Academic Titles

POLICY STATEMENT

Enter Policy Statement Here

REASON FOR POLICY

Enter the Reason for the Policy Here

ENTITIES AFFECTED BY THIS POLICY

- All units of the university

WHO SHOULD READ THIS POLICY

- Those who will be responsible for reading and understanding this policy in order to implement the associated procedures; persons who must understand the policy in order to do their jobs; and people who are affected ultimately by the policy.

WEB ADDRESS FOR THIS POLICY

- This policy: www.policy.cornell.edu/
- University Policy Office: www.policy.cornell.edu
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RELATED RESOURCES

University Policies and Documentation

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University Forms and Systems
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Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

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DEFINITIONS

These definitions apply to terms as they are used in this policy.
RESPONSIBILITIES

The major responsibilities each party has in connection with this policy are as follows:

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PRINCIPLES

Authority to Establish Academic Titles

The Trustees’ Bylaws of Cornell University www.cornell.edu/trustees/docs/012210-cu-bylaws.pdf determine the titles that may be used in appointment to the academic staff. Appointments to academic titles are approved under authority of either the Board of Trustees or the president; this presidential authority is exercised by the provost and for many actions is delegated further (consult the Academic Appointment policy for more information).

Titles Approved for Use In Academic Appointments

The current list of academic titles authorized for the Ithaca and Geneva campuses by the Bylaws, the Provost, and University Faculty governance is available in Appendix A. Only these titles are considered academic titles. Administrative titles, such as dean, director, and department chair, are not included and do not by themselves confer academic status. Title descriptions for specific academic titles may be found in Appendix B.

Categories of Responsibility Assigned to Academic Titles

Academic titles are assigned with an individual’s appointment according to the mix of primary responsibilities at the forefront of the university’s core academic efforts in research, teaching, and extension or outreach (including library), and according to the nature of the academic affiliation. The use of an academic title may require that an approved position be available.

Modified Academic Titles

Particular academic titles are sometimes modified in regulated ways by the terms acting, adjunct, courtesy, or visiting. Only one modifier may be used with the academic title.

The approved usages of modifiers with academic titles are as follows:

- Acting may be applied only to the titles assistant professor, associate professor and professor.
- Adjunct may be applied only to the titles assistant professor, associate professor and professor.
- Courtesy may be applied only to the titles assistant professor, associate professor, professor, instructor, senior lecturer and lecturer.
- Visiting (as a modifier) may be applied only to the titles assistant professor, associate professor, professor, assistant clinical professor, associate clinical professor, clinical professor, instructor, senior lecturer, lecturer, senior scholar, and senior scientist.

Descriptions of approved modifiers of academic titles are available in Appendix C.
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**PRINCIPLES, continued**

<table>
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<th>Appointments Without Compensation</th>
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<td>Appointment without compensation is limited to the titles postdoctoral fellow, visiting fellow, and those modified by <em>adjunct</em>, <em>courtesy</em>, or <em>visiting</em>.</td>
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PROCEDURES

The Practice of Using Field Designators and Working Titles

The dean has authority to approve the use of an appropriate field designator after an individual’s professorial title, such as “Professor of French Literature.” The dean may approve the use of an appropriate working title that does not mimic an academic title to which the individual is not appointed. In colleges with departmental structure, the field designator or Cornell University working title would be recommended by the department chair. Field designators and working titles may not imply appointment in a different department without the consent of that department’s chair and dean. Field designators and working titles are not recorded in the university’s appointment systems.

In field designators and working titles, any use of a name to honor a donor or other person is likely to be subject to endowment and establishment policies of the Board of Trustees. Determining whether a particular honorary use of a name is subject to these policies is the responsibility of the vice president in charge of development.

Emeritus or Emerita Titles and Graduate School Professor

Access to emeritus or emerita status with academic or administrative titles is regulated. Nomination and approval are merit-based and require special procedures.

Further information on access to emeritus or emerita status for tenured professorial titles is available on the website of the Office of the Dean of Faculty, in the Appendix B title description for “Professor Emeritus or Emerita,” and in the “Provost’s Policy Statement on the Transition of Faculty to Emeritus Status” online at emeritus.cornell.edu/benefits/benefits_home.html.

Appointment as a Graduate School Professor

The Code of Legislation of the Graduate Faculty, available at www.gradschool.cornell.edu/pubs_and_forms/pubs/codeoflegislation.pdf, states...

“7. Graduate School Professorship A retired member of the graduate faculty may be appointed to a five-year, renewable term as a Graduate School Professor through a strong vote of support from the field membership. If the Graduate School Professor remains in the Ithaca or Geneva area, he or she may serve as a co-chair or a minor subject member of special committees formed during the five-year term; any restrictions that were in place during his or her membership on the graduate faculty apply as Graduate School Professor as well. Graduate School Professors who leave the Ithaca or Geneva area may serve only as minor members of special committees formed during the five-year term.”
Academic Named Positions and Endowed Chairs

The term “endowed professorship” or “endowed chair” derives from a position’s being supported by the income from a donated endowment. Some historical honorary chairs carry a Trustee-approved name but are not supported by endowment, although they may be referred to as “endowed” chairs.

For an endowed chair or named position to be considered “academic,” the holder must be appointed by normal procedures to a Cornell University academic title. Approval to hold a named academic position or endowed chair does not change the academic title to which the person is appointed or other aspects of the academic appointment, such as start or end dates or renewability. The end date approved for holding a named academic position or endowed chair may not exceed the end date of appointment to the academic title, although the approval may anticipate renewals or changes in status.

