GALLATIN SCHOOL CLINICAL FACULTY: POLICY AND PRACTICE

This Policy Document is being implemented by the Gallatin School to supplement NYU policies applicable to full-time non-tenure track/contract faculty. If any part of this Policy Document is inconsistent with NYU policies, the NYU policies then in effect will control. As with all NYU and Gallatin policies, this Policy Document is subject to change, and the policies in effect at the time of an action will apply to that action. Any amendment to this Policy must be in writing, submitted at least two weeks in advance to the Gallatin faculty for discussion, for the possibility for amendments, and for a vote at a regularly scheduled Gallatin faculty meeting, pursuant to its faculty charter.

General Definitions:

The Gallatin Reappointment, Promotion and Tenure Committee is elected by the faculty of the Gallatin School, and is comprised of six faculty at the rank of associate professor (including one clinical associate professor). Committee members serve for a term of two years, and one-half the members are elected each year. The committee is described in Gallatin’s Promotion and Tenure Guidelines. Members of this committee who are Clinical Associate Professors do not vote on awarding of tenure or on promotion within the T/TT faculty, but provide an advisory function.

The Senior Promotion and Tenure Committee is comprised of all faculty at the rank of Full Professor and/or Clinical Full Professor.

The Executive Committee is the primary governance committee of the Gallatin School. It is composed of (as described in Gallatin’s faculty-approved document on Governance) the Dean; the Associate Dean for Faculty and Academic Affairs; four elected faculty representatives (the Chair of the Curriculum Committee; the Chair of the Advisement and Policy Committee; a senior faculty at-large representative and a junior faculty at-large representative); and faculty holding administrative and leadership positions in the school (the faculty director of the Writing Program; the faculty director of the Interdisciplinary Arts Program; the Director of the Interdisciplinary Seminars on the Curriculum Committee).

Senior Faculty are faculty at the rank of associate and full professor, including Clinical Associate and Full Professors and Tenured Associate and Full Professors.

Junior Faculty are faculty at the rank of assistant professor, including tenure-track and Clinical Assistant Professors.

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1 We have slightly modified this practice as described in the approved Promotion and Tenure Document because at the time the document was written, there were not enough full professors to constitute a committee. We believe this practice is consonant with the spirit of that document which also required a vote of the full professors.

2 We have through faculty vote slightly amended the membership of the Executive Committee to include the junior faculty member at-large position which is not included in the approved governance document.
I. Definition of the Clinical Faculty in the Gallatin School

Clinical faculty in the Gallatin School play an important and highly valued role in the teaching, advising and co-curricular missions of the School, and bring to the School and its students their professional and/or scholarly knowledge and training. At Gallatin, clinical faculty may be practitioners in a field of the arts or professions—for instance, architects, lawyers, theater directors or artists—and they may also be scholars with strong academic credentials, training and scholarship. At Gallatin, clinical faculty are hired for both their teaching abilities and their professional, academic, scholarly or creative accomplishments. Without the clinical faculty, many areas of professional expertise as well as scholarly and creative fields would be thinly represented in the School, if at all. The contributions made by the clinical faculty are therefore crucial to the School’s academic mission.

Clinical faculty are ineligible for tenure. Clinical appointments often include some administrative responsibilities. Clinical faculty lines are typically multi-year.

Full-time faculty positions at Gallatin often include some administrative role in directing and coordinating important initiatives for the School. Teaching assignments depend on the degree of administrative or co-curricular work undertaken by the clinical faculty member. With the approval of the Dean, supplementary administrative duties may substitute for a course. Typically Clinical Assistant Professors have a 3/2 course schedule per year, Clinical Associate and full Professors typically have a 2/2 course load per year. Clinical faculty may perform an administrative or co-curricular role for the School in the place of one course. When administrative appointments form a significant part of a clinical faculty member’s appointment, their contracts may incorporate different teaching and advising responsibilities.

