

COURANT INSTITUTE OF MATHEMATICAL SCIENCES  
FULL-TIME CONTINUING CONTRACT FACULTY POLICY

12/20/2022

**I. INTRODUCTION**

**A. Purpose of this document**

This document identifies the policies and procedures governing the appointment, reappointment, and promotion of Full-Time Continuing Contract Faculty (referred to as Continuing Contract Faculty).

**B. Definition of Full-Time Continuing Contract Faculty**

The Full-Time Continuing Contract Faculty, are defined in [University Bylaw 87\(a\)](#)<sup>1</sup>.

**C. Other University policies**

This policy implements the [University Guidelines for Full-Time Continuing Contract Faculty Appointments, Grievance Procedures, and Disciplinary Regulations](#)<sup>3</sup> and the general principles set forth therein.

This policy is being implemented at Courant to supplement the various [NYU faculty policies applicable to Continuing Contract Faculty](#)<sup>2</sup> as outlined in the NYU Faculty Handbook. This document refers to several of these policies, where relevant, but does not include an exhaustive list of all University policies governing contract faculty.

If any part of this Policy is found to be inconsistent with NYU policies, the NYU policies then in effect will take precedence.

The following defines a number of terms that are used in this document:

- “Institute Director”, “Courant Director”, or “Director” refers to the Director of Courant Institute;
- “Department” refers to one of the Departments within the Courant Institute, which currently are Computer Science (CS) and Mathematics (Math);
- “APC” refers to the Continuing Contract Faculty Appointments and Promotions Committee;
- “Department Chair” or “Chair” refers to the Chair of a Department of the Courant Institute.

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<sup>1</sup> University Bylaws, Section 87(a) - Full-Time Continuing Contract Faculty (Full-Time Continuing Contract Faculty Appointments); <https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/faculty-membership-meetings-and-titles/faculty-titles.html#ftnttcf>

<sup>2</sup> University Guidelines for Continuing Contract Faculty; Faculty Handbook, Faculty Policies Applicable to Full-Time Continuing Contract Faculty; <https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/faculty-policies-applicable-to-full-time-continuing-contract-faculty.html>

## II. QUALIFICATIONS

### A. Introduction

Qualifications for appointment vary by title.

Current titles for Continuing Contract Faculty at Courant include the following: Lecturer, Senior Lecturer, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. The titles of Lecturer and Senior Lecturer will not be assigned for any new hires.

This document uses the following equivalences among titles:

- Lecturer and Clinical Assistant Professor titles are treated as equivalent and will from hereon within this document be referred to as “Clinical Assistant Professor”.
- Senior Lecturer and Clinical Associate Professor titles are considered equivalent and will from hereon be referred to as “Clinical Associate Professor”.
- Notwithstanding the equivalence of Lecturer and Clinical Assistant Professor and of Senior Lecturer and Clinical Associate Professor and the qualifications described in B and C below, the qualifications will not be construed to limit the reappointment of current Lecturers and Senior Lecturers.

### B. Clinical Assistant Professor

Teaching experience, minimum of a master's degree in the field of expertise, or other appropriate advanced degree.

### C. Clinical Associate Professor

At least 6 years of relevant teaching and/or professional experience at New York University or elsewhere, superior contributions to the teaching program, and evidence of supervisory experience (where relevant). Minimum of a master's degree in the field of expertise or other appropriate advanced degree.

### D. Clinical Professor

A minimum of 12 years of teaching and/or related professional experience at New York University or elsewhere, extraordinary contributions to the teaching program, evidence of supervisory experience (where relevant), and evidence of leadership and innovation in the professional field (e.g. leadership in a relevant national organization, recognition for excellence and innovation in teaching, or recognition for professional or creative accomplishments). Minimum of master's degree in the field of expertise or other appropriate advanced degree.

## III. RESPONSIBILITIES

## **A. Introduction**

Responsibilities of Continuing Contract Faculty include some, but not necessarily all of the following<sup>3</sup>:

## **B. Teaching**

The teaching load for Continuing Contract Faculty is typically 3 courses per semester. This load may be reduced depending on other assigned duties or responsibilities. At the discretion of the Department Chair and the Institute Director, significant administrative and professional activities that serve Courant may, if comparable in time demands to one or more courses, substitute for such courses. A decision on granting course relief will be based on the merits of the request and the priorities and teaching needs of the Department.

Continuing Contract faculty will receive teaching load relief for maternal or paternal childcare and duties, following the relevant NYU policy<sup>4</sup>.

## **C. Service**

Duties may include, but are not limited to, participation on departmental, Institute, and/or University-wide committees. Individual departments and programs will determine the appropriate opportunities for service. Continuing Contract Faculty are also expected to be available to provide advice to the Department Chair, Director of Undergraduate Studies, or Director of Graduate Studies regarding curricula, teaching assignments, and any other matters related to their area of instruction.