Further information on Endowed Chairs can be found in Appendix D.
APPENDIX A: APPROVED ACADEMIC TITLES

The academic titles listed below are the only academic titles authorized for use on the Ithaca and Geneva campuses by the Bylaws, the Provost, and the University Faculty governance. These titles should not be used for appointments in administrative or other nonacademic units without specific authorization from the provost. Persons appointed in nonacademic units to an academic title should hold a joint appointment in an academic unit. Even in academic units, the research titles should be limited to those whose responsibilities are academic.

◆Notes:

1. The authorized titles listed below are primary titles; secondary titles such as dean, director, and provost are not included. Additional titles are used in the Weill Cornell Medical College.

2. The titles “professor,” “associate professor” and “assistant professor” may be modified by “adjunct,” “acting,” “courtesy,” or “visiting.”

3. The titles “instructor,” “senior lecturer,” and “lecturer” may be modified only with “courtesy” or “visiting.”

4. The titles “senior scholar” and “senior scientist” may be modified only with “visiting.”

5. The titles “clinical professor,” “associate clinical professor,” and “assistant clinical professor” may be modified only with “visiting.”

6. Only one modifier may be used with a particular individual’s title.

- professor
- associate professor
- assistant professor
- university professor
- professor emeritus or emerita
- professor-at-large
- clinical professor*
- associate clinical professor*
- assistant clinical professor*
- senior scholar
- senior scientist
- instructor
- senior lecturer
- lecturer
- teaching associate
- principal research scientist
- research scientist
- senior research associate
- research associate
- senior extension associate
- extension associate
- university librarian
- associate university librarian
- assistant university librarian
- librarian
- associate librarian
- senior assistant librarian
- assistant librarian
- archivist
- associate archivist
- senior assistant archivist
- assistant archivist
- postdoctoral associate
- postdoctoral fellow
- visiting fellow
- visiting critic
- visiting scientist
- visiting scholar

* Clinical title available in a college only by special procedure; see Appendix B of this policy.
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APPENDIX B: ACADEMIC TITLE DESCRIPTIONS

Professor

Professors are responsible for teaching, undertaking research and publishing its results, advising undergraduate and graduate students, and providing public, departmental, college, and university service. Not all professors are assigned these duties in equal measure; the determination of academic responsibilities is made by the dean and the department chairperson or the director of the school, center, institute or program in consultation with the faculty member. But the responsibilities must include significant effort in research (or creative achievement, in the arts) and either teaching or extension/outreach.

The unmodified title “professor” reflects a salaried position that is subject to affirmative action regulations.

Professors generally hold the highest graduate degree in the field. In the creative and performing arts, or in certain professional studies, the dean may accept a degree other than the Ph.D. or its foreign equivalent as the highest degree.

The rank of professor is usually attained by promotion from associate professor after a positive evaluation of performance and promise. In such a case, the person ordinarily has already been awarded indefinite tenure as an associate professor, and approval of promotion in rank is approved by the provost, not the Trustees. A new appointment at the level of tenured professor is also possible with the approval of the Board of Trustees, following established procedures for tenure review. A new faculty member may be given a term appointment at this level for a fixed term of up to five years. The tenure clock at the rank of professor may be for up to five years. A terminal, non-tenure-track appointment of a professor is also possible, for a fixed term of up to five years, but in such a case the individual normally would be designated as a visiting professor.

Professors are voting members of the University and college faculties; as a member of the University Faculty and a voting member of the college faculty, a professor cannot be a candidate for a degree administered by Cornell. The Dean of the Graduate School confers membership on the Graduate Faculty following nomination by the field’s graduate faculty representative and approval by the General Committee.

Associate Professor

Associate professors are responsible for teaching, undertaking research and publishing its results, advising undergraduate and graduate students, and providing public, departmental, college, and university service. Not all associate professors are assigned these duties in equal measure; the determination of academic responsibilities is made by the dean and the department chairperson or the director of the school, center, institute or program in consultation with the faculty member. But the responsibilities must include significant effort in research (or creative achievement, in the arts) and either teaching or extension/outreach.
The unmodified title “associate professor” reflects a salaried position that is subject to affirmative action regulations.

Associate professors generally hold the highest graduate degree in the field. In the creative and performing arts, or in certain professional studies, the dean may accept a degree other than the Ph.D. or its foreign equivalent as the highest degree.

Appointment as associate professor usually results from the promotion of an assistant professor with the award of tenure. In other cases, the rank of associate professor with tenure is bestowed on a new faculty member with the approval of the Board of Trustees, following established procedures for tenure review. A new faculty member may be given a term appointment at this level for a fixed term of up to five years; in this case either the appointment is terminal, non–tenure-track or in probationary tenure status. The tenure clock at the rank of associate professor may be for up to five years.

In unusual cases, assistant professors are promoted to the rank of associate professor without being awarded tenure. Such actions at Cornell are normally limited to the professional schools, reflecting a practice that is more common in professional schools nationally. These promotions do not extend the probationary period for the tenure decision (and without provost’s approval may shorten the tenure clock to five years). They do not require approval by the Board of Trustees, but other than in the professional schools, promotion for assistant or associate professors on the tenure track does require approval by the provost. Promotion near the time of tenure review usually is inappropriate.

