1. Introduction

1.1 The purpose of this document (Policy) is to outline the policies and procedures governing the appointment, review and reappointment of full-time, non-tenure track contract faculty holding the rank of “Teacher” (individually and collectively, TSOA Teacher), as defined in Section 1.4 below, at the Tisch School of the Arts (TSOA or School). As experienced practitioners, teachers, and artists in their respective fields, TSOA Teachers make significant contributions to the distinct excellence of the School and enhance its reputation for teaching excellence.

1.2 This Policy manifests the School’s commitment to all TSOA Teachers and provides a clear statement of the expectations, responsibilities and privileges accompanying their employment.

1.3 The guidelines for the appointment, review and reappointment of TSOA Teachers in this Policy are intended to be general. Every department is expected to supplement this Policy with its own written policies and procedures (individually and collectively, Department Policies) that are tailored to its academic needs and culture, and which conform to the general principles outlined in this Policy. For the avoidance of doubt, all references to department(s) shall be construed to include academic programs that function similarly to departments at the School. In the event of a conflict between the Teacher Policy and Department Policies, the Teacher Policy then in effect will control.

1.4 This Policy applies to all (i) full-time, non-tenure track contract faculty appointed to the ranks of Associate Teacher and Teacher before the effective date of this Policy and (ii) full–time non-tenure track/contract faculty appointed to the rank of Teacher after the effective date of this Policy. Henceforth, the two-tiered appointment structure for Associate Teachers and Teachers will no longer apply. All TSOA Teachers will hereafter hold the rank of “Teacher.” The working designation of Teacher of {Discipline} may be used with the permission of the Department Chair.

1.5 This Policy is being implemented to supplement New York University (NYU) Policies and Bylaws1 (individually and collectively NYU Policies) applicable to full time non–tenure track/contract faculty, which includes TSOA Teachers. The formulation and implementation of this Policy shall conform to the New York University Bylaws Effective 9012014.pdf

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1 University Bylaws Effective 9012014.pdf
University Guidelines for Full-Time, Non-Tenure Track/Contract Faculty Appointments (University Guidelines) and the general principles set forth therein. The Policy shall also conform to applicable policies and provisions in the Faculty Handbook as amended to incorporate the University Bylaws effective September 1, 2014. For the avoidance of doubt, all references to NYU Policies in this Policy will be construed to include the University Guidelines and the Faculty Handbook.

1.6 TSOA Teachers have the following rights and responsibilities: academic freedom, eligibility to apply for School funds, and where eligible, for University administered funds, health care benefits, retirement benefits, teaching including, but not limited to classroom instruction, student advising, service as defined by paragraph 2.2 below and on department, School and University Committees, additional academic roles and responsibilities that contribute to the department’s, School’s or University’s missions, avoidance of conflicts of interest/commitment, and adherence to ethical standards. TSOA Teachers are not eligible for tenure.

1.7 If any part of this Policy is found to be inconsistent with NYU Policies, the NYU Policies then in effect will control and this Policy will be automatically amended to be consistent with it.

1.8 Any amendment to this Policy must be in writing, submitted to the TSOA full-time faculty for discussion and vote at a TSOA faculty meeting, and follow NYU and School policies for compliance with laws, consistency among policies, and guidelines for amending. As with all University and School policies, this Policy, or any provision thereof, is subject to change and it is the policies in effect at the time of an action that will apply to that action.

2. Appointment Parameters and Expectations

2.1 All TSOA Teacher appointments shall reflect the School’s commitment to excellence and adhere to department, School and University academic appointment policies and procedures. The academic appointment policies established by every department must conform to School and University academic appointment policies and procedures.

2.2 Every department is required to establish performance standards for faculty members of all titles, and where applicable, ranks in its Department Policies. Although faculty roles and responsibilities may vary by department and by discipline, all TSOA Teachers are expected to engage in (a) teaching of the highest caliber and (b) service activities at the department, School and University levels. (By contrast, all TSOA Arts Professors, regardless of department or discipline, are expected to engage in (a) teaching of the highest caliber, (b)
professional activity in their specialized fields, and (c) service activities at the department, School and University levels and to their profession).

Teaching, broadly defined, encompasses classroom, workshop, seminar and studio instruction, independent study, production lab and project oversight, curriculum review, student advisement and mentorship. Service, broadly defined, encompasses committee participation at the department, School and University levels, administrative program oversight and management, and other responsibilities as designated by the Department Policies.

