Overview and Objective
Clinical faculty are an active and vital part of our academic community. They contribute to the excellence of Steinhardt in a wide variety of ways. Steinhardt is committed to providing our students with an education that extends beyond the classroom and prepares them to advance knowledge, creativity, and innovation in the real world. The professional experience, guidance, and accomplishments of our clinical faculty are integral to realizing this mission.

The faculty handbook indicates that currently clinical appointments are for a one-year term unless otherwise indicated. Our primary objective in engaging in the process is to ensure that we maintain the talented cadre of clinical faculty we currently have. In extending multi-year appointments to them (as opposed to one-year appointments, which provide no guarantee of reappointment), we express our commitment to their continued and sustained employment as members of the Steinhardt faculty. The intent of the process is not to be onerous but to provide our clinical faculty with the opportunity to showcase their most salient and notable contributions and to obtain feedback from their peers to achieve a level of excellence in their respective fields. We are aware of the undue burden that this may put on some departments with large numbers of clinical faculty members and are prepared to work with them to make this process as workable as possible. The process described below has benefitted from substantial input from the department chairs and the faculty senate. In the coming weeks, we anticipate further input from the ad hoc committee members that helped shape these guidelines, as well as any other faculty members interested in making additional suggestions.

A. Academic Year 2010-2011 Review Options
   Below please find a proposed outline for the reappointment process. It is our hope that clinical faculty in all departments will elect to undergo a review for reappointment to a multi-year contract during the 2010-2011 academic year. It is also our expectation that the vast majority of clinical faculty who choose to undergo this review will be reappointed to multi-year terms and that these terms will be renewable.

   However, in recognition of the fact that this is the first year of implementation of the clinical guidelines, clinical faculty and departments will have the following options:
   a. To put together materials for a formal review as per the guidelines which will include the likely assignment to a longer term contract; or
   b. To defer the formal review for at least one more year and, instead, undergo the traditional review with the existing professional activity report. Reappointments in this instance will be for one year.

B. Workshops on Docket Preparation for Review and Promotion

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1 The titles for Clinical Faculty in the Steinhardt Department of Music and Performing Arts Professions are Music Assistant Professor, Music Associate Professor, and Music Professor. These titles will be held by new and continuing appointments. Steinhardt faculty with the titles of Instructor, Teacher, and Master Teacher are not considered Clinical Faculty for purposes of these Guidelines and therefore these Guidelines do not apply to them.
The Office of Faculty Affairs and Academic Affairs will conduct workshops for clinical faculty to help them in preparing their dockets for the review for a reappointment to a multi-year contract, as well as for promotion. These will include samples of CVs and personal statements for both reappointment and promotion. It is important to note that there is no limit to the number of subsequent reappointments to multi-year terms. In addition, while these guidelines have been established to provide our clinical faculty with an opportunity for a career ladder, under no circumstances will clinical faculty ever be required to apply for promotion.

C. **Review Period**
   a. All clinical faculty will undergo a review for reappointment during the 2010-2011 academic year
   b. As part of the faculty development and reappointment process, reviews will be conducted during initial and subsequent appointments.
   c. Look back period for review:
      i. During this first review period in 2010-2011, the look-back period for the review will be 3 years.
      ii. In subsequent years, the review period will consist of
         1. One year for those on one-year terms;
         2. Three years for those on three-year terms;
         3. Five years for those on five-year terms.
   d. Subsequent reviews will take place in the penultimate year
   e. Timelines for review are based on previous length of appointment term (indicated below).

