

1. Introduction to Arts Professors

1.1 The title of Arts Professor (all ranks) in the Tisch School of the Arts (“Tisch” or “TSOA”) is appropriate for those members of the Tisch faculty in the creative and performing arts who have demonstrated expertise, excellence and experience in their particular professional domains. Typically, Arts Professors are active practitioners and artists, and make substantial contributions to new knowledge in their professional communities and creative fields.

1.2 The Arts Professor titles, which were approved in Academic Year 2004 – 2005, run in a parallel track to tenure/ tenure track appointments, which are separately governed by New York University Promotion and Tenure Guidelines. (These can be found at <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/promotion-and-tenure-guidelines.html>). Arts Professors and tenure/tenure track professors both are full-time members of the Tisch faculty. Some departments in Tisch do not have tenured and tenure track appointees.

1.3 New York University policies, and particularly those in the Faculty Handbook, as well as Tisch policies and procedures, include policies rules and procedures applicable to full-time non-tenure track faculty, including Arts Professors. Arts Professors have many of the same rights and responsibilities as full-time NYU faculty members, with the exceptions that Arts Professors are not eligible for tenure, or membership on the Faculty Senators Council. Among the rights and responsibilities of Arts Professors are, without limitation, academic freedom, teaching assignments, student advisement, department and school committee responsibilities, avoidance of conflicts of interest, sabbaticals, leaves of absence, salary review upon advancement, eligibility to apply for school and university administered funds, health care benefits, access to university housing as prioritized by school, standard tuition remission including portability benefits, retirement benefits, academic responsibilities and adherence to ethical behavioral standards.

1.4 Arts Professors enjoy equal rights and responsibilities as tenured and tenure track faculty members in the governance of Tisch and in the departments and programs in which they teach. In accordance with the NYU Faculty Handbook,¹ voting rights in the Tisch School of the Arts are extended annually to Arts Professors by an “affirmative action” of the Tisch tenure track faculty.

1.5 This Policy Document is being implemented on an interim basis until such time as University guidelines setting forth core principles and procedures for hiring, review and renewal of non-tenure track faculty (“University NTTF Guidelines”) are adopted. At that time, this interim Policy will be amended to be consistent with University NTTF Guidelines. **This Policy may be amended from time to time as may be deemed appropriate to be consistent with NYU Policies.** Any amendment to this Policy must be in writing, submitted to the Tisch faculty for discussion and vote at a Faculty meeting and follow University and Tisch policies for

¹ Faculty Handbook, Other Faculty Policies, Faculty Membership and Meetings, Section b).

GUIDELINES FOR ARTS PROFESSORS:**APPOINTMENTS, RENEWALS, PROMOTIONS**

compliance with laws, consistency among policies, and guidelines for amending. If any part of this Policy Document is found to be inconsistent with NYU policies, then the NYU policies then in effect will control. As with all NYU and Tisch policies, this Policy Document, 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.

In accordance with NYU Policy, this Policy regarding Arts Professors shall apply to all appointments and promotions henceforth. While the standards and procedures for review stated in this Policy apply to all Arts Professors, all Arts Professors currently in rank will have the option of being reviewed in the year, applicable under their current contracts, or having their contracts extended by one year and being reviewed in the year, applicable to their contracts under the New Policy.

2. Titles and Duration of Appointments

2.1 Arts Professor appointments vary by rank and length as follows:

- Assistant Arts Professor: Four Year Term. Unlimited reappointments.
- Associate Arts Professor: Six Year Term. Unlimited reappointments; eligible for sabbatical.
- Arts Professor: Six Year Term. Unlimited reappointments; eligible for sabbatical and Emeritus status.
- Visiting Arts Professor at each rank, with re-appointments up to three years.

2.2 With the TSOA Dean's approval, the length of an Arts Professor's appointment may be extended under certain conditions due to illness or other personal reasons. In addition, with TSOA Dean's approval, the "clock" may be "stopped" during an appointment because of certain kinds of professional work that make it impossible for an Arts Professor to be present for an extended length of time. To initiate such extension, the Arts Professor should consult the Associate Dean of Faculty with the permission of the Chair of his or her department who will coordinate a response from the TSOA Dean's Office.