2.3 Prior to the commencement of employment, every TSOA Teacher shall receive a letter of appointment (Appointment Contract) that includes the following terms: start date and end date of the appointment, eligibility to be considered for reappointment, compensation, academic and non-academic responsibilities and obligations, calendar for department-level and decanal reviews, and agreement to be bound by applicable University policies.

2.4 The honorific title of “Distinguished Teacher” may be conferred on a TSOA Teacher in recognition of his or her record of excellence and sustained contributions in the areas of teaching and service. Cumulative length of service is not the sole justification for the bestowal of this title. This title, which is awarded on the recommendation of the Department Chair and the TSOA Dean, remains with the TSOA Teacher for the length of his or her appointment at rank. This title has no necessary implications for salary, duties, or privileges.

2.5 All TSOA Teachers are appointed for a period of one (1) year or three (3) years. Every department is required to adopt a fixed one-year or three-year contract length for its TSOA Teachers by a consensus of its full-time faculty comprised of Tenured/Tenure-Track Faculty (TTF) and Full-Time Non-Tenure Track /Contract Faculty (FTNTT/CF). Departments that adopt a fixed one-year contract must submit, to the Dean of the Tisch School of the Arts, a written justification based on programmatic and academic considerations. All TSOA Teachers in a three-year contract are subject to a probationary review at the end of their initial contract.

2.6 All TSOA Teachers are eligible to stop the contract clock for reasonable cause (e.g., illness, disability, personal care as primary caregiver for child, spouse, parent or same-sex domestic partner disability, parental leave, other compelling personal reason or to pursue professional work) after their Third Year Review, which is defined in Section 4.5 below. All requests must be submitted in writing to the Associate Dean of Faculty who conveys the request to the TSOA Dean for consideration. For all approved personal leaves of one semester or more, the length of the TSOA Teacher’s contract is extended by a minimum of one semester.

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4 All references to full-time faculty in this Policy shall include TTF and FTNTT/CF faculty, unless otherwise noted
3. **Search and Hiring Procedures**

3.1 The guidelines in this section apply to all TSOA Teacher searches and appointments at the School. All TSOA searches are handled through the annual faculty staffing process in which a Department Chair requests to fill an existing line that is vacant, or to add an incremental line. All TSOA Teacher searches require prior authorization from the TSOA Dean’s Office. All TSOA Teacher appointments and reappointments require the TSOA Dean’s approval. All TSOA Teacher non-reappointments require the review and approval of the TSOA Dean.

3.2 All TSOA Teacher appointments are based upon careful consideration of the candidate’s accomplishments and his/her promise. Search and hiring procedures for TSOA Teachers follow University and the School guidelines for full-time faculty searches, and are carried out in accordance with the policies and practices established by the TSOA Office of Faculty.

3.3 Henceforth, a rigorous and comprehensive search is conducted for all new TSOA Teacher appointments. The Department Chair convenes a Search Committee, appoints a Committee Chair and charges the Search Committee to carry out the search. Search Committees are typically comprised of full-time faculty members from the department carrying out the search. In the case of smaller departments, full-time faculty from other departments may be included. Every department is expected to include FTNTT/CF in the hiring process for full-time contract faculty, including TSOA Teachers.

3.4 The Search Committee conducts the search and identifies finalists. The Department Chair advances the top candidates from the pool of finalists to the TSOA Dean, who selects the top candidate and makes an offer.

4. **Review Process for TSOA Teachers in a One-Year Contract/Notification of Reappointment/Non-Reappointment**

4.1 A TSOA Teacher appointed to a one-year contract may be eligible for reappointment. The Department Chair conducts an annual review of all TSOA Teachers during the initial and subsequent appointments. The purpose of the annual review is to provide the TSOA Teacher with substantial feedback and guidance in regard to his/her progress towards meeting the department’s expectations for success. The Department Chair provides every TSOA Teacher with a written performance evaluation as part of the annual review.