At Gallatin academic advising is a component of teaching. Indeed, we formally understand the advising responsibilities of Gallatin faculty to be the functional equivalent of a course. Clinical faculty, like all Gallatin full-time faculty, are expected to take on a full advising responsibility, normally 20-25 advisees per faculty member.

II. Search and Hiring Procedures

Prior authorization for clinical faculty searches is solicited by the Dean from the Provost in the annual academic planning documents. The rank of the faculty member to be sought is determined through the annual faculty staffing process, discussed and voted on by the faculty, and approved by the Dean, and proposed to and approved by the Provost. Following the usual Gallatin procedures in faculty hiring, the search committee is appointed by the Dean in consultation with the Executive Committee. The search committee, in consultation with the Dean, identifies and invites finalists to campus for job talks and meetings with the faculty. The
faculty present finalist candidates to the Dean, and the Dean selects the candidate from among the finalists.

**III. Terms of Appointment**

A clinical faculty member is 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. It is important that the qualifications and performance of the clinical faculty member be evaluated regularly as part of the appointment and reappointment process. Clinical faculty members, like all Gallatin full-time faculty, are required to present an annual report of activities and accomplishments to the Dean. Faculty shall receive written feedback regarding the conclusions of the annual evaluation, in particular, the identification of areas, if there are such, that require improvement for continued reappointment and/or promotion.

Reappointment procedures begin in the penultimate year of the contract (thus in the second year for Clinical Assistant Professors, in the fourth year following the initial appointment and in the fifth year following each reappointment for Clinical Associate Professors, and in the fifth year for Clinical Full Professors).

At Gallatin, clinical faculty are appointed and renewed according to the following calendar:

**Clinical Assistant Professors:** First appointment for three years, after the first appointment, reappointments are for three years.

**Clinical Associate Professors:** First appointments are for five years; after the first appointment, reappointments are for six years.

**Clinical Full Professors:** Appointments are for six years.

Each school process for review of full-time multi-year contracts of three years or more, including promotion reviews, must include 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.

**Leaves and Resources**

Clinical faculty are eligible to apply for partial leave through such programs as Gallatin Research Professor initiative, which provides course releases for active scholars, artists or practitioners, or other NYU fellowships, where program guidelines permit. Clinical Associate Professors are eligible for a sabbatical leave upon promotion, assuming the individual has at least six years of full-time service at NYU. (A clinical faculty member who has taught full-time elsewhere for a number of years without a leave may be offered a different initial opportunity for a leave.) Clinical Associate Professors and Clinical Full Professors are eligible for subsequent sabbatical leaves according to the normal sabbatical schedule upon application and with evidence of continued artistic, professional or scholarly productivity. Faculty on sabbatical leave are released from teaching but are not usually released from all advising duties. For faculty
members whose sabbatical leave requires that they be absent from campus, advising duties may be fulfilled remotely or waived on an individual basis.

Clinical faculty members have the same access to school resources to support research, professional or creative projects as do all Gallatin full-time faculty. They receive the same base research funds, and they also are eligible to apply for additional funds within the school, as for instance from the Faculty Enrichment Fund and other faculty-specific grants. Clinical faculty may serve as Principal Investigators for sponsored research with the approval of the dean.

Although Clinical Assistant Professors are not eligible for sabbatical leave, they are eligible to apply for a Gallatin Faculty Research Fellowship that will provide for one or two course releases during a given academic year to constitute research leave. Normally this will happen at the point of their first contract renewal.

IV. Policy and Practices for Reappointment and Promotion

To recognize the range of qualifications and experiences that lead to the appointment as a member of the clinical faculty, this document makes a distinction between the criteria used for appointment or reappointment at the rank of Clinical Assistant Professor, and the criteria for promotion or initial appointment at the rank of Clinical Associate Professor or above.

The requirements for reappointment of Clinical Assistant Professors as described below depend on evidence of excellence in teaching, advising, service and citizenship. While scholarship or practice in the arts or professional fields is highly valued, it is not required for reappointment.