Associate professors are voting members of the University and college faculties; as a member of the University Faculty and a voting member of the college faculty, an associate professor cannot be a candidate for a degree administered by Cornell. The Dean of the Graduate School confers membership on the Graduate Faculty following nomination by the field’s graduate faculty representative and approval by the General Committee.

Assistant Professor

Assistant professors are responsible for teaching, undertaking research and publishing its results, advising undergraduate and graduate students, and providing public, departmental, college, and university service. Not all assistant professors are assigned these duties in equal measure; the determination of academic responsibilities is made by the dean and the department chairperson or the director of the school, center, institute, or program in consultation with the faculty member. But the responsibilities must include significant effort in research (or creative achievement, in the arts) and either teaching or extension/outreach.

The unmodified title “assistant professor” reflects a salaried position that is subject to affirmative action regulations.
Assistant professors generally hold the highest graduate degree in the field. In the creative and performing arts, or in certain professional studies, the dean may accept a degree other than the Ph.D. or its foreign equivalent as the highest degree. If the highest degree is not yet completed, the “instructor” or “acting assistant professor” title should be used.

The position of assistant professor is not a continuing appointment at Cornell. The Bylaws of the University state that an individual may not be continued in this rank for more than six years – rarely an exception is possible, only if, in the opinion of the provost, such temporary continuation is justified. This provision does not apply to the Weill Cornell Medical College. If an assistant professor is reviewed for tenure and is not promoted, university policy requires a one-year terminal appointment, which may constitute time in rank beyond the Bylaws’ provision. Assistant professors may not hold tenure.

New assistant professors may be appointed in a probationary tenure status, normally for a term of three years but possibly for four years. Toward the end of this initial term the individual is evaluated for reappointment to a three-year or four-year term. Unsuccessful candidates for reappointment must be given at least a one-year terminal appointment. Those who are reappointed and retained in a probationary tenure status are evaluated for tenure in the latter part of the fifth year or in the sixth year (seventh or eighth year in the Johnson Graduate School of Management), according to the procedures outlined in the “Tenure” section of this policy.

A tenure-track appointee who does not receive tenure may not be appointed to the position of lecturer or senior lecturer; provosts’ policy extends that prohibition to all academic titles. However, an individual may request a transfer to lectureship or other title status before the tenure review; neither the chair nor the dean is obliged to recommend this action to the provost. See “Tenure and Promotion to the Rank of Professor” policy, Candidate’s Appointment Options Before and After the Tenure Review is Initiated.

A qualified individual may be appointed as an assistant professor not in probationary tenure status. This may occur, for instance, when a department’s staffing or programmatic needs or funds for the position are viewed as temporary in nature. Such an appointment can be for up to four years and is renewable through the sixth year, continued only for reasons that in the judgment of the provost are temporary.

Assistant professors are voting members of the University and college faculties; as a member of the University Faculty and a voting member of the college faculty, an assistant professor cannot be a candidate for a degree administered by Cornell. The Dean of the Graduate School confers membership on the Graduate Faculty following nomination by the field’s graduate faculty representative and approval by the General Committee.
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APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued

University Professor

The title “university professor” was authorized by the Board of Trustees in April 1951. The title designates a tenured professor of extraordinary scholarly breadth, depth, and achievement to whom at least two departments have indicated a willingness to offer voting membership. The appointee chooses one department for primary affiliation and that department provides office space and support services; however, the university professor’s salary is determined by the president independent of departmental budget. The university professor is expected to teach and undertake research but is free to choose the structure that the teaching and scholarship will assume.

Faculty legislation, endorsed by the Board of Trustees, sets forth procedures for naming a university professor that requires the president to appoint a search committee. The search committee, chaired by the provost, recommends nominations to the president, who, in turn, recommends a candidate for the Board of Trustees’ final approval.

Inquiries concerning the use of this title and the consideration of individuals for appointment to this rank should be referred to the Office of the University Faculty.

A separate procedure exists for selecting a university professor at the Weill Cornell Medical College. Established in 1986, appointments to the professorship are known as the Walsh McDermott University Professorship of Medicine.

The title “university professor” reflects a salaried position that is subject to affirmative action regulations.

Professor Emeritus or Emerita

In March 1991 the Board of Trustees adopted the following statement of qualification for the honorary title professor emeritus, replacing trustee legislation of June 11, 1951, and April 1970:

“Any member of the professorial staff who retires after ten years full-time equivalency in the rank of university professor, professor, or associate professor and who has rendered distinguished and meritorious service to the University, may be appointed Professor Emeritus by the President after recommendation by the members of the particular department and the dean of the college or school faculty to which the retiring member belonged.”

Use of the title is limited to those who have held tenure at Cornell.

Approval, under presidential authority, is by the provost. The university’s phased retirement program permits eligible professors and associate professors with full-time appointments in the endowed and contract colleges at Ithaca to reduce their teaching, research, and administrative duties prior to retirement by allowing a gradual transition of a specified duration of time. Separate policies exist for employees in the endowed and contract units, and a copy of either policy may be obtained from the Cornell Association of Professors Emeriti Office (CAPE)
**APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued**

www.emeritus.cornell.edu/ or the website of the Office of Human Resources at www.hr.cornell.edu/policies/academic/. The phased retirement agreement would not be able to guarantee approval of *emeritus* or *emerita* status by the provost.

