senior FTNTT/CF and T/TTF elected by the voting members of the faculty; or shall expand its existing standing grievance committee for T/TTF to include (elected) senior FTNTT/CF who shall participate in hearing and evaluating only those grievances that are filed by FTNTT/CF."

Substantive Minor Recommendations

1. Page 2, Section III, Part C, paragraph 1, sentence 2:

“Schools are encouraged to include full-time contract faculty members in the hiring process for full-time faculty.”

Recommendation

This quotation from the Guidelines is inaccurate. The final Guidelines state : "Schools are expected to include FTNTT/CF in the hiring process for full-time contract faculty."

Minor editorial issues

1. Page 1, Section III, Part A, footnote 1:

“The Full-Time Non-Tenure Track/Contract Faculty Appointment Guidelines are available at <http://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/redirect/policies-procedures.html#FTNTTCF>”

Recommendation

The URL in this footnote is obsolete. The latest edition of the Guidelines is available at: <http://www.nyu.edu/content/dam/nyu/provost/documents/facultyHandbook/GuidelinesFinal020915.pdf>

2. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

A. Introduction

Second paragraph

Page 2

“At Wagner, FTNTT/CF hold the titles of clinical assistant, associate, and full professor.”

Recommendation

Add “clinical” before “associate” and “full professor” for precision.

“At Wagner, FTNTT/CF hold the titles of clinical assistant, clinical associate, and clinical full professor.”

3. III. STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

B. Qualifications and Responsibilities

First paragraph

Page 2

“Clinical assistant, associate and full professors will have a record of outstanding teaching.”

Recommendation

Add “clinical” before “associate” and “full professor” for precision.

“Clinical assistant, clinical associate and clinical full professors will have a record of outstanding teaching.”

4. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

C. Initial Appointment

Second paragraph

First Sentence

Page 2

“For clinical faculty at Wagner, an ad hoc faculty search committee shall be appointed pursuant to Sections IV.B.3 and IV.C of the Wagner Bylaws.”

Recommendation

Add “the appointment of” before “clinical”.

“For the appointment of clinical faculty at Wagner, an ad hoc faculty search committee shall be appointed pursuant to Sections IV.B.3 and IV.C of the Wagner Bylaws.”

5. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

C. Initial Appointment

Second paragraph

Third Sentence

Page 2

“The Appointment, Promotion and Tenure Committee shall then make a recommendation on initial appointment to the faculty, with a vote taken by closed ballot of TTT and FTNTT/CF members.”

It is not clear from the wording of this sentence whether the TTT and FTNTT/CF members of the Appointment, Promotion and Tenure Committee vote on the recommendation they will make, or whether the faculty to whom the AP &T makes a recommendation vote. The confusion results partly because of the wording of the sentence and partly because the first full paragraph on page 3 also describes a vote on the recommendation for initial appointment at an executive session of a faculty meeting attended by the TTT faculty and FTNTTCF faculty. Are these two different votes?

Recommendation

Rearrange the sentence for clarity as either:

“The Appointment, Promotions and Tenure Committee shall then make a recommendation on initial appointment to the faculty on which the TTT and FTNTT/CF members of the Committee

shall vote by closed ballot.”
or

“The Appointment, Promotion and Tenure Committee shall then make a recommendation on initial appointment to the faculty on which the TTT and FTNTT/CF members of the faculty shall vote by closed ballot.”,
whichever applies.

6. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

C. Initial Appointment

Fourth paragraph

First Sentence

Page 3

“Reports of the Appointment, Promotion and Tenure Committee concerning initial appointment of FTNTT/CF members shall be reviewed in an executive session of the faculty meeting, with attendance limited to TTT Faculty and FTNTT/CF.”

Recommendation

Insert “the” before “initial appointment.”

As there is no antecedent indication of a faculty meeting, replace “the faculty meeting” with “a faculty meeting”

“Reports of the Appointment, Promotion and Tenure Committee concerning the initial appointment of FTNTT/CF members shall be reviewed in an executive session of a faculty meeting, with attendance limited to TTT Faculty and FTNTT/CF.”

7. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

C. Initial Appointment

Fourth paragraph

Second Sentence

Page 3

“Upon review and discussion of the committee’s report and such other materials as shall be gathered by the faculty or dean, TTTF and FTNTT/CF, shall vote by closed ballot on the recommendation of the faculty to the dean on initial appointment.”

Recommendation

Remove the comma after “FTNTT/CF” and insert “the” before “initial appointment”.

“Upon review and discussion of the committee’s report and such other materials as shall be gathered by the faculty or dean, TTTF and FTNTT/CF shall vote by closed ballot on the recommendation of the faculty to the dean on the initial appointment.”

8. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

D. Periodic Review, Reappointment, and Promotion

First paragraph

Page 3

“The University Guidelines specify, among other items, that the “process for review of full-time multi-year contracts of three years or more, including promotion reviews, must include: (a) review committee, which is advisory to the dean and/or unit head, and rules determining how the committee is to be constituted; (b) a statement of the academic criteria in the areas of teaching, program development, department and school service, and research and scholarship (where appropriate) that will guide the committee’s evaluation.”

Recommendation

Insert an “a” before “review committee” to make parallel with item (b).

9. Page 3, Section III, Part D, paragraph 2, sentence 5:

“Performance shall be reviewed annually by the Vice or Associate Dean for Academic Affairs on the basis of a docket prepared by the FTNTT/CF member.”

Recommendation

Replace "docket" with "report," to avoid confusion with the reappointment docket described in Part E.

10. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

E. Procedures for Reappointment and Promotion

3. Promotion

Third Paragraph

First Sentence

Page 4

“Second, the Appointment, Promotion and Tenure Committee shall make a recommendation on promotion to the faculty, with a vote taken by closed ballot of TTT and FTNTT/CF members.

It is not clear from the wording of this sentence whether the TTT and FTNTT/CF members of the Appointment, Promotion and Tenure Committee vote on the recommendation they will make, or whether the faculty to whom the AP &T makes a recommendation vote.

Recommendation

Rearrange the sentence for clarity as either:

“Second, the Appointment, Promotions and Tenure Committee shall then make a recommendation on promotion to the faculty on which the TTT and FTNTT/CF members of the Committee shall vote by closed ballot.”

or

“Second, the Appointment, Promotion and Tenure Committee shall then make a recommendation on promotion to the faculty on which the TTT and FTNTT/CF members of the faculty shall vote by closed ballot.”,
whichever applies

11. III STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL TIME NON-TENURE TRACK CONTRACT FACULTY

E. Procedures for Reappointment and Promotion

1. Reappointment

Fourth paragraph

Third sentence

Page 4

“Reappointments of clinical associates and full professors may be for a term of up to five years in exceptional circumstances.”

Recommendation

Change “clinical associates and full professors” to “clinical associate professors and clinical full professors”

“Reappointments of clinical associate professors and clinical full professors may be for a term of up to five years in exceptional circumstances.”