While it is important to recognize that such achievement is not required, many members of the clinical faculty achieve distinction and recognition for their work as scholars, artists or practitioners, and this achievement is highly valued by the School. We make an important distinction between what is the minimum requirement for reappointment of contract as a Clinical Assistant Professor, and the value we attach to the quality of the artistic, professional or scholarly achievement of the clinical faculty member.

For promotion to Clinical Associate Professor, excellence in scholarship or research in an academic field and/or continuing accomplishment in a field of the arts or a profession, in addition to excellence in teaching, advising, and service, is required.

As stated in the NYU University Guidelines for FTNTT/CF appointments, non-reappointment can occur for curricular and structural changes in academic programs that fundamentally alter the nature of an existing full-time teaching assignment. In this event, the reviews would focus, in addition to the reviews for quality and excellence described below, on whether the faculty member would be able to teach in the revised curriculum and/or new academic structure and, if so, in what capacity. If the reason not to reappoint is due to a curricular or structural change in the academic program that fundamentally alters the nature of an existing full-time teaching assignment, that reason will be clearly stated in the report, which will be available to the not-reappointed clinical faculty member.
1. **Reappointment without promotion, Clinical Assistant Professor**

Upon being considered for reappointment, the Clinical Assistant Professor will submit a portfolio to the Dean comprised of a copy of his or her CV, four essays describing and reflecting upon his or her teaching, advising, service and scholarly and/or creative work, and an appendix including copies or documentation of scholarly and/or creative work, as well as syllabi from courses and any other material the candidate wishes to include. To this material the Dean’s office will attach teaching evaluations and observations, and advising evaluations. The complete portfolio will be sent to the Gallatin Reappointment, Promotion and Tenure Committee for review.

The review for Clinical Assistant Professor should focus on teaching, advising and service. While scholarly and creative work is encouraged and supported, it is not a necessary criterion for a successful review. The candidate will not be renewed if the standards of excellence required at Gallatin in teaching, advising and service as laid out in the School’s [Promotion and Tenure Guidelines](#) are not met.

The goal of the review is two-fold. It should be a review of the candidate’s performance to determine if a reappointment is warranted, but it is also an opportunity to offer constructive advice to the candidate. In particular, the review preceding the review for promotion to Clinical Associate Professor should draw the candidate’s attention to any areas that need to be addressed for a successful promotion.

A majority vote of the Reappointment, Promotion and Tenure Committee shall be required for a successful review for a recommendation for reappointment, and all votes shall be by secret ballot. Re-voting shall not be undertaken for the sole purpose of achieving near consensus or unanimity or to avoid reporting a split vote. In the case of a split opinion, the minority opinion should also be included in the report as an appendix.

The review may be written by one or more members of the Reappointment, Promotion and Tenure 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 minority opinion should be appended to the majority review.

The Reappointment, Promotion and Tenure Committee’s report should be succinct, and will be forwarded to the Dean.

If the Reappointment, Promotion and Tenure Committee recommends renewal of the contract and the Dean accepts the recommendation, he or she will then notify the clinical faculty member that the contract will be renewed.

If the Reappointment, Promotion and Tenure Committee recommends against renewal of the contract and the Dean accepts the recommendation, he or she will then notify the clinical faculty member that the contract will not be renewed and the faculty member will be given a written rationale for the non-renewal.
If the school Dean's decision is contrary on appointment, title, or length of contract to that of the Review and Reappointment Committee or the Promotion Committee, the Dean will provide the committee with the reasons. The committee members will then have ten days in which to provide further information or counter-argument before the Dean's decision is finalized. If the Reappointment, Promotion and Tenure Committee recommends renewal of the contract and the Dean does not accept the recommendation, the Dean will notify the clinical faculty member that the contract will not be renewed (that is, after the Dean has received further information or counter-argument and has made the final decision not to renew the contract). The faculty member will be given a written rationale for the non-renewal.

If the Reappointment, Promotion and Tenure Committee recommends against renewal of the contract and the Dean decides to renew the contract, he or she will then notify the clinical faculty member that the contract will be renewed (that is, after the Dean has received further information or counter-argument and has made the final decision to renew the contract).

