Robert F. Wagner Graduate School of Public Service
Appointment, Reappointment, and Promotion Standards and Procedures
for Full-Time Continuing Contract Faculty

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I. INTRODUCTION

This document sets forth the standards and procedures for the appointment, reappointment and promotion, and grievance rights of Full-Time Continuing Contract Faculty (Continuing Contract Faculty) at the Robert F. Wagner Graduate School of Public Service (Wagner). Any amendment to these Appointment, Reappointment, and Promotion Standards and Procedures for Continuing Contract Faculty shall be conducted in accordance to Section XII of the Wagner Governance Bylaws. Participation of Continuing Contract Faculty in Governance at Wagner shall be in accordance with University Bylaws 82 (e) and Wagner Governance Bylaws Sections II.A, III, IV, V.B, VI, VIII, IX, and X which are incorporated herein by reference.

II. STANDARDS AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL-TIME CONTINUING CONTRACT FACULTY

A. Introduction

As articulated in the University Guidelines for Full-Time Continuing Contract Faculty Appointments\(^1\) (hereinafter “University Guidelines”):

> “Appointment processes for Continuing Contract Faculty 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.”

B. Titles for Continuing Contract Faculty

Continuing Contract Faculty have an array of titles and are appointed using titles as set forth in University Bylaws at the time of appointment and as listed among non-tenure positions (NYU Bylaw 89).

\(^1\) The University Guidelines for Full-Time Continuing Faculty Appointments are available at http://www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/redirect/policies-procedures.html
C. Qualifications and Responsibilities

Continuing Contract Faculty members will reflect the level of excellence specified by the University Guidelines, and will be expected to contribute significantly to the Wagner enterprise. Assistant, associate and full professors will have an outstanding record of public service, teaching and/or research. They will hold a graduate degree in public policy, public administration, or a cognate field or discipline, with a doctorate strongly preferred. Their primary responsibilities will be in teaching (in the core and upper level courses), or/and research, or/and other academic and administrative responsibilities that contribute to the school’s educational, research, and service missions.

D. Written Contracts

Each Continuing Contract Faculty appointment shall be secured by a written contract, specifying a fixed term, signed by the parties to it, and filed with the school dean and the University Office of Academic Appointments prior to commencement of employment.

Such contracts shall include the following terms negotiated between the faculty member and the appropriate administrator with authority to do so, and approved by the dean:

- Start and end dates of the appointment;
- An indication of whether the faculty member is eligible to be considered for reappointment upon conclusion of the current contract;
- Academic responsibilities, compensation, and obligations of the appointment;
- Appointment title;
- Particular responsibilities and benefits; and
- Agreement to be bound by applicable University policies.”

E. Initial Appointment

The University Guidelines specify that the hiring process for initial appointment shall be “transparent and fair” and that it “shall include involvement of department and school committees and deans, in accordance with school governance processes. Schools are expected to include full-time contract faculty members in the hiring process for full-time contract faculty.”

When a search is conducted by an ad hoc faculty search committee appointed pursuant to Sections IV.C.2 or IV.C.3 of the Wagner Governance Bylaws and that search can reasonably be expected to identify non-tenure track candidates or is specifically charged to search for non-tenure track candidates, the ad hoc committee shall include at least one Continuing Contract Faculty member. Procedures for initial appointment of such candidates shall be conducted in accordance with Section V.B of the Wagner Governance Bylaws, with Continuing Contract Faculty members participating in the review and discussion of the candidate, and in voting on any recommendation to the dean.
In the case of a Continuing Contract Faculty member candidate not identified pursuant to a search process involving an ad hoc search committee (but identified through an open process consistent with the requirements of NYU’s Office of Equal Opportunity), a report shall be prepared by faculty member designated by the Dean detailing the qualifications of the candidate for initial appointment. That report shall be reviewed by the Appointment, Promotion and Tenure Committee (which includes a Continuing Contract Faculty member pursuant to Section IV.B.1 of the Wagner Governance Bylaws), and the Committee shall then make a recommendation on initial appointment to the faculty, which shall be considered in accordance with Section V.B of the Wagner Governance Bylaws with Continuing Contract Faculty members participating in the review and discussion of the candidate and voting on any recommendation to the dean.

In exigent circumstances, after consultation with the Faculty Advisory Committee (the School’s elected advisory committee that includes an elected Continuing Contract Faculty member pursuant to Wagner Governance Bylaws Section IV.A), the Dean may appoint a Continuing Contract Faculty member for a term not to exceed one year without prior recommendation by the Appointment, Promotion and Tenure Committee or vote by the full faculty pursuant to this paragraph. The Dean shall notify the faculty of any such appointment in a timely manner and provide a rationale describing the exigent circumstances and qualifications of the faculty member.

Initial appointments are typically for one or two years, but eligible for reappointment pursuant to Sections II.F and G below.

F. Periodic Review, Reappointment, and Promotion

Continuing Contract Faculty may be eligible for reappointment as specified in the faculty member’s contract. University Guidelines specify that each “school shall set exacting standards embodying the highest levels of achievement that ensure the distinct excellence of the school’s educational and training programs. Review for reappointment and promotion shall consider curricular and 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 improvements 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 within a time framework specified by the school”.