## **D. Administration**

In some cases, Continuing Contract Faculty 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 adjuncts, and degree program management.

## **E. Research**

Although there is no obligation to conduct research, in accordance with [University policy on Continuing Contract Faculty as Principal Investigators of Sponsored Projects and Programs](#)<sup>5</sup>, Continuing Contract Faculty may be eligible to serve as Principal Investigators (PIs) and Project Directors (PDs) on proposals and awards.

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<sup>3</sup> This section is adapted from FAS's continuing contract faculty policies: <https://as.nyu.edu/administrative-resources/office/associate-dean/policies-and-procedures/clinical-assistant-professor--clinical-associate-professor--and-.html>

<sup>4</sup> Workload Relief Policy: <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/workload-relief-policy.html>

<sup>5</sup> Continuing Contract Faculty as Principal Investigators of Sponsored Projects and Programs; <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/continuing-contract-faculty-as-principal-investigators-of-sponso.html>

## **IV. APPOINTMENTS, RENEWALS, AND PROMOTIONS**

### **A. Introduction**

A Continuing Contract Faculty member is typically appointed on a multiple-year contract, which, following a successful review of the faculty member at the time of contract renewal, can be renewed without limit.

### **B. Appointment and Promotions Committee**

A review, whether for reappointment and/or promotion, is undertaken by the Department's Continuing Contract Faculty Appointments and Promotions Committee (the Continuing Contract Faculty APC).

The role of each department's Continuing Contract Faculty Appointments and Promotions Committee is to make recommendations concerning the appointment, reappointment and promotion of Continuing Contract Faculty.

The committee shall consist of three to five full-time faculty, with at least one tenured faculty member (with rank Associate Professor or Professor) and at least one elected Continuing Contract Faculty member (with rank Clinical Associate Professor or Clinical Professor), with the unelected members appointed by the Department Chair. At no point will Continuing Contract Faculty make up a minority of the committee membership.

Members of a Continuing Contract Faculty APC are not eligible to serve in any year in which they are themselves under review for reappointment. For promotion reviews, committee members at a lower rank than the rank for which the candidate is being considered must recuse themselves. In the exceptional circumstance that there are insufficient members on an APC, the department chair can appoint additional members to the committee.

All appointments are made by the Director following the recommendation of the Department Chair and the Continuing Contract Faculty Appointments and Promotions Committee.

### **C. Eligibility**

#### Reappointment

Reappointment procedures begin in the penultimate year of the existing contract, for multi-year contracts. See below for a timeline for both multiyear and single year contracts.

#### Promotion

Candidates may request promotion review in coordination with their first reappointment review in rank, and subsequently, any year thereafter, but no more frequently than once every two years.

#### **D. Written contracts**

In accordance with the [University Faculty Handbook](#)<sup>6</sup>, each Continuing Contract Faculty appointment is to be secured by a written contract, specifying the salary and fixed term of the appointment including start and end dates; the expected academic, administrative, or other duties; as well as whether the appointment is subject to renewal. The contract will be signed by the parties to it and filed with the Director and the University Office of Academic Appointments prior to commencement of employment.

The written contract will outline the following programs to support Continuing Contract Faculty's academic and professional development:

##### **A. Professional development funds**

In cases where professional and scholarly activity are required, encouraged, or considered for reappointment and promotion, relevant funding to support this activity will be made available. The Institute encourages faculty professional development to support continued growth in teaching, instructional design, and curriculum development, scholarly activity, professional competence, leadership, administration, and organizational development.

Revocation or additional limitations of professional development funds may be done on an individual or group basis at the reasonable discretion of the Department Chair or Director of Courant. Upon such revocation or limitation, the Chair or Director will provide an explanation to the affected C-faculty members.

Professional development funds not used in a given academic year will roll over to the following year up to reasonable limits.

#### **E. Appointment terms**

The term, or duration, of appointments and reappointments varies by title, according to the following:

- For Clinical Assistant Professors, the initial appointment term is between one and three years. Barring curricular/structural changes or faculty performance concerns, reappointment is for three years.
- For Clinical Associate Professors, the initial appointment term is between one and three years. Barring curricular/structural changes or faculty performance concerns, reappointment is for five years.

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<sup>6</sup> Faculty Handbook, Faculty Policies Applicable to Full-Time Continuing Contract Faculty, Titles and Terms of Employment, Written Contracts; <https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/faculty-policies-applicable-to-full-time-continuing-contract-faculty/titles-and-terms-of-employment.html>

- For Clinical Professors, the initial appointment term is between one and three years. Barring curricular/structural changes or faculty performance concerns, reappointment is for six years.
- If the decision is promotion without reappointment, then the term of the current appointment is unchanged.