The department chair provides the dean with a letter summarizing the retiree’s career and the department’s vote and recommendation. The chair’s letter also should indicate whether the professor prefers the title to be *emeritus* or *emerita*. If the dean approves the recommendation, the dean so indicates when forwarding the departmental materials; the dean also should indicate whether the college authorizes use of an endowed chair title, if one has been held, in *emeritus* status, e.g., Jacob Gould Schurman Professor *Emeritus* – this will not continue to encumber funds attached to the chair title. The dean sends the materials to the provost via the Office of Workforce Policy and Labor Relations. A letter from the president notifies and congratulates the professor. In most instances, *emeritus* status is effective the day following official retirement from the university.

Professor *emeritus* or *emerita* is a continuing appointment status, inactive until a “rehire” appointment (using the *emeritus* or *emerita* title) is approved in paid or unpaid renewable positions for up to one year at a time.

Professors *emeriti* remain voting members of the University Faculty.

Authority for retired faculty members to supervise graduate study rests with the General Committee of the Graduate School and is reflected in the “Code of Legislation of the Graduate Faculty,” particularly the Graduate Faculty Administration section on “Term of Appointment” (www.gradschool.cornell.edu/pubs_and_forms/pubs/codeoflegislation.pdf).

By vote of their graduate fields, *emeritus* professors will be granted the working designation “Graduate School Professor of *(field)*.” This designation, which can be used on grant and contract applications, is described in the “Code of Legislation of the Graduate Faculty” in the Graduate Faculty Administration section on “Graduate School Professorship” at www.gradschool.cornell.edu/pubs_and_forms/pubs/codeoflegislation.pdf. Maximum terms are for five years, renewable. Records are maintained by the Graduate School and inquiries may be directed to the Office of the Dean of the Graduate School.

Administrative and executive service is possible within the title, as well as teaching, research and other academic responsibilities. Information on this and such aspects as office and laboratory space, reimbursement for professional activities, and voting rights may be found in section D “Emeritus Status” of the “Provost’s Policy Statement on the Transition of Faculty to *Emeritus* Status,” available at www.hr.cornell.edu/policies/academic/. Appended to the document is a compendium of services and other items of interest for *emeriti*, prepared in 1997 by the Dean of Faculty Office.
In addition to such special teaching and administrative assignments, occasional post-retirement research appointments are also made to permit individual retired faculty members to carry on sponsored research using university facilities. Any salary paid to the faculty member in such a case must appear as an approved item in the agreement with the sponsor. Such post-retirement research appointments will be considered when the proposed program enhances the proper function of the department, the college and the university and when it represents the best use of office and laboratory space; the appointments are reviewed periodically and always when a new agreement with a sponsor is proposed.

The university’s policy on indemnification refers to emeritus professors among the “additional classes of individuals who are protected by this policy when acting on behalf of the university within the scope of their authorized duties.” Further information is available in University Policy 4.9, Legal Defense and Indemnification (www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/indemnification.cfm).

A professor who does not seek or is not qualified or approved for emeritus status is considered a “retired academic.”

Emeritus status is not available for other academic titles. Persons holding professorial titles modified by “adjunct,” “courtesy,” or “visiting” cannot be granted emeritus status.

**Professor-at-Large**

The professor-at-large title is reserved for specially defined uses. The Andrew D. White Professor-at-Large Program is the modern version of a program originating with President Andrew D. White early in Cornell’s history. It was re instituted in 1965 by the Board of Trustees and has the purpose of attracting to Cornell, as full -fledged voting members of the University Faculty while in residence, “those individuals who have achieved outstanding international distinction in the humanities, the natural or social sciences, or the learned professions, or have achieved such distinction and have demonstrated broad intellectual interests through their activity in such fields as public affairs, literature, or the creative arts.”

Professors-at-large are elected by the Board of Trustees upon the recommendation of the president for a six-year term. The procedures for selection and nomination by the president are controlled by legislation of the Faculty Senate. Current legislation specifies that the number of professors-at-large should not normally exceed eighteen and recommends that a substantial number of these be from foreign countries. The residence requirements are that each individual appointed as a professor-at-large agrees to spend a minimum of two consecutive weeks every three years in residence on the Ithaca campus. Each receives a stipend and other perquisites as may be agreed upon at the time of their election.
APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued

The program is directed by a person appointed by the president. There is a selection committee consisting of the dean of the University Faculty, the dean of the Graduate School or other representative of the president, the person directing the program who serves as chair of the committee, the dean of students, and nine other faculty members appointed by the president upon recommendation of the Nominations and Elections Committee with the concurrence of the Faculty Senate after consultation with the previous selection committee. Vacancies in the program are announced each year, and nominations are solicited for consideration by the selection committee. These nominations must be carefully documented and supported by letters both from outside and within the university testifying to the merit of the nominee and the interest of a broad segment of the university in having that appointment made. The recommendations of the committee are referred to the president.

Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor

The titles “clinical professor,” “associate clinical professor,” and “assistant clinical professor” are available in a given college only upon satisfaction of a special approval process specified in the Enabling Legislation (please consult Appendix E of this policy).

The ranks of the title of Clinical Professor are available only for long term, non-tenure-track faculty who serve an essential teaching function in a clinical setting. While faculty members of this rank may have additional research, service, or outreach obligations, teaching is their primary responsibility. The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty. Similarly, the title is not meant as a wholesale replacement for the titles of faculty employed as Lecturers or Senior Lecturers.