Criteria for review shall be excellence in performance of the duties specified in the Continuing Contract Faculty member’s contract. There is an expectation that the candidate is fully engaged at Wagner to help build and strengthen the school. Wagner also recognizes the importance of public service and the potential for teaching, scholarship and research to have an influence on public policy, management, and planning, and a candidate’s contributions in these areas may also be considered. Continuing Contract Faculty shall annually submit a report of activities in a
manner as specified by a faculty member designated by the Dean for annual review of
performance. Such report shall include a summary of activities performed pursuant to the
Continuing Contract Faculty member’s contract, teaching evaluations (if any), curriculum
development (if any), publications (if any), and service to Wagner, NYU, and/or the community.
Reappointments are typically for at least three years, but may be for one or two years. For
reappointments for a term of less than three years, the memo to the to the Appointment,
Promotion and Tenure Committee and report of the Committee to the faculty specified in Section
II.G below shall provide a rationale for such shorter period. For a Continuing Contract Faculty
member who has received three successive one-year appointments or successive appointments
totaling three years, any reappointment shall be for a three-year period unless circumstances in
paragraphs one and two of this Subsection justify consideration of a shorter period.

G. Procedures for Reappointment and Promotion

1. Reappointment

The process for reappointment has the following steps:

First, a docket consisting of a personal statement documenting the qualifications for
reappointment and evidence of teaching performance shall be prepared by the Continuing
Contract Faculty member under review and submitted for review to a faculty member
designated by the Dean, who shall prepare a memo with recommendations on
reappointment for review by the Appointment, Promotion and Tenure Committee. For
Continuing Contract Faculty members having one- or two-year contracts, the review shall
be commenced in the spring semester of the final contract year or at least seven months
prior to termination of the contract. For Continuing Contract Faculty members having
multi-year contracts of three or more years, the review shall be conducted in the
penultimate year of the contract.

Second, the Appointment, Promotion and Tenure Committee (which includes a
Continuing Contract Faculty member pursuant to Section IV.B.1 of the Wagner
Governance Bylaws) shall then review and discuss the memo on reappointment and a
vote conducted on a recommendation to the faculty on reappointment. Such vote shall be
by closed ballot by Tenured/Tenure Track and Continuing Contract Faculty unless the
Committee agrees by unanimous consent to a voice vote. A report from the full
Appointment, Promotion and Tenure Committee (generally an amended version of the
memo received by the Committee) with a recommendation on reappointment shall be
provided to the faculty, with a vote taken by closed ballot by Tenured/Tenure Track and
Continuing Contract Faculty members pursuant to Section V.B of the Wagner
Governance Bylaws. That vote is advisory to the Dean.

Third, the Dean’s decision is rendered. Decisions regarding reappointment for
Continuing Contract Faculty members having one- and two-year contracts shall be made
at least six months prior to termination of the contract. For Continuing Contract Faculty
members having contracts of three or more years, the decision regarding reappointment
shall be made at least one year prior to termination of the contract. The dean shall report
back in a timely manner to the voting faculty and relevant committee on what action, if
any, was taken in response to the recommendation. In the case of any action taken
contrary to or in any manner inconsistent with the recommendations from the faculty or committee, the dean shall provide a rationale for such action.

2. **Stoppage of contract clock**

The contract clock for Continuing Contract Faculty member may be stopped for reasonable cause as specified in the University Guidelines, including medical, personal, as primary caregiver for child, spouse, parent, domestic partner, or by contractual stipulation or negotiation.

3. **Promotion**

The procedure for promotion has the following steps:

First, for Continuing Contract Faculty members, a docket consisting of a personal statement documenting the qualifications for reappointment and evidence of teaching performance shall be prepared by the Continuing Contract Faculty member under review and submitted for review to a faculty member designated by the Dean, who shall prepare a memo with recommendations on promotion for review by the Appointment, Promotion and Tenure Committee.

Second, the Appointment, Promotion and Tenure Committee shall then review and discuss the memo on promotion and a vote conducted on a recommendation to the faculty on promotion. Such vote shall be by closed ballot by Tenured/Tenure Track and Continuing Contract Faculty unless the Committee agrees by unanimous consent to a voice vote. A report from the full Appointment, Promotion and Tenure Committee (generally an amended version of the memo received by the Committee) with a recommendation on promotion shall be provided to the faculty, with a vote taken by closed ballot by Tenured/Tenure Track and Continuing Contract Faculty members pursuant to Section V.B of the Wagner Governance Bylaws. This vote is advisory to the Dean.

Third, the Dean’s decision is rendered. The Dean shall report back in a timely manner to the voting faculty and relevant committee on what action, if any, was taken in response to the recommendation. In the case of any action taken contrary to or in any manner inconsistent with the recommendations from the faculty or committee, the dean shall provide a rationale for such action.

III. **GRIEVANCES**

Eligibility to grieve, grounds for grievance and the grievance process are as outlined in the University Guidelines. As set forth in Section VI of the Wagner Governance Bylaws, for a grievance related to appointment, reappointment, or promotion brought by a Continuing Contract Faculty member, voting shall be by all Wagner Faculty Grievance Committee members, which Committee shall include Continuing Contract Faculty member (s) as specified in Section IV.A of the Wagner Governance Bylaws.