D. **Eligibility for reappointment**
All clinical faculty are eligible for reappointment

E. **Eligibility for multi-year appointments**
   a. All clinical faculty who have been on the clinical track for at least one year
   b. This includes faculty who have served on consecutive one-year appointments

F. **Guidelines for term length recommendations**
Following are term length guidelines that can be used by both the faculty member and the department chair and personnel committee members. Please also note that at any given time during a renewal, a faculty member may choose to apply for a different term length than that of the previous term.
   a. Five-year reappointment term:
      i. Faculty who have demonstrated ongoing strong and sustained teaching effectiveness
      ii. Faculty who have also engaged in significant and sustained service administration and professional activity

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2 Clinical faculty members who are relatively new to the clinical track and who have served as either adjuncts or other full-time teaching appointments at Steinhardt may include teaching evaluations from these prior appointments as part of their portfolio to enhance their chances of potentially receiving a five-year reappointment term
iii. Faculty who have been on the clinical track line for more than one year who chairs feel make an overall significant impact on the department

iv. Faculty who are recognized leaders in their fields

b. Three-year reappointment term:
   i. Faculty who have previously demonstrated ongoing teaching effectiveness;
   ii. Faculty who have also engaged in significant service administration and professional activity
   iii. Faculty who have been on the clinical track line for more than one year who chairs feel make a significant impact on the department, and who show promise of becoming leaders in their fields.

c. One year reappointment:
   i. Faculty who are new to Steinhardt and new to teaching;
   ii. Faculty who are underperforming and who need to be reviewed again in a year;
   iii. Faculty who are notified that this is their probationary year and they may not be reappointed at the end of the probationary year if performance does not improve.

G. Process Summary
   a. Timelines for review will be based on length of prior appointment.
   b. Candidates submit materials for review to personnel committee.
   c. Personnel committee considers evidence of accomplishment in the areas of teaching, service and administration, and professional activity.
   d. Personnel committee provides a written assessment to department chair along with a recommendation for reappointment and reappointment term length.
   e. Department chair provides a written assessment to faculty member along with recommendations for improvement and the term length recommendation.
   f. Department chair forwards recommendation to the Dean.
   g. Final decisions regarding reappointment and term length are made by the Dean in consultation with the Associate Dean for Faculty and Academic Affairs.

H. Statutory areas for review
   a. Teaching
   b. Service and Administration
   c. Professional Activity
   d. Applied Scholarship and/or Creative Productions

I. List of supporting materials used in review:

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3 Clinical faculty members who are relatively new to the clinical track and who have served as either adjuncts or other full-time teaching appointments at Steinhardt may include teaching evaluations from these prior appointments as part of their portfolio.

4 It is important to note that if a Clinical Faculty member is being considered for reappointment and promotion, the processes can be collapsed. Specific dates are available in the Steinhardt Faculty Personnel Calendar at http://steinhardt.nyu.edu/faculty_affairs/personnel_reviews.

5 In departments such as Art and Art Professions and Music and Performing Arts Professions, this may be particularly relevant.
Below is a list of supporting materials that we propose be used in the review. Because clinical faculty responsibilities vary across the School, more specific evidence of achievement will differ by department. Because of the great variation in disciplines represented by our various departments, department chairs and personnel committees are encouraged to develop their own written examples of activities relevant to the review process. See Appendices A and B in Clinical Faculty Guidelines for suggestions of activities and criteria to be included in the review:

a. Summary of most salient accomplishments in the statutory areas of teaching, service and administration, professional activity. This should be no more than 2-3 pages long.
b. Professional Activities Form(s) (required)
c. Current CV (required)
d. Demonstration of teaching effectiveness (required) (e.g., course faculty evaluations, peer observations of teaching, syllabi or URL)
e. Where applicable, professional portfolio (showing publications or creative productions) during the appointment period
f. Other discipline based evidence

J. Review deadlines for Academic Year 2010-2011

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
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<tbody>
<tr>
<td>Distribution of Faculty Professional Activities Form</td>
<td>February 4, 2011</td>
</tr>
<tr>
<td>Clinical faculty member submits form to Department Chair</td>
<td>March 21, 2011</td>
</tr>
<tr>
<td>Department Peer Review Committee review submitted to Department Chair</td>
<td>April 4, 2011</td>
</tr>
<tr>
<td>Department Chair submits Committee review and his/her summary to the Dean with reappointment recommendation</td>
<td>April 15, 2011</td>
</tr>
<tr>
<td>Last Day for Chair to provide written notification to faculty member of reappointment decision</td>
<td>May 2, 2011</td>
</tr>
<tr>
<td>Final date for faculty members to submit written appeals to the Dean</td>
<td>May 27, 2011</td>
</tr>
</tbody>
</table>