These titles reflect salaried positions that are subject to affirmative action regulations.

Clinical professors generally hold the highest degree in their field. They may be appointed for a term of not to exceed five years, renewable repeatedly. Decisions about appointment and promotion are made on the authority of the dean; approval by the provost or the Board of Trustees is not necessary. College or school legislation as approved in the process with the Faculty Senate authorizing the use of the title in that college or school governs various terms and conditions, including percent limitations on the number of such appointments, voting rights, and access to grievance and appeals procedures (consult the Faculty Senate enabling legislation, which follows). A voting member of the college faculty cannot be a candidate for a degree administered by Cornell, per the Bylaws of the University, Article on “College and School Faculties” (www.cornell.edu/trustees/).
Appendix B: Academic Title Descriptions, continued

Senior Scientist and Senior Scholar

These non-professorial titles designate positions to which individuals of high distinction in research and scholarship may be appointed. The positions carry the professional stature of full professor and salary commensurate with this rank, but not indefinite tenure. Appointments require dossier review equivalent of that for promotion of associate professor to professor and approval by the provost. This review must include professional evaluations from individuals external to the unit and external to Cornell and committee advice to the dean. These provisions underscore the high-profile stature of these titles.

Senior scholars and senior scientists may be involved with the teaching program to an extent consistent with terms of the funding of their positions, but their primary role is research and scholarship. Senior scholars and senior scientists may serve as principal investigators for sponsored research grants.

The Faculty Council of Representatives’ Executive Committee in March 1987 determined that the senior scholar and senior scientist titles must stand alone; appointees may hold joint appointments in other departments, but they cannot simultaneously hold modified professorial titles. Although senior research associates at Cornell are not ineligible for consideration, these titles are not part of the research associate/senior research associate promotion sequence.

Appointments may be made for periods of up to five years and are renewable. Reappointments require approval by the provost, upon recommendation by the department chair and the dean.

Senior Scholars and Senior Scientists are not members of the University Faculty. They are nonvoting members of their college or school faculty unless given the right to vote by the particular faculty.

These titles reflect salaried positions that are subject to affirmative action regulations.

Principal Research Scientist and Research Scientist

Research scientists and principal research scientists are expected to initiate or lead research programs and to create new knowledge at a high level of achievement in an academic area of importance to the department or academic research unit. The differences between these titles relate to the balance in the individual’s career between promise and achievement in establishing highly successful independent research programs.

Research scientists and principal research scientists are responsible for initiating new research activities; creating and managing research laboratories; seeking funding opportunities, submitting proposals, and fulfilling the terms of research grants and contracts; planning, conducting and reporting on original research; and representing their research groups externally. Persons appointed to these titles may serve routinely as principal investigators on grants and contracts.

Research scientist and principal research scientist titles are academic and should not be used for those whose positions are primarily administrative, even if the responsibilities include some research. Some administrative responsibilities, however, are unavoidable in creating and managing research laboratories, and this should not be interpreted to preclude appointment to these titles.

Research scientists and principal research scientists may be appointed in academic departments or in research centers. They are not members of the University Faculty. Research scientists and principal research scientists are non-voting members of their college or school faculty and may be given the right to vote by that faculty.

Research scientists and principal research scientists normally are not permitted to teach courses for credit. In the event that some teaching of courses for credit is desired by the individual and requested by the appointing department, this teaching must be consistent with the terms of their funding and must be approved by the dean (and, if different, the dean of the college responsible for the teaching). Where teaching is assigned, care must be taken not to shift teaching expense inappropriately to research grants or contracts. In no case should such an individual teach for an extended consecutive period.

Research scientists and principal research scientists must hold a research Ph.D. degree (or foreign equivalent) in a field appropriate to the position. To qualify for the title, research scientists and principal research scientists also are expected to have achieved significant stature in the scholarly discipline, to have demonstrated the quality of research accomplishment appropriate to initiating independent research programs, and to have demonstrated a trajectory that promises a continued high level achievement.

While there may be a transition period before research funding supports the position, appointments normally are expected to be supported by such funds; other funding sources are permitted. Provisions regarding start-up funds, facilities and support should be articulated in the initial appointment letter. The offer and appointment letters should include notification that the appointment may be terminated early or modified if funding is withdrawn or reduced. Nonrenewal or early termination of appointment also may occur on the basis of other significant resource constraints, unreliable funding prospects, seriously diminished interest in the research area or relevance to the appointing unit’s research mission, or performance.

An individual may be appointed directly to the principal research scientist title or promoted from research scientist. The line of progression in these titles is limited to research scientist and principal research scientist – there is no routine expectation of promotion from senior research associate. There is no routine expectation of promotion from these titles to senior scientist. If an out-of-progression title change is proposed, an affirmative action search or approval of a waiver of search is necessary.
APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued

before the change in appointment may be approved; review procedures governing appointment to the title also pertain for approval of the change in title.

These titles reflect salaried positions that are subject to affirmative action regulations. Search procedures should follow those used by a department to fill professorial positions. Appointment length for principal research scientist and research scientist may be for up to five years. There is no “time-in-title” limit or restriction on the number of times the appointment to either title may be renewed. A dossier-based review must be conducted for initial appointment. Through an exception approved by the department chair and the dean, the dossier-based review may be conducted during the first year, with continued appointment contingent on successful review. This dossier shall include letters from confidential external referees, letters from participants in current or recent research programs, an analytical transmittal letter with report of the faculty vote, and the report of an ad hoc committee to advise the dean, who makes the ultimate decision about appointment.