4.2 A TSOA Teacher’s eligibility to be considered for reappointment does not guarantee reappointment. Even when the TSOA Teacher satisfies the performance standards set by his/her department, the decision to reappoint may be impacted by curricular/structural changes and improvements in academic programs that substantially alter the nature of the teaching assignment. In such event, the review would focus on whether the TSOA Teacher would be able to teach in the new revised curriculum and/or academic structure and if so, in what capacity.
4.3 Every TSOA Teacher shall receive notice of their annual review at least 90 days prior to their review. The criteria used to evaluate the TSOA Teacher’s performance follows the annual review guidelines adopted by the department. Departmental criteria will be reexamined every 5 years. The materials which form the basis of the annual review include: (i) Teaching: teaching self-evaluations, student written evaluations and curricular materials such as class syllabi and course materials; and (ii) Service: reports on committee participation at the department, School and University levels, and self-reports on program, lab, workshop and area oversight and administration (individually and collectively, Review Materials).

4.4 In the event of a decision to reappoint, the TSOA Teacher completes the remainder of the one-year term and is reappointed for another one-year term. In the event of a decision not to reappoint, the TSOA Teacher is notified of the intention not to reappoint by March 31st if the appointment is to be terminated on August 31st. A TSOA Teacher who is not reappointed shall complete the remainder of the one-year appointment. A TSOA Teacher whose term of appointment is due to terminate on a date other than August 31st must be notified of intention not to be reappointed no later than 180 days prior to the termination date.

4.5 In the first semester of the third year of continuous one-year appointments, the TSOA Teacher undergoes a formal review comparable to the review of TSOA Teachers with three-year contracts (i.e., Third Year Review). TSOA Teachers are notified of their Third-Year Review via letter in the spring semester prior to the review. Every TSOA Teacher is assigned a “guide” from the department to act as a resource. In smaller departments in which a “guide” is not available, the Chair shall, in consultation with the Associate Dean of Faculty, choose a “guide” from another department.

The TSOA Teacher’s Docket includes the following:

**Materials Submitted by the TSOA Teacher**

1. Current CV;
2. Assessment of Teaching Performance and Potential:
   (i) Personal Statement of Teaching and Service;
   (ii) Student Evaluations of Teaching;
   (iii) Syllabi and Course Materials

**Materials Compiled by the Review Committee**

1. Classroom observation report
2. Committee interview report.

4.6 All Third-Year Reviews of TSOA Teachers are conducted by a Departmental Review Committee (Review Committee) of three full-time faculty members. The
Review Committee shall consist of: Arts Professors of all ranks, TTF and at least one TSOA Teacher. If the department does not have a TSOA Teacher to sit on the Review Committee, a TSOA Teacher from another department may be drawn. Smaller departments may rely on ad hoc committees while larger departments may rely on a standing committee. The Review Committee is appointed and charged by the Department Chair. In conducting the review, it is the responsibility of the Review Committee to uphold the highest principles of professional responsibility, fairness and non-discrimination. The Review Committee evaluates the TSOA Teacher’s Docket and submits its recommendation to the Department Chair. The Department Chair reviews the Review Committee’s recommendation and makes his/her recommendation and submits to the TSOA Office of Faculty for the TSOA Dean’s consideration.

4.7 As with the case of TSOA Teachers in a one-year contract pursuant to Paragraph 4.2 above, the decision to reappoint a TSOA Teacher on a one-year contact after the Third Year Review may be impacted by curricular/structural changes and improvements in academic programs that substantially alter the nature of the teaching assignment. In such event, the review would focus on whether the TSOA Teacher would be able to teach in the new revised curriculum and/or academic structure and if so, in what capacity.

5. Review Process for TSOA Teachers in a Three-Year Contract/Notification of Reappointment/Non-Reappointment

5.1 All TSOA Teachers appointed to a three-year contract may be eligible for reappointment. A TSOA Teacher’s eligibility to be considered for reappointment does not guarantee reappointment. Even when the TSOA Teacher satisfies the standards of achievement set by his/her department; the decision to reappoint may be impacted by curricular/structural changes and improvements in academic programs that substantially alter the nature of the teaching assignment. In such event, the review would focus on whether the TSOA Teacher would be able to teach in the new revised curriculum and/or academic structure and if so, in what capacity.

5.2 All reviews of a TSOA Teacher in a three-year contract are conducted by a Review Committee of three full-time faculty members. The Review Committee shall consist of Arts Professors of all ranks, TTF and at least one TSOA Teacher. If the department does not have a TSOA Teacher to sit on a Review Committee, a TSOA Teacher from another department may be drawn. Smaller departments may rely on ad hoc committees while larger departments may rely on a standing committee. The Review Committee is appointed and charged by the Department Chair. In conducting the review, it is the responsibility of the Review Committee to uphold the highest principles of professional responsibility, fairness and non-discrimination.
5.3 Review for reappointment/non-reappointment is conducted in the penultimate year of the appointment and is completed by the end of that penultimate year. The TSOA Teacher is notified of his/her review via letter in the semester prior to the review. Every TSOA Teacher is assigned a “guide” from the department to act as a resource. In smaller departments in which a “guide” is not available, the Department Chair shall, in consultation with the Associate Dean of Faculty, choose a “guide” from another department.