3. Search and Hiring Procedures

3.1 All searches for Arts Professors (all ranks) require prior authorization from the Provost. All initial appointments, re-appointments and promotions of Arts Professors shall be approved by the Provost. All non re-appointments require the review and approval of the Provost.

3.2 Search and hiring procedures for Arts Professors shall follow the Tisch guidelines for all full-time faculty searches in accordance with the policies and practices of the Tisch Office of Faculty.

3.3 The nature of the appointment and its rank is determined through the annual faculty staffing process in which department chairs request to fill an existing line that is vacant or to add an incremental line.

3.4 The composition of the search committee may vary depending upon the position to be filled and may include students, part-time and, full-time faculty and professionals in the representative field. Search committees should have at least three members who are Arts Professors at the same or higher rank as the position to be filled. The Department Chair appoints and convenes the search committee and designates the committee chair.

3.5 The search committee conducts the search and identifies finalists. Top applicants are advanced by the Department Chair to the Dean, who, in consultation with the Department Chair, determines the appropriate rank. The Dean selects the candidate from among the finalists and makes an offer.

4. Initial Appointment, Schedule and Notification for Renewal/ Non-Renewal, and Annual Reports

4.1 The first year of the initial appointment shall be considered probationary. An Arts Professor's review during the probationary year is conducted by the Department Chair. Guiding criteria for the Department Chair's probationary year review may include, without limitation: evidence of commitment to teaching excellence, teaching syllabi, classroom observations, reports from area heads, professional activities and the quality of service contributions to the Department and to the School. In the event of a decision not to reappoint in the probationary year, an Arts Professor must be notified of the intention not to be reappointed no later than March 1st if the appointment is to be terminated on August 31st of that same year. An Arts Professor whose period of appointment is due to terminate on a date other than August 31st must be notified of non re-appointment no later than 180 days prior to the termination date.

4.2 The Department Chair shall conduct an annual review of Arts Professors of all ranks. Beginning in the term of initial appointment, the format for the annual review and the criteria used to evaluate success in the areas of teaching, professional activity and distinguished service shall follow the annual review guidelines implemented by Tisch and the Department in which the Arts Professor teaches.

4.3 Review for renewal/nonrenewal is conducted in the penultimate year of the initial term of appointment.

4.4 The review process for Assistant Arts Professors (with four-year appointments) starts at the beginning of the third year. This review should be completed by the end of the third year and provides the basis for consideration of renewal. In the event of a successful review, the Assistant Arts Professor shall complete the remainder of the current four-year term, and shall be reappointed for another four-year term. Notification by the Provost of reappointment shall be given by August 31st of the third year. In the event of a decision not to reappoint in the third year, the Assistant Arts Professor shall be notified by the Dean of the Provost's decision, and of the intention not to be reappointed no later than August 31st of the third year, and in this case the penultimate year of the appointment.

TISCH SCHOOL OF THE ARTS
GUIDELINES FOR ARTS PROFESSORS:
APPOINTMENTS, RENEWALS, PROMOTIONS

(November 8, 2013)

4.5 The review process for Associate Arts Professors (with six-year appointments) starts at the beginning of the fifth year. This review should be completed by the end of the fifth year and provides the basis for consideration of renewal. In the event of a successful review, the Associate Arts Professor shall complete the remainder of the current six-year term and shall be reappointed for another six-year term. Notification by the provost of renewal shall be given by August 31st of the fifth year. In the event of a decision not to reappoint in the fifth year, the Associate Arts Professor shall be notified by the Dean of the Provost's decision, and of the intention not to be reappointed no later than August 31st of the fifth year, and in this case the penultimate year of the appointment.

4.6 For Arts Professors of full rank (with six-year appointments), the review will follow the Procedures and time frame for Associate Arts Professors.

4.7 Arts Professors (all ranks) are notified of their Initial Review year in the appointment letter from the Dean. Arts Professors are also notified of their review via letter in the spring semester prior to their review year and urged to set up an appointment with the Associate Dean of Faculty to discuss the review process and the preparation of the docket. The Chair of the Department is also notified and the Chair sends a request to external evaluators who will be identified by the Chair.

4.8 Each candidate for renewal will be assigned a "guide" from the candidate's department who has already gone through the process to act as a resource to the candidate. In the case of 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.

4.9 In addition to the review for renewal/ nonrenewal, in the initial term of appointment and in all subsequent terms of appointment, each Arts Professor (all ranks) will submit an annual report of activities and accomplishments to the Department Chair and the Office of Faculty.