Reappointment decisions are recommended by the department or research center and are based primarily but not exclusively on quality of performance and on the availability of work and funds. The reappointment recommendation must be reviewed at one more level of the academic reporting structure, if not more. The final decision about reappointment is made by the dean or vice provost (or designee). Negative decisions and decisions not to review for reappointment are subject to local appeals procedures.

Promotion from research scientist to principal research scientist is based on quality of achievement, productivity, national and international stature in the field, leadership of the independent research program, effectiveness with colleagues and with participants in the research program, and service to the field. Promotion is not automatic, for example after a particular number of years in title. A formal dossier review is required for promotion to principal research scientist and follows the procedures for the dossier-based appointment review.

Senior Research Associate and Research Associate

Senior research associates are members of the research staff with a very high degree of experience and training in research. They have made extensive contributions to the scholarly discipline. Senior research associates normally are responsible to a member of the faculty but may serve, within certain limitations, as principal investigator on a grant or contract. They are responsible for independently designing and implementing research projects or programs. Their specific duties may include, but are not limited to, planning, conducting, and reporting on original research; designing, constructing, or operating state-of-the-art research apparatus; and supervising the overall research operations of a laboratory or facility. They may serve as minor members on graduate students’ special committees. They usually have extensive contacts with graduate students and informally guide their research.
APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued

Although senior research associates may teach courses consistent with the terms of the funding of the position, normally they do not teach.

Research associates contribute, in collaboration with a principal investigator or faculty sponsor, to the design and implementation of research projects or programs. Research associates can be principal investigators on grants or contracts only on an exception basis. Their specific duties may include, but are not limited to, planning, conducting, and reporting original research; designing, constructing, or operating highly complex research apparatus; and supervising the research operations of a laboratory or facility. Research associates informally participate in graduate research training, but they may not be members of graduate committees, except as ad hoc additional, supplementary members. Research associates normally have no responsibilities for formal teaching but may participate in seminars or specialized portions of courses to an extent consistent with the terms of the funding of the position.

The senior research associate and research associate titles reflect academic positions and should not be used for those whose positions are primarily administrative, even if the responsibilities of the position include research.

Senior research associates and research associates are not members of the University Faculty. Senior research associates are nonvoting members of their college or school faculty unless given the right to vote by the particular faculty. Each college or school faculty may, at its discretion, grant voting or non-voting membership to research associates.

Appointments of senior research associates and research associates require the Ph.D. (or the equivalent terminal degree in the discipline) in a field appropriate to the position. With the approval of the dean the M.D. or D.V.M. may be accepted in lieu of the Ph.D. Appointments are made for terms of up to five years for senior research associates and up to three years for research associates; both are renewable. Appointments are subject to the availability of funds, although notice provisions for non-renewal or for early termination of appointment pertain. When the position is supported by non-university funds, the offering letter must state that the appointment/reappointment may be terminated or modified if funding is withdrawn or reduced. Reappointment is based on quality of performance and the availability of work and funds.

Individuals may be appointed directly to the senior research associate title or be promoted to it from the position of research associate. To initiate a promotion review, the head of the research program asks the candidate to supply a personal statement of past research accomplishments and future goals together with a curriculum vitae that includes publications, honors and awards, service to professional organizations, and other relevant professional activities. These materials must accompany a covering letter from the head of the research program to the chair or director. The
letter should address the candidate’s performance, contributions to scholarship, and standing in the field. The department chair or the director solicits letters of recommendation from known experts (at Cornell and/or elsewhere) who provide candid, confidential assessments of the candidate’s achievements. The chair or director then forwards the dossier and makes a written recommendation, either positive or negative, to the dean or the vice provost for research for final disposition.

These titles reflect salaried positions that are subject to affirmative action regulations.

Instructor

An instructor is responsible for teaching and research, and is expected to be able to plan and conduct courses with little or no supervision. The specific duties and expectations of the position vary considerably from one college or department to another. Because of the temporary nature of the title, departmental, college, and university service may or may not be a component of an instructor’s duties.

Instructors are not members of the University Faculty, and are not normally members of the Graduate Faculty. They are nonvoting members of their college or school faculty unless given the right to vote by the particular faculty.

Instructors may be appointed for a term not to exceed two years for a maximum period of service of five academic years.

The title of instructor is sometimes used at Cornell for a person whom the university intends to appoint as an assistant professor but who has not yet completed all the requirements of the expected terminal degree. The initial appointment is made at the level of instructor for a one-year term. At the discretion of the dean of the college or school, the appointment may be renewed for a second year, but if the degree remains uncompleted at the end of the second year, the appointment cannot be renewed and the offer of an assistant professorship becomes void. Time spent as instructor does not count as part of the six-year probationary tenure period, nor does it accrue leave credit. The letter from the chair offering an instructorship intended to lead to a tenure-track appointment should specify departmental expectations and probable timing for assuming an assistant professorship. For non-Cornell degree candidates, the ensuing title change to assistant professor may be made retroactively to the beginning of the semester if the granting institution certifies that all degree requirements are met and that the conferral of the degree is imminent; the title change for Cornell degree candidates can occur only after the Graduate Faculty has voted on the degree list.