Review for reappointment and promotion shall consider curricular and structural changes in academic programs. Where 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 to be conducted in a timely manner.

Following a successful review of the faculty member at the time of contract renewal, a Continuing Contract Faculty appointment can be renewed without limit (as stated in Section IV.A).

#### **F. One- and two-year appointment terms**

One- and two-year reappointment terms are permitted where there have been curricular/structural changes or faculty performance concerns. In no case will a series of one- or two-year contracts, or a combination of one- and two-year contracts, exceed 3 years.

#### **G. Reappointment consideration**

Continuing Contract Faculty will receive serious consideration for reappointment, barring serious curricular/structural changes or performance issues.

#### **H. Materials considered**

In consideration of a reappointment and/or promotion, the following materials will be considered by the Continuing Contract Faculty Appointments and Promotions Committee.

Materials supplied by the faculty member up for reappointment and/or promotion:

- Current CV. As an option, this could be based on the format found on the website NYU [Documents: Curriculum Vitae](#).
- Personal statement (up to 3 pages), including: an assessment of his or her service and contributions to the department, any curriculum development and course conversions. Research, professional and creative activities are not expected, but they may be included in the dossier, if conducted.
- Teaching history within the University or elsewhere
- Course syllabi (or links to the syllabi) for courses taught for the current appointment term.

Materials supplied by the APC:

- All student course evaluations for the current appointment term, and for all past terms since the previous renewal.
- Written reports from observations of classroom teaching by other faculty members.

## I. Process

The reappointment and/or promotions processes follow the series of mostly-sequential steps outlined below.

### 1. Notification of review (for reappointments only)

The Department must notify candidates eligible for reappointment that they are up for review and direct the candidate to the online version of this document, outlining the process and a list of materials that the candidate must submit in order to apply.

### 2. Submission of application materials

The candidate should submit the materials for review indicated in Section IV(H) through Interfolio, from which the Continuing Contract Faculty Appointments and Promotions Committee will access the candidate's application materials.

### 3. Classroom observation

The Continuing Contract Faculty APC will arrange for an observer — a faculty member selected by the Committee — to visit the candidate in the classroom on one or more dates. The candidate will be consulted about the choice of observation dates, and will be notified of the observation dates at least one week in advance of the observation.

The observer will write a report of their observations, based on their professional judgement, of the candidate's performance in the classroom and submit it to the Continuing Contract Faculty Appointments and Promotions Committee.

### 4. Committee report

Two members of the Continuing Contract Faculty Appointments and Promotions Committee will prepare a report, which must include:

- a summary of the strengths and weaknesses, noting areas of accomplishment and areas that require improvement
- recommendation whether to reappoint and/or promote the candidate
- recommendation on contract length, when applicable

The report should be read, approved, and signed (electronically or in person) by all committee members. The 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 will pass the report and all supporting materials on to the Department Chair, who then prepares a draft of the Review Summary Letter.

5. Department Chair's Draft Review Summary Letter to the Candidate The Department Chair prepares a draft of the Review Summary Letter to the Candidate, based on the Committee's report, and passes this draft, as well as the Committee's full report and all supporting materials, to the Director.

6. Director's initial decision

The Director reviews the Department Chair's draft of the Review Summary Letter to the Candidate and informs the Chair and the Continuing Contract Faculty Appointments and Promotions Committee of the decision reached.

If the Director's decision is contrary to the recommendation of either the Department Chair or the Continuing Contract Faculty Appointments and Promotions Committee, the Director will provide the Department Chair and the Continuing Contract Faculty Appointments and Promotions Committee with the reasons. The Department Chair and the Committee will have ten days within which to respond to the Director's decision in writing to provide further information and/or counter-argument before the Director's decision is finalized.

7. Director's final decision

The Director conveys the final reappointment and/or promotion decision to the Department Chair. The Chair finalizes the Review Summary Letter and shares it with the Continuing Contract Faculty Appointments and Promotions Committee and with the candidate. It is presented by the Chair to the candidate and discussed with him or her, preferably in person, but if this is impractical, by phone or video conference.

The Review Summary Letter includes the final decision on reappointment and/or promotion, the length of reappointment (if that is the decision), feedback on performance (if any), and a signature block for the candidate. It must also include the following statements:

a. For reappointed candidates only:

- "Regardless of the merits for reappointment/promotion at this time, this letter does not constitute a guarantee of future reappointment."
- "Candidates will be evaluated for reappointment/promotion in the future according to the conditions and standards in effect at the time of their next review."

b. As a statement just before the candidate's signature line, "I have read this letter and understand its content."



The candidate must sign the Review Summary Letter to indicate that he or she has read it and discussed it with the Chair.