5. Departmental Review Committee and Process for Renewal/ Non-Renewal Beyond Initial Appointment

5.1 Reviews for renewal/non-renewal shall be conducted by a Departmental Arts Professor Review Committee that shall consist of three full-time Arts Professors at or above the rank of the individual under consideration. In a department where the number of Arts Professors at rank is insufficient to constitute a review committee, Arts Professors of appropriate rank may be drawn from other departments. Typically, these committees will be appointed by the Department Chair. Small departments will tend to rely on *ad hoc* committees, while large departments will be in a position to maintain standing committees. In a department with insufficient faculty members at appropriate rank to review a candidate, consultation shall be sought from faculty within the department, where possible at comparable rank, or, where not possible, irrespective of rank, the Department Chair appoints the chair of the Departmental Arts Professor Review Committee and charges the Committee.

**GUIDELINES FOR ARTS PROFESSORS:
APPOINTMENTS, RENEWALS, PROMOTIONS**

5.2 Though the categories of assessment in the areas of teaching performance, service to the University, and professional activities are consistent throughout Tisch, the balance and definition of criteria among these areas may vary from department to department. Each department is responsible for formulating and making publicly available its particular criteria for evaluating success in the three areas of assessment and for shaping the contents of its professional portfolios. Departmental criteria will be re-examined every five years. These departmental criteria will be kept in the Office of Faculty.

5.3 The candidate should prepare a docket that contains the following:

- i. *Curriculum vitae* (including a list of service to the department, the University and the community)
- ii. The candidate's personal statement.
- iii. Letters of support from faculty and graduates.
- iv. A list of courses taught and syllabi for the courses.
- v. Teaching evaluations for the years since appointment. (It is the responsibility of candidates to request and include their teaching evaluations in their dockets.)
- vi. Creative materials.
- vii. Bibliography of creative materials submitted.

5.4 The candidate should submit the docket to the Department Chair to commence the review in September, during the first week of classes. If the docket is not received by October 1, the candidate will be advised that he/she will not be renewed, and the final year of the current contract will be the terminal year of the contract.

5.5 The Departmental Arts Professor Review Committee shall take into account the information in the docket plus the following:

- i. An interview with the Committee.
- ii. Classroom observation, with a brief report by the observer(s).
- iii. Reports from three external evaluators. If feasible two shall be from the academic sector and one from the field of performing/ creative arts. As is the case with tenure and promotion reviews, the reviewers are independent and external with no current working relationship with the candidate under review.

5.6 The Departmental Arts Professor Review Committee shall present its recommendations in writing to its Chair, and the Chair shall write a recommendation to the Dean. The Dean will submit the Chair's recommendations, along with the departmental recommendations and the response of the external reviewers to the All School Arts Professor Committee, which will advise the Dean in the form of a written report. The All School Arts Professor Committee will be chosen from faculty who are at rank of Arts Professors. After receiving the All School Arts Professor Committee's report, the Dean will review the docket, compose his/her recommendation, and forward his/her recommendation and docket to the Provost. At any point in the evaluation process, the Dean or the Provost may exercise the option of consulting external reviewers for their assessment of the candidate's portfolio. No reappointment may be made prior to the Provost's approval.

6. Schedule and Process for Review for Promotion

6.1 Promotion from Assistant Arts Professor to Associate Arts Professor or from Associate Arts Professor to full Arts Professor will follow Tisch and University guidelines, procedures and scheduling deadlines. The process is initiated by the individual Arts Professor, who consults with the Department Chair and confirms eligibility with the Associate Dean of Faculty based upon Departmental and Tisch guidelines. The Associate Dean of Faculty will provide confirmation of eligibility and communicate eligibility to the Department Chair, who initiates the formal review process.

6.2 A candidate for promotion to Associate Arts Professor should spend at least eight years, i.e., two four-year appointments at the rank of Assistant Arts Professor to be eligible for promotion, and may apply for promotion at the time of his/her first subsequent review, i.e., in the seventh year of appointment. A candidate for Promotion to full Arts Professor should spend at least six years, i.e., one full appointment at the rank of Associate Arts Professor, to be eligible for promotion, and may apply for promotion in the fifth year of appointment.