In some cases, individuals who have the degree are expected to serve for a period in the rank of instructor before entering the tenure track.

The instructor title is also used when a department has a temporary vacancy (for example, a faculty member is on leave) and an instructor is appointed, either full-time or part-time, to fill some of its teaching and research responsibilities. These are
Appendix B: Academic Title Descriptions, continued

Temporary appointments not involving probationary tenure status. If the assigned responsibilities consist only of teaching, the title “lecturer” should be used instead of “instructor,” since the latter requires research as well as teaching activity.

Persons holding the title instructor will not be granted tenure in that title or be eligible for sabbatic leave.

Postdoctoral Associate and Postdoctoral Fellow

Postdoctoral associates and postdoctoral fellows are appointed to the research staff where their primary goals are to extend their own education and experience. Although they hold a doctoral degree, they are not considered independent researchers and cannot serve as principal investigators.

The selection of “associate” or “fellow” for the title reflects traditions of the field and, in some cases, sources of funding, although a postdoctoral fellow need not hold a fellowship. Postdoctoral fellows are supported in almost all cases by outside funding agencies. Postdoctoral fellowships in the endowed units can be supported by Cornell funds specifically designated for such purposes, e.g., departmental postdoctoral fellowships. Postdoctoral fellowships also may be supplemented by college or departmental funds. Whether the fellowship is paid directly to the individual or channeled through Cornell’s accounting system, postdoctoral fellows are not Cornell employees and do not receive Cornell salary through the payroll system.

Some sponsoring agencies grant host institutions an allowance to help meet the cost of providing postdoctoral fellows with laboratory space, office space, supplies, and equipment. Department chairs must ensure that offering letters to postdoctoral fellows describe in detail those departmental, college, or university resources that can be expected while at Cornell, such as staff support, office or research space, funds for supplies, computer time, long-distance telephone service.

Persons appointed to postdoctoral titles often participate in the research training of graduate students and sometimes teach informally. Although these are research titles, there are circumstances that permit teaching. The humanities and other non-laboratory-based disciplines may use postdocs in the classroom as a form of scholarship. Postdocs also may teach as a way of developing academic skills in anticipation of a faculty career, if the experience is formally mentored and appropriate attention continues to be devoted to development of the research program. Postdocs must not be used to supplant the use of lecturers and senior lecturers in the curriculum. Postdocs with appropriate teaching responsibility may be appointed concurrently to a “lecturer” title – total effort for postdoctoral associates may not exceed 100%.

Postdoctoral titles are not in the promotion sequence of research associate-senior research associate. If the faculty sponsor, department chair, and dean agree to convert a postdoctoral position into a research associate position (that carries with it the possibility of unlimited renewals), the change in title can occur only after the
incumbent has served three full-time equivalent years in the same Cornell postdoctoral position. Movement to a research associate title must occur as the result of a full search or by waiver of search.

Postdoctoral appointments are made for terms of up to one year and may be renewed annually, normally not renewable beyond five years. In extenuating circumstances that are temporary in nature, and with the support of the dean's office, a waiver to extend a postdoctoral appointment for a sixth year may be granted by the Office of Workforce Policy and Labor Relations. When a candidate brings a postdoctoral fellowship that exceeds five years by design, the waiver is approved. Waivers of limit to time in title also are approved when a postdoctoral associate obtains a postdoctoral fellowship and the combined time exceeds the five-year limit.

Postdoctoral associates are not members of the University Faculty; college faculties may confer voting or non-voting status. Postdoctoral fellows cannot be considered for membership in university or college faculties.

The postdoctoral associate and postdoctoral fellow titles are exempt from affirmative action search requirements. There are no lines of progression to regular career titles. Movement to a research associate title is by special exception only.

Minimum postdoctoral associate salaries are mandated on an annual basis by the vice provost for research (www.research.cornell.edu/VPR/Policies/images/pdfs/Postdocs_minima_09.12.06.pdf).

Senior Lecturer and Lecturer

The responsibilities of the positions are primarily, if not entirely, in teaching; research responsibilities are not expected to be included.

The title senior lecturer implies significant professional qualifications. Senior lecturers are expected to teach in the classroom or laboratory; to meet with students during scheduled office hours; to prepare and grade assignments and examinations; to contribute to the design, syllabi, and organization of departmental course offerings; and to know applications and development of pedagogy in the field. Senior lecturers often carry administrative duties that include activities such as developing independent or team-taught courses, producing teaching materials and methodologies, and training or supervising lecturers and teaching associates.

Lecturers are responsible for classroom teaching and its related activities. The position is based on professional qualifications in teaching. Lecturers are expected to teach in the classroom or laboratory; to meet with students during scheduled office hours; to grade assignments and examinations; to contribute to the design, syllabi, and organization of departmental course offerings; and to know applications and development of pedagogy in the field. Lecturers who have served for several years may be asked to assume administrative responsibilities for departmental course
APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued

offerings or to train and supervise less experienced colleagues.

Promotion to senior lecturer is based on excellence in teaching and pedagogy. Such excellence may be shown in classroom teaching; contributions to the design, syllabi, and organization of departmental course offerings; and applications or development of pedagogy in the field. Contributions to pedagogical advances will vary from field to field, and may be demonstrated by, but not limited to, developing independent or team-taught courses, creating teaching materials and methodologies, training and supervising other lecturers, or holding administrative or supervisory responsibilities for course offerings.