5.4 The Committee’s assessment is guided by the performance standards established in the Department Policies, and consists of a thorough review of the TSOA Teacher’s Docket, which includes the following:

Materials Submitted by the TSOA Teacher

1. Current CV;
2. Assessment of Teaching Performance and Potential:
   (i) Personal Statement of Teaching and Service;
   (ii) Student Evaluations of Teaching;
   (iii) Syllabi and Course Materials

Materials Compiled by the Review Committee

1. Classroom observation report
2. Committee interview report.

The Review Committee evaluates the TSOA Teacher’s Docket and submits its recommendation to the Department Chair. The Department Chair reviews the Review Committee’s recommendation makes his/her recommendation and submits to the TSOA Office of Faculty for the TSOA Dean’s consideration.

In the event of a decision to reappoint, the TSOA Teacher completes the third year of the appointment and is reappointed, normally, for another three-year term. In the event of a decision not to reappoint, the TSOA Teacher is notified of the intention not to reappoint no later than August 31 of the penultimate year and continues under contract for the third and final year.

6. Grievance Process and Procedures

6.1 A TSOA Teacher who is not eligible for reappointment cannot grieve a decision not to reappoint. TSOA Teachers on three-year contracts who are eligible for reappointment and subject to a review process to determine whether they are to be reappointed have the right to grieve the process in the following cases: (i) in the event the review leads to a decision not to reappoint; and (ii) reappointment is denied without a review. TSOA Teachers on continuous one-year appointments are entitled to grieve the process as follows: (a) in the event that the Third-Year Review process leads to a negative decision; and (b) in the event they are not reappointed after a third year of continuous service when a review has been
explicitly promised in connection with the possibility of reappointment subject to it, but was not undertaken.

6.2 Grievances related to reappointment are restricted to allegations of procedural defects and irregularities. 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 must allege that i) the procedures used to reach the decision were improper, or that the case received inadequate consideration; or ii) that the decisions violated the academic freedom of the faculty member in question, in which case the burden of proof falls to the grievant.

6.3 All grievances are expected to be settled informally at the department level with the Department Chair. In the event that the grievance is not settled informally, the TSOA Teacher may appeal to the TSOA Dean to convoke the School’s Grievance Committee, which shall --for grievances brought by TSOA Teachers—be expanded to include at least one senior full-time non-tenure track/contract faculty member. The TSOA Dean shall convoke the Grievance Committee within fifteen business days of receiving the TSOA Teacher’s appeal. In the event that the TSOA Dean does not convoke the Grievance Committee within said time, the TSOA Teacher has the right to bring it to the attention of the Office of the Provost.

6.4 The Grievance Committee does not judge the professional merits of the case and considers the appeal based on the grounds specified above (Section 6.2). After deliberation, the Grievance Committee advises the TSOA Dean of its recommendation. The TSOA Dean reviews the Grievance Committee’s recommendation and notifies the TSOA Teacher and the Grievance Committee in writing of his/her decision, together with reasons therefore, and if applicable, information on the procedures for appeal.

6.5 If the decision is not satisfactory to the TSOA Teacher, he or she may, within 15 days of receipt, appeal to the Provost (or his/her designee) specifying all grounds for and materials in support of the appeal. The appeal process shall follow the procedures outlined in Section V (e) of the University Guidelines.

6.6 Grievances concerning matters such as duties, salaries, perquisites, and working conditions are expected to be settled at the department level. In the event that the dispute is not settled informally at a level below the TSOA Dean, the TSOA Teacher may appeal to the TSOA Dean to convoke the school’s Grievance Committee whose constituency must conform to the Full-Time, Non-Tenure Track/Contract Faculty University Guidelines which can be found in the Faculty Handbook. The TSOA Dean shall convoke the Grievance Committee within fifteen business days of receiving the TSOA Teacher’s appeal. In the event that the TSOA Dean does not convoke the Grievance Committee within said time, the TSOA Teacher has the right to bring it to the attention of the Office of the Provost.