6.3 As in the Initial Review, the candidate will be assigned a “guide” from the department who has already gone through the process to act as a resource for the candidate. If the Department is small enough that the Departmental Arts Professor Promotions and Review Committee contains all the “guide” candidates, the Committee Chair, in consultation with the Associate Dean of Faculty, will choose a “guide” from another department.

6.4 As with the initial appointment review, the process is conducted by the Departmental Arts Professor Review Committee. Selection and responsibilities of the Committee follows the guidelines set forth in Section 5 of this document. The Committee is charged by the Department Chair.

6.5 It is the responsibility of each department to establish and make available its criteria for promotion and to determine appropriate committee composition. These criteria will also be made available to Department Chairs, Deans and the All School Arts Professor Committee. The promotion evaluation process for Arts Professors is modeled on the tenure and promotion process. It is an evidence-based inquiry seeking to answer the question: is the candidate among the strongest in his or her field in comparison with other individuals in the same field at similar points in their careers, taking into consideration the needs of the Department.

6.6 The candidate prepares and submits a docket to the Departmental Arts Professor Promotions and Review Committee, containing the following:

- i. *Curriculum vitae* (including a list of service to the Department, the University and the community).
- ii. The candidate’s personal statement
- iii. Letters of support from faculty members and students
- iv. Additional solicited and unsolicited letters from the community and from current and former students also can be submitted. Solicited letters should not be from any faculty member involved in the promotion process, and no unsolicited letters that are unsigned or anonymous will be taken into account.

GUIDELINES FOR ARTS PROFESSORS:

APPOINTMENTS, RENEWALS, PROMOTIONS

- v. A list of courses taught and syllabi for those courses.
- vi. Teaching evaluations for the years since appointment (It is the responsibility of the individual faculty member to request and include their teaching evaluations in their docket.)
- vii. Creative Materials
- viii. Bibliography of Creative Materials

6.7 The candidate should submit the docket to the Department Chair to commence the review in September, during the first week of classes.

6.8 The Review Committee shall take into account the information in the docket, plus the following:

- i. An interview with the Committee
- ii. Classroom observations by faculty, with a brief report by the observer.
- iii. Five (5) letters from external evaluators for those being promoted from Associate to Full Arts Professor and three (3) external evaluators for those being promoted from Assistant to Associate Arts Professor. External evaluators are solicited by the Departmental Chair.

6.9 Candidates for promotion should be notified of the result of their promotion application within 18 months.

7. Standards for Promotion to Associate Arts Professor

7.1 To merit promotion to Associate Arts Professor, candidates must have a record of substantial artistic, academic, curatorial, or other professional activity and effective teaching. Candidates also must be able to demonstrate significant outstanding professional activity and accomplishment and contributions to the work of their departments, Tisch as a whole and/or the University since their initial appointments as Assistant Arts Professors. The quality of a candidate's endeavors in these areas is an important criterion.

7.2 Candidates for promotion to Associate Arts Professor must demonstrate a commitment to teaching as a vital and central activity and an exceptional record of teaching since their initial appointments as Assistant Arts Professors. A dedication to instruction and to fostering student growth and development is essential for all Tisch faculty members and especially for Associate Arts Professors.

7.3 Candidates for promotion to Associate Arts Professor should be held in high esteem by their colleagues and be role models for less experienced faculty. Candidates also should be leaders on Tisch school councils and committees.

7.4 A candidate may apply for promotion to Associate Arts Professor at the time of his/her first subsequent review, *i.e.*, in the seventh year of employment. There must be a strong likelihood that the prospect of continued productivity by an Assistant Arts Professor is high in order to merit promotion to Associate Arts Professor.

8. Standards for Promotion to Arts Professor

8.1 Promotion from Associate Arts Professor to full Arts Professor is an extraordinary honor that implies that the candidate is recognized in his/her field as a distinguished creative professional by virtue of lifetime achievement. The candidate's reputation and visibility as an educator and professional should have become national and international.

8.2 To merit promotion to Arts Professor, candidates must have demonstrated significant artistic, academic, curatorial, or other professional activity and accomplishment and contributions to the work of their departments, Tisch as a whole and/or the University since their initial appointments as Associate Arts Professors. The quality and distinction of a candidate's endeavors in these areas is an important criterion.