#### **J. Timeline**

For renewal of a multiyear contract (including renewal after a series of continuous 1 or 2 year contracts, for which the most recent contract is for more than 1 year), the department's notification of review must be sent to the candidate by November 1, the candidate's application materials must be submitted to Interfolio by February 1, and the Department must notify the candidate of the final decision on reappointment by July 1. All of these dates are in the penultimate Academic Year of the existing appointment. If the renewal involves consideration of a promotion or if a candidate request a promotion review, it follows the same timeline.

For renewal of a one year contract (including renewal after a series of 1 or 2 year contracts, for which the most recent contract is for 1 year), the department's notification of review must be sent to the candidate by October 1, the candidate's application materials must be submitted to Interfolio by December 1, and the Department must notify the candidate of the final decision on reappointment by March 1. All of these dates are in the Academic Year of the existing appointment. If the renewal involves consideration of a promotion or if a candidate request a promotion review, it follows the same timeline.

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

#### **K. Grievance**

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 following are additional details on grievance eligibility:

- 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 clinical faculty member 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 Director (e.g., within the Department), or by the Director, the faculty member may appeal to the Director to convoke the Courant Grievance Committee, to hear grievances in order to advise the Director.

The Courant Grievance Committee is composed of at least 3 tenured full professors elected by the Courant T-faculty, with at least one member from each department, and at least 2 Continuing Contract faculty (senior lecturer, clinical associate and full professors) elected by the Courant C-faculty, one from each department in Courant. Sitting department chairs and program heads may not serve on the Courant Grievance Committee. The Director shall convene the committee within fifteen working days of receiving the faculty member's appeal. The decision of the Grievance Committee shall be communicated to the grievant in a timely way.

### **Appeal**

Following the review of the Courant Grievance Committee, in the event the decision of the Director of the Courant Institute is not to reappoint or promote, an appeal can be made to the Provost, following the procedures enumerated in the Faculty Handbook.

## **L. COVID Impact**

The University recognizes that COVID may have had an adverse impact on faculty members' teaching and research performance. To ensure that the review for reappointment and promotion reflects the impact of COVID, faculty have the option to include a COVID impact statement in their reappointment and/or promotion docket. The impact statement should include a short description of the impact COVID had on their performance of their duties, including teaching (and research and creative work, where relevant). The impact statement should be incorporated into the statements on teaching (and research and creative work, where relevant). The information provided in this COVID impact statement will not negatively affect the review. At a minimum, the information will be treated neutrally and at a maximum, it may positively impact the review.

## **M. Governance**

Full Faculty meeting attendance and voting rights can be found under University

Bylaw 82 (c). Courant practice is to hold joint full faculty meetings inclusive of continuing contract faculty and tenure/tenure track faculty, as well as separate faculty meetings for continuing contract faculty only or for tenure/tenure track faculty only. Continuing contract faculty are also eligible to participate and vote in the Courant governance bodies. Voting at faculty meetings and other governance bodies is by secret ballot.

At the department level, continuing contract faculty may participate as members of the department faculty in department governance, with the exclusion of matters related to promotion, 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 (e.g. curricular changes that impact their contract renewal or relate to their personal degree program (if an exception to Bylaw 81(c) has been approved)).

## **V. AMENDMENTS TO THIS POLICY**

### **A. Commitment to review this policy every 5 years**

In accordance with University policy, Courant will establish a Continuing Contract Faculty Policy Committee to conduct a review, every five-years<sup>7</sup>, of this policy and its implementation.

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<sup>7</sup> Five year reviews are required by the Faculty Handbook, Faculty Policies Applicable to Full-Time Continuing Contract Faculty, Formulation of School Policies; <https://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/faculty-policies-applicable-to-full-time-continuing-contract-faculty/formulation-of-school-policies.html>

## Appendix: Deadlines for C-Faculty Reappointment Actions

Dates and Actions for the C-Faculty Reappointment and Promotion Process at the Courant Institute	
Deadlines for Multi-Year Contracts, (including reappointment or promotion after a series of continuous 1 or 2 year contracts for which the most recent contract is for more than 1 year)	
<u>Date</u>	<u>Action</u>
November 1	Deadline for department's notification of review to be sent to the candidate, or for a candidate's promotion review request to be sent to the Department
February 1	Deadline for candidate's application materials to be submitted to Interfolio
July 1	Deadline for Department to notify the candidate of the final decision on reappointment or promotion
Deadlines for One Year Contracts (including reappointment or promotion after a series of continuous 1 or 2 year contracts, for which the most recent contract is for 1 year)	
<u>Date</u>	<u>Action</u>
October 1	Deadline for department's notification of review to be sent to the candidate, or for a candidate's promotion review request to be sent to the Department
December 1	Deadline for candidate's application materials to be submitted to Interfolio
March 1	Deadline for Department to notify the candidate of the final decision on reappointment or promotion