2. Appointment and Promotion to Clinical Associate Professor

When a Clinical Assistant Professor wishes, but normally after 6 years, he or she may request at the time of reappointment to be considered for promotion to Clinical Associate Professor. The candidate will then submit a portfolio to the Dean comprised of a copy of his or her CV, three essays describing and reflecting upon his/her teaching, advising and service, and a more detailed account of his or her scholarly and/or creative work or practice. The candidate will also present copies of or documentation of all scholarly and/or creative work or practice undertaken since employment at Gallatin, as well as syllabi from courses and any other material the candidate wishes to include.

The Dean’s office will collect and include teaching evaluations and observations, and advising evaluations, but also solicit letters from students and colleagues attesting to the candidate’s teaching, advising, and service.

The complete portfolio will be submitted to the Reappointment, Promotion and Tenure Committee, and subjected to a similar but more extensive review and report as was undertaken for the Clinical Assistant Professor reappointments.

The promotion to Clinical Associate Professor, which is a promotion to the senior faculty, is to be judged on the basis of excellence in teaching, advising and service and significant achievement in scholarship, creative work or practice.

The report of the Reappointment, Promotion and Tenure Committee will be forwarded to the Dean who will then bring it before the entire Senior Faculty for a vote. Voting by the entire Senior Faculty on its recommendation for promotion shall be by closed ballot. Re-voting shall not be undertaken for the sole purpose of achieving near consensus or unanimity or to avoid reporting a split vote. The Reappointment, Promotion and Tenure Committee report and the faculty vote are advisory to the Dean, who will make the final decision about whether to approve a promotion or not.
If the Reappointment, Promotion and Tenure Committee recommends promotion and the Dean accepts the recommendation, he or she will then notify the clinical faculty member.

If the Reappointment, Promotion and Tenure Committee recommends against promotion and the Dean accepts the recommendation, he or she will then notify the clinical faculty member and the faculty member will be given a written rationale for the non-promotion, and will indicate areas, if there are such, that require improvement for successful future promotion.

If the school Dean's decision is contrary on promotion, title, or length of contract to that of the Review and Reappointment Committee or the Promotion Committee, the Dean will provide the committee with the reasons. The committee members will then have ten days in which to provide further information or counter-argument before the Dean's decision is finalized. If the Reappointment, Promotion and Tenure Committee recommends promotion and the Dean does not accept the recommendation, the Dean will notify the clinical faculty member (that is, after the Dean has received further information or counter-argument and has made the final decision not to promote the candidate). The faculty member will be given a written rationale for the non-promotion, and will indicate areas, if there are such, that require improvement for successful future promotion.

If the Reappointment, Promotion and Tenure Committee recommends against promotion and the Dean decides to authorize the promotion, he or she will then notify the clinical faculty member (that is, after the Dean has received further information or counter-argument and has made the final decision to promote the candidate).

3. Reappointment to the rank of Clinical Associate Professor

Appointment at the rank of Clinical Associate Professor requires at least six years of relevant teaching and professional experience, superior contributions as a teacher, adviser and leader, as well as significant achievement and recognition of excellence in the faculty member’s professional, artistic or scholarly field.

All reviews after promotion to Clinical Associate Professor will be handled by the Dean’s office. A decanal committee consisting of at least the Dean, the Associate Dean for Faculty, and the Chair of the Senior Promotion and Tenure Committee will review the candidate’s teaching, advising and service as well as their scholarly, creative or practical work done since the last contract. If the committee’s recommendation is not to renew the contract, that recommendation will be presented to and voted upon by the Senior faculty (tenured associate and full professors, clinical associate and full professors).

