

POLICY ON FULL-TIME NON-TENURE TRACK CONTRACT FACULTY

Effective Date: September 1, 2015

1. SCOPE.

This policy covers full-time non-tenure track contract faculty (herein “Contract Faculty”) appointments at the College of Dentistry with one of the following titles:

- a. Instructor, Clinical Instructor, Research Instructor;
- b. Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor; and
- c. Research Assistant Professor, Research Associate Professor, Research Professor.

2. APPOINTMENT PROCESS.

Appointment as a Contract Faculty member carries with it the possibility but no presumption of annual reappointment or promotion. In accordance with University Bylaw 87(b), *Contracts & Titles*, the appointment of each Contract Faculty member automatically terminates at the end of the appointment period stipulated in the appointment letter/reappointment letter unless there is an official notice of reappointment. By signing the appointment letter, and each subsequent reappointment letter, each Contract Faculty member acknowledges that he or she has received adequate notice of the appointment termination date. Reappointment can be achieved only by an affirmative act of reappointment by the College of Dentistry.

While Contract Faculty appointments are generally for one year, multi-year appointments can be offered at the discretion of the College of Dentistry.

The term of each Contract Faculty appointment shall be stated in an appointment letter or a reappointment letter signed by both parties. Each initial appointment letter shall be filed with the Dean of Dentistry and NYU’s Office of Academic Appointments before the faculty member begins employment. Each appointment letter shall include, without limitation, the following terms:

- a. The faculty member’s term of employment;
- b. The compensation and duties assigned to the faculty member;
- c. The faculty member’s agreement to be bound by all relevant policies; and
- d. A statement that reappointment will be conditioned on achievement of the goals set by the faculty member’s chair in the faculty member’s annual performance evaluation or a statement that the appointment cannot be extended.

3. ELIGIBILITY AND CRITERIA FOR REAPPOINTMENT

Reappointment of Contract Faculty can be achieved only by an affirmative act by the College of Dentistry. A Contract Faculty member's eligibility for reappointment is determined by the appointment/reappointment letter, his/her performance in the position as determined through the annual evaluation process, and the needs of the hiring department.

Department chairs must provide an annual written evaluation to each Contract Faculty member. Each Contract Faculty member shall annually submit to his/her chair an activity report and a self-evaluation. The department chair or the chair's designee shall consider this information in preparing the Contract Faculty member's annual evaluation. The deadline for completing all annual evaluations of Contract Faculty is February 1.

4. NOTICE OF NONREAPPOINTMENT

Notice of a decision not to reappoint a Contract Faculty member shall be made no later than 180 days before the Contract Faculty member's appointment expires. The notice deadline therefore is March 1 for appointment/reappointment letters with an appointment period expiring on August 31. Failure to provide this notice will not automatically extend the Contract Faculty member's appointment. Reappointment of Contract Faculty can be achieved only by an affirmative act.

5. POLICY REVIEW

This policy shall be reviewed by the Dean of Dentistry and the Office of Academic Affairs every five years.