The dean is responsible for determining appropriate qualifications for senior lecturers and lecturers; those qualifications may vary by subfield or department. Senior lecturers may be hired at that rank if they have appropriate qualifications and experience; they also may be promoted to that rank, typically after six years of service as lecturer.

Appointments of senior lecturers are for periods of no more than five years and are renewable. Appointments of lecturers are for periods of not more than three years and are renewable. The university Bylaws provide as follows:

“For those cases where senior lecturers or lecturers are employed to address long-term teaching needs, the terms of appointment shall be five and three years respectively; one-year appointments shall be reserved for one-year replacements and other short-term needs, and initial probationary appointments.”

Lecturers and senior lecturers are not members of the University Faculty. They are non-voting members of the college or school faculty, except as stated below, or unless given the right to vote by the particular faculty in circumstances defined by that faculty. (Voting members of a college or school faculty may not be candidates for Cornell degrees.) However, they participate fully in those decisions that are directly related to their roles within the college or school and within the department. The dean or director has the responsibility of identifying those issues that are related to their roles within the college or school, and the department chair has that responsibility within the department. The Bylaws of the University specify that within the department, senior lecturers shall participate fully in hiring decisions of other senior lecturers and lecturers, and lecturers shall participate fully in hiring decisions of other lecturers. The bylaws further specify that, notwithstanding the above, in units where the number of lecturers and senior lecturers is comparable to the number of professorial faculty, the provost may determine the appropriate level of participation by lecturers and senior lecturers in curricular decisions.

Note that an affirmative action search or waiver is required when a lecturer or senior lecturer is moved to a tenure-track, professorial position.

Persons appointed to a senior lecturer or lecturer title will not be granted tenure or be
Teaching Associate

A teaching associate has the duties and the responsibilities of a graduate teaching assistant but is not a registered student. Unlike graduate teaching assistants, teaching associates are not limited to part-time employment, and their salaries are not linked to those for graduate teaching assistants.

Teaching associates are responsible for assisting in the classroom and carrying out a variety of assignments under the guidance of a course leader. Duties may include, but are not limited to, preparing course materials, lecturing on specific topics, directing laboratory or discussion sections, and grading assignments or examinations. They are not members of the University or Graduate Faculties; voting or non-voting membership in college faculties may be accorded to them at the discretion of the particular faculty.

Appointments as teaching associate can be for up to one year and are renewable. This title is not in the promotional sequence for lecturer/senior lecturer. The title reflects salaried positions that are subject to affirmative action regulations.

Senior Extension Associate and Extension Associate

Senior extension associates provide leadership in planning, developing, coordinating, implementing, and evaluating complex, state-of-the-art educational extension and outreach programs. Senior extension associates independently carry out innovative applied research programs, supervise professional and administrative staff, and work with faculty and clientele. They possess in-depth knowledge of relevant state or national extension systems, and they are recognized experts in their fields as demonstrated by extensive professional publications and contacts. Senior extension associates also apply advanced problem-solving and administrative skills that contribute to the financial and organizational aspects of program management.

Although precise duties and responsibilities vary from position to position, senior extension associates are expected to work effectively with faculty, governmental officials, colleagues, and volunteers, and, in some instances, to serve as senior administrators.

Extension associates are responsible, under the general supervision of faculty or senior extension associates, for planning and implementing educational extension programs. They collaborate with representatives from communities and with researchers in the college or school to plan, conduct, maintain, and/or evaluate innovative educational programs that address specific local, multi-county, or statewide needs. Although precise duties and responsibilities will vary from position

eligible for sabbatic leave, but they may be eligible for professional development leave. See University Policy 6.2.1, Leaves for Professors and Academic Staff (www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/leave
cfm).

These titles reflect salaried positions that are subject to affirmative action regulations.
to position, all extension associates are expected to conduct applied research, to work effectively with colleagues or volunteers, to act as community educators, and to serve as liaisons – as project and/or area program team leaders – between the university and the public.

He or she would be expected, for example, to be able to develop programs and program materials either together with, or under the direction of, an extension program leader. An extension associate does not normally have responsibilities for graduate students.

A senior extension associate has significant professional qualifications. Appointment as senior extension associate in Cornell Cooperative Extension requires the Ph.D., and the Ph.D. is preferred for other appointments as senior extension associate; otherwise, an advanced professorial degree (such as a D.V.M. or M.D.) or master’s degree in a pertinent discipline is required. A senior extension associate is expected to have six or more years of related work experience (eight or more if the qualifying degree is a master’s degree that is non-terminal for the field). An extension associate has qualifications for independent extension programming or administration and is required to hold a master’s degree in a pertinent discipline (or an advanced professional degree, i.e., D.V.M. or M.D.) and to have two or more years of related work experience. Cornell Cooperative Extension and ILR Extension may specify additional or more stringent requirements.

Senior extension associates and extension associates are not members of the University Faculty. Senior extension associates are nonvoting members of their college or school faculties unless given the right to vote by the particular faculty. For extension associates, voting or non-voting membership in college faculties may be granted at the discretion of those faculties. They normally do not have a role in training graduate students. Within certain limitations senior extension associates may be principal investigators on grants or contracts; extension associates may be principal investigators on an exception basis only www.research.cornell.edu/VPR/Policies/PI-policy.html.

Appointment as senior extension associate or extension associate is not restricted to such units as Cornell Cooperative Extension or ILR Extension