The Dean makes the final decision about reappointment, based on the deliberations of the Committee so constituted, and the faculty vote (if needed), and will notify the candidate of the reappointment or non-reappointment. If the Dean notifies the clinical faculty member that he or she will be reappointed, the faculty member shall receive written feedback regarding recommendations, if there are such, for continued reappointment. If the School Dean’s decision is contrary to the vote of the Senior faculty (tenured associate and full professors and clinical associate and full professors), the Dean will provide the Senior faculty with the reasons. The
Senior faculty will then have ten days in which to provide further information or counter-argument before the Dean's decision is finalized. If the Senior faculty recommends renewal and the Dean does not accept the recommendation, the Dean will notify the clinical faculty member (that is, after the Dean has received further information or counter-argument and has made the final decision not to promote the candidate). The faculty member will be given a written rationale for the non-renewal.

The candidate’s contract will not be renewed if he or she has not met the standards of excellence required at Gallatin with respect to teaching, advising and service, nor will the candidate’s contract be renewed if his or her performance in his or her field of scholarly, creative or practical work has not met the high standards required at the time of promotion or appointment. The candidate will need to demonstrate continuing excellence in these fields.

4. Appointment and Promotion to Clinical Professor

The award of the position of Clinical Full Professor at Gallatin is recognition of exceptional achievement in teaching, advising and service, and in the faculty member’s scholarly or creative work, or practice. Like the promotion to tenured full professor, it implies that the faculty member has achieved national recognition for his or her work, and requires evidence of superior accomplishment in research, scholarship, or artistic or professional practice. Appointments made at the rank of Clinical Professor normally require a minimum of twelve years of teaching and related professional experience at NYU or elsewhere.

The review for promotion to the position of Clinical Professor, to be undertaken by the Senior Promotion and Tenure Committee, will focus on teaching, advising and service, and on the faculty member’s scholarly or creative work, or practice. The faculty member’s teaching, advising and service must be demonstrated to have been performed with excellence in the period since the faculty member was appointed Clinical Associate Professor, and to have continued to meet Gallatin’s high standards. The faculty member must also demonstrate excellent accomplishment in scholarly, creative work or practice in his or her career and in the years since he or she was appointed Clinical Associate Professor. Evidence of scholarly or artistic achievement of distinction, and evidence of national recognition for that work, as reflected in outside letters of assessment, will be sought by the Senior Promotion and Tenure committee.

The Senior Promotion and Tenure Committee report will be presented to the Full Professors (including Tenured and Clinical) for a review and vote. Voting by the Senior Promotion and Tenure Committee and the Full Professors (including Tenured and Clinical) on their respective recommendations for promotion to Clinical Professor shall be by closed ballot. Re-voting shall not be undertaken for the sole purpose of achieving near consensus or unanimity or to avoid reporting a split vote. The recommendation of the Senior Promotion and Tenure Committee and the faculty vote are advisory to the Dean, who will make the final decision, and notify the candidate.

If the school Dean's decision is contrary on promotion, title, or length of contract to that of the Senior Promotion and Tenure Committee, the Dean will provide the committee with the reasons.
The committee members will then have ten days in which to provide further information or counter-argument before the Dean's decision is finalized.

5. Grievance and Appeals

The Gallatin School follows the grievance and appeal process for grievances related to reappointment and promotion as well as matters such as duties, salaries, perquisites and working conditions as set forth in the NYU Guidelines For Full Time Non-Tenure Track/Contract Faculty Appointments, revised and posted in July 2016, found here [http://www.nyu.edu/content/dam/nyu/provost/documents/facultyHandbook/GuidelinesFinal020915.pdf]. The Guidelines require that the grievance committee include at least one senior full-time contract faculty member who shall participate in hearing and evaluating only those grievances that are filed by clinical faculty members. At Gallatin, the Grievance Committee, which shall be elected by the full Gallatin faculty, shall be constituted of at least three full-time Senior Faculty members, at least one of whom is a senior clinical faculty member.

V. GOVERNANCE

Clinical faculty are eligible to participate as equal partners in the governance of the school. They can be elected to positions of leadership as appropriate, and they participate in governance along with the tenure-track faculty, and vote in all decisions made by the faculty with the exception of tenure decisions.