8.3 Candidates for promotion to Arts Professor must be able to demonstrate that they have maintained teaching and fostering student growth and development as a vibrant and fundamental activity.

8.4 Candidates for promotion to Arts Professor should be held in high esteem by their colleagues, looked up to as a mentor in their professional fields, and seen as leaders in those fields.

8.5 A candidate should have spent at least six years, *i.e.*, one full appointment, at the rank of Associate Arts Professor to be eligible for promotion to Arts Professor.

9. Review for Renewal at Same Rank (Without Promotion), Following the Initial Term of Appointment

9.1 The appointment review and renewal process for Arts Professors who choose to stay at the same level and not apply for promotion begins in September of the next-to last year of their current appointment, which is the beginning of the third year for Assistant Arts Professors and the beginning of the fifth year for Associate and Full Arts Professors.

9.2 Arts Professors and department chairs are notified via letter in the Spring Semester prior to their review year and urged to set up appointments with the Associate Dean of Faculty to discuss the process for reappointment.

9.3 The Arts Professor eligible for reappointment prepares a self-report that documents maintenance of the three areas:

- a. An active professional profile of high standards
- b. Excellence in teaching
- c. Distinguished service

Along with the self-report the Arts Professors should include a current Curriculum Vitae and any creative materials since the last review that they feel are relevant.

GUIDELINES FOR ARTS PROFESSORS:

APPOINTMENTS, RENEWALS, PROMOTIONS

9.4 The candidate should submit the self-report and other material to the Department Chair to commence the review in September, during the first week of classes. If the docket is not received by the required date announced by the TSOA Office of Faculty, typically, October 1, the candidate will be advised that the final year of the contract will be the terminal year of the contract.

9.5 The Chair will constitute a peer review committee that solicits at least one (1) external letter of evaluation – although it may request additional documentation or consultation.

9.6 The departmental recommendations are forwarded to the Dean, who consults an All School Arts Professor Committee.

9.7 After receiving the Committee's report, the Dean reviews the docket and then composes his/her recommendation.

9.8 If the Dean's recommendation is to not renew, the docket, together with the Dean's recommendation is forwarded to the Provost. The decision to not renew requires the Provost's approval.

9.9 Non-renewal of appointments 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 review would focus 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. Arts Professors who are not renewed because of curricular and/or structural changes serve the remainder of their current appointments.

9.10 Non-renewal of appointments also can occur if the expected performance standards established by each department are not met. Arts Professors are expected to maintain an active professional profile of original work consistent with the expectation for excellence at their rank. It is understood that standards of excellence vary depending on artistic discipline and that these evaluative criteria shall be determined by each department and may change over time. Where non-maintenance of standards occasions the review, the process will follow the procedure outlined earlier in this document under the heading "Appointment Renewal and Non-Renewal." In the event of a negative review, the affected Arts Professor would serve the remainder of his/her current appointment.

10. Grievance

Should an Arts Professor believe that he/she has a basis for an appeal (as described below) in connection with a denial of reappointment or a denial of promotion, within 30 days of receiving notification of denial of reappointment or of denial of promotion, or within 30 days of the contract's end date (whichever occurs first), he/she has the right to file a written grievance with the Dean. It is expected that the Arts Professor will first confer with the Dean on an informal basis to seek resolution or an explanation of the decision. If not settled informally, or not resolved on a timely basis to allow for an appeal within 30 days of receiving notification of

GUIDELINES FOR ARTS PROFESSORS:

APPOINTMENTS, RENEWALS, PROMOTIONS

denial of reappointment or of denial of promotion, the Arts Professor may file a grievance in writing and request the Dean to convene the School Grievance Committee. The Dean should convene the Grievance Committee within 15 working days of the request. The two grounds that can constitute a basis for an appeal are whether: (a) proper procedures were followed in reaching the decision and/ or whether the case received adequate consideration; and (b) the decision or process violated the academic freedom of the Arts Professor. The Grievance Committee, after reviewing the basis for the appeal as alleged will advise the Dean of its recommendation. After reviewing the recommendation, the Dean will notify the Arts Professor of his/her final decision. Should the decision not be satisfactory to the Arts Professor, within 15 days of receiving written notification of the Dean's decision, the Arts Professor may appeal to the Provost (or his/her designee), whose determination will be final and binding. The Provost may appoint an ad hoc committee to advise him/her on the appeal.