K. Review deadlines for Academic 2011-2012 and forward

a. Timetable for multi-year appointment

Review timetable of a clinical faculty member with an appointment of more than one year that terminates on August 31 begins in the penultimate year of the appointment and is as follows:

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
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<tbody>
<tr>
<td>Distribution of Faculty Professional Activities Form</td>
<td>Early February</td>
</tr>
<tr>
<td>Clinical faculty member submits form to Department Chair</td>
<td>Early March</td>
</tr>
<tr>
<td>Department Peer Review Committee review submitted to Department Chair</td>
<td>Early April</td>
</tr>
<tr>
<td>Department Chair submits Committee review and his/her summary to the Dean with reappointment recommendation</td>
<td>Late April</td>
</tr>
</tbody>
</table>
b. Timetable for one-year appointment
   Review timetable for review in the case of a clinical faculty member with an
   appointment of one year that terminates on August 31 is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Distribution of Faculty Professional Activities Form</td>
<td>Mid-December</td>
</tr>
<tr>
<td>Clinical faculty member submits form to Department Chair</td>
<td>Mid-January</td>
</tr>
<tr>
<td>Department Peer Review Committee review submitted to Department Chair</td>
<td>Late February</td>
</tr>
<tr>
<td>Department Chair submits Committee review and his/her summary to the Dean with reappointment recommendation</td>
<td>Late March</td>
</tr>
<tr>
<td>Last day for Chair to provide written notification to faculty member of reappointment decision</td>
<td>May 1</td>
</tr>
</tbody>
</table>

L. Professional Development Opportunities
   a. During each renewal process, faculty accomplishments will be acknowledged in
      each of the discipline based statutory areas. In addition, faculty will be provided
      with recommendations to facilitate their professional development. The department
      chair’s written assessment to the faculty member will focus primarily on areas, that
      if improved will enhance faculty performance.
   b. Clinical faculty should continue to apply to the Steinhardt Full-Time Faculty
      Professional Development Fund for monies to support special projects or travel.
      More information about the fund is available at
      http://steinhardt.nyu.edu/faculty_affairs/professional_development_fund_request.
   c. The Junior Faculty Mentoring Program will be expanded to provide mentoring
      opportunities for clinical faculty members. These will include annual workshops as
      needed for those faculty who will be applying for reappointment and/or promotion.
Name:
Title:
Department:
Recommended Number of years for Reappointment Contract:
Recommended Course Load:

List of supporting materials used in review:
☐ Summary of most salient contributions in teaching, service and administration and professional activity (required)
☐ Professional Activities Form(s) (required)
☐ Current CV (required)
☐ Course faculty evaluations, peer observations, syllabi or URL (required)
☐ Professional portfolio (showing publications or creative productions) during the appointment period
☐ Other discipline based evidence

Department Assessment
As you provide your assessment of your faculty member in each of the areas below, we ask that you please consult Appendix B: Guidelines for Reviews in the Guidelines for Clinical Faculty

A. Teaching Summary (please provide an overview of the faculty member’s teaching effectiveness such as course faculty evaluations, letters from students, teaching awards, etc.):

B. Service and Administration Summary (please provide a summary of the faculty member’s service contributions to the department, school, university):

C. Professional Activities Summary (please provide a summary of the faculty member’s professional activities such as appointments and memberships in professional societies, presentations, honors, and awards):

D. Applied Scholarship and Creative Productions (please provide evidence of applied scholarship or creative productions such as publications, projects, presentations, exhibitions, performances, or grants). This may only be applicable to certain disciplines.

E. Summary of basic arguments substantiating recommendation for reappointment, including a statement of future potential

Signed___________________________________________Date:___________________
Chairperson