

## RTE Faculty Appointment, Reappointment, and Promotion Procedures July 2024

**Non-tenure Track Academic Positions include Research Professor, Senior Research Associate, Senior Lecturer, Senior Extension Associate, Professor of the Practice, Clinical Professor.**

Unit Name: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Appointment to \_\_\_\_\_

Reappointment to \_\_\_\_\_

Promotion to \_\_\_\_\_

Term Length see: <https://theuniversityfaculty.cornell.edu/the-new-faculty-handbook/3-titles-and-appointments-leaves/3-1-titles/>)

### I. Appointment:

The process to establish a search or to make an appointment for the titles listed above is the same as those used for tenure-track professorial positions, including receiving approval from the Dean, and conducting a formal search. Appointments are generally for three to five years. See guidelines below:

[University Faculty Handbook](#)

[Policy for Academic Appointments](#)

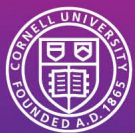
#### [3.1 Description of Titles](#)

All affirmative action policies of the university apply to these appointments.

### II. Reappointment:

All appointments in the positions listed above are term appointments. Term lengths vary depending upon the program, the funding source, and budget constraints. Appointments are generally for three to five years. For reappointment, a review by the academic unit is required. If for funding reasons the unit is appointing on an annual or shorter timeframe, this reappointment review only needs to occur every three to five years. The time between reviews is based on the results of the previous review or the definition of the original appointment. The department/unit prepares a dossier, including all components outlined below.

The dossier, including a recommendation by the chair/director; and the vote of the department/unit faculty, tenure and promotion committee, or executive committee as appropriate to the unit must be sent to the Senior Associate Dean and the Dean's Executive Assistant **six weeks prior** to the individual's termination date. The reappointment dossier is reviewed by the college academic deans. The senior associate dean then communicates the findings to the department chair/director endorsing or rejecting the reappointment, copying the college's Assistant Dean of Human Resources and HR assistant who works with the unit's administrative manager to complete the reappointment process.



## Checklist: Reappointment dossiers include:

- A letter from the chair/ director making recommendation regarding reappointment and reporting the vote of the faculty, tenure and promotion committee, or executive committee as appropriate to the unit.
- The length of the reappointment
- Personal statement of accomplishments and future plans including their relevance to the mission of the department/division/unit and the College.
- Current CV
- Copies of annual performance reviews from the last (re)appointment review. (including summative evaluation statement in each annual review)

## **For those whose positions include teaching**, reappointment dossiers include:

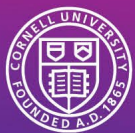
- Syllabi, teaching assignments, sample student work, exams, etc. (most recent syllabi, etc. for courses taught since last (re)appointment).
- Sample of feedback given to students (1-2 examples). (e.g., grading rubric, graded assignment)
- Student course and advising evaluations (for prior 5-6 years or since last appointment) include some student comments along with numerical summary of course evaluations.
- At least one classroom observation and report from prior 18 months completed by a faculty member (e.g., senior lecturer or tenured faculty member)

## III. Promotion:

Promotion to or within the titles listed above usually occurs after a minimum of six years (full-time equivalent) of satisfactory and relevant employment experience in the college or elsewhere. Criteria for consideration includes meritorious performance; leadership; and expanded administrative and/or supervisory responsibilities. For promotion to Senior Research Associate and Senior Extension Associate, a Ph.D. or equivalent doctoral-level degree (e.g., EdD, DSW) is required.

### Steps:

1. In discussion with the chair, the individual may initiate the request for promotion based on the quality of performance and increased responsibilities. A formal letter is then submitted to the chair requesting promotion.
2. The chair discusses the request with tenured faculty and others in the unit as relevant. The chair consults with the senior associate dean regarding the merits of the case.
3. Once agreed upon by the dean's office: At the department/unit level, a promotion dossier is prepared for review by the appropriate group in that unit, e.g. tenure and promotion committee, or tenured faculty plus those holding the "senior" title being considered in this promotion.
4. For all titles except senior lecturers, the dossier will include three external reviews from reviewers outside Cornell as well as one from within Cornell but outside the unit. The external reviews should be from leaders in the field who have a professorial rank or who hold academic assignments/titles similar to the RTE title. Internal Cornell reviewers should have academic titles similar to the candidate or a professorial title in analogous areas. At least half of the external reviewers must be suggested by the department/unit. Solicitation letters should request evaluation and not support/endorsement.



5. For senior lecturers, the dossier will contain reviews from three reviewers internal to Cornell University but from outside of the department/unit. The reviewers must hold either professorial titles or senior lecturer titles.

**Checklist: Promotion dossiers include:**

- Curriculum vitae
- Personal statements as relevant (e.g., research; extension; teaching) describing accomplishments and future goals and plans.
- Letters of evaluation from faculty with whom the candidate has worked.
- Letters of evaluation from external and/or internal reviewers (as defined above).
- Evaluations: from teaching assistants with whom the lecturer has worked or whom the lecturer has supervised if appropriate, or from research colleagues with whom the person has worked, or extension educators and specialists with whom the extension associate has worked.
- Letters from students/program clientele, for promotion to senior lecturer, senior extension associate, or Associate/Full Clinical Professor,
- For Senior Research Associates and Senior Extension Associates, program evaluation results or research reports, relevant program materials, and journal articles.
- Copies of annual performance reviews since the last (re)appointment.
- For a promotion review **involving administrative responsibilities**, the department must describe in detail the administrative duties and show how the individual intends to perform those duties.

**For those whose positions include teaching**, dossiers also include:

- Syllabi, teaching assignments, sample student work, exams, etc. (most recent syllabi, etc. for courses taught since last appointment).
  - Sample of feedback given to students (2-3 examples) (e.g., graded assignment; grading rubric).
  - Student course and advising evaluations (for prior 5-6 years or since last appointment) include some student comments along with numerical summary of course evaluations.
  - At least one classroom observation and report from prior 18 months completed by a faculty member (e.g., Senior lecturer or tenured faculty member).
6. When the file is complete, the documentation is presented to the unit's tenured faculty and, if consistent with unit procedures, those academics with same senior title for discussion and vote.
  7. If the vote is positive and/or the chair/director is positive, the chair/director sends a letter with the decision and supporting documentation to the Senior Associate Dean and the Dean's Executive Assistant **eight weeks prior to their term date**.
  8. The senior associate dean forms an ad hoc committee to review the dossier and advise the deans.
    - After receiving this report, the senior associate dean shares the findings with the academic deans.
    - Once approved, then communicates to the department chair/director endorsing or rejecting the promotion request and copying the college's Assistant Dean of Human Resources who works with the unit's administrative manager to complete the reappointment process.