

**Appointment, Reappointment and Promotion Procedures for  
Non-tenure Track Academic Positions:  
Research Professor, Research Scientist<sup>1</sup>, Senior Research Associate,  
Senior Lecturer, Senior Extension Associate, Professor of the Practice,  
Clinical Professor  
College of Human Ecology Guidelines - 2017**

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**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

<http://theuniversityfaculty.cornell.edu/handbook/toc.html>

Policy for Academic Appointments

[https://www.hr.cornell.edu/policies/academic/app\\_terms.pdf](https://www.hr.cornell.edu/policies/academic/app_terms.pdf)

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

**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 confidential dossier, including at least three external reviews (reviewers outside Cornell) as well as at least one from within Cornell but outside the unit. Reviewers should be leaders in the field who have a professorial rank or who hold similar academic assignments or titles. At Cornell, the reviewers should have academic titles similar to the candidate or a professorial title in analogous areas. For senior lecturers, the external reviewers may be drawn from within Cornell University or external to Cornell. At least half of the reviewers should be suggested by the department/unit.

**The dossier, including the vote of the department/unit faculty, tenure and promotion committee, or executive committee as appropriate to the unit and a recommendation by the chair/director, must be sent to the associate dean six weeks prior to the individual's termination date.** The reappointment dossier is reviewed by the college academic deans. The associate dean submits a letter/communication to the unit's chair/director endorsing or rejecting the reappointment. If approved, the appropriate documents are sent to the Human Resources Director for review and action by the college.

Reappointment dossiers (1 dossier) include:

- Reappointment recommendation from the chair/director of the unit with a vote of the faculty, tenure and promotion committee, or executive committee as appropriate to the unit
- Personal statement of accomplishments and future plans
- Supporting materials stating accomplishment relative to the mission and the unit
- Current CV
- Draft of the reappointment letter

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<sup>1</sup> Note: upon the adoption of the title of Research Professor in 2016, the College is no longer making new appointments as Research Scientist; those holding the Research Scientist title may request transfer to the Research Professor title, or may choose to be reappointed in the Research Scientist title.

- External reviews from at least three individuals outside Cornell with the same title/role or professorial title and at least one within Cornell or the College but outside the unit. For senior lecturers, all reviewers external to the department/unit may be from Cornell or the College.
- 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
  - from those with whom the extension associate has worked
- For Senior Lecturer, Professor of the Practice, Assistant/Associate/Full Clinical Professor, results of student course and advising evaluations should be included
- Copies of annual performance reviews

### **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 include: meritorious performance; leadership; and expanded administrative and/or supervisory responsibilities.

In discussion with the chair, the individual may initiate the request for promotion based on the quality of performance and the increased responsibilities. A formal letter is then submitted to the chair requesting promotion.

The chair discusses the request with tenured faculty and others in the unit as relevant. The chair consults with the associate dean regarding the merits of the case.

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. For all titles except senior lecturers, this will include at least three external reviews that are from reviewers outside Cornell as well as at least one from within Cornell but outside the unit. These should be from leaders in the field who have a professorial rank or who hold similar academic assignments/title. At Cornell, the 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. For senior lecturers, the external reviewers may be drawn from within Cornell University or external to Cornell but one of the four must be from within Cornell University but outside of the department/unit. At least half of the reviewers must be suggested by the department/unit. They must hold professorial titles, senior lecturer/extension or research associate titles, or equivalent.

Promotion Dossiers (1 dossier) include:

- Curriculum vitae
- Personal statement of accomplishments and future plans
- Letters of evaluation from faculty with whom the candidate has worked
- Letters of evaluation from at least four external reviewers (as defined above). These letters should request evaluation not support/endorsement.
- Evaluations from:
  - teaching assistants with whom the lecturer has worked or whom the lecturer has supervised if appropriate,  
or
  - research colleagues, with whom the person has worked,  
or
  - extension agents and specialists with whom the extension associate has worked
- For Senior Lecturers or Associate/Full Clinical Professor, results of student course and advising evaluations should be included.

- Letters from students/program clientele, for promotion to senior lecturer, senior extension associate, or Associate/Full Clinical Professor,
- Major program plan, examples of resources to support program, evaluation results or research reports, technical articles, and journal articles.
- Course or program evaluations
- Copies of annual performance reviews

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.

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.

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 associate dean. The associate dean forms an ad hoc committee to review the dossier and advise the deans. After receiving this report, the associate dean writes a letter/communication to the department chair/director endorsing or rejecting the promotion request.

If approved, appropriate documents are sent to the college's Director of Human Resources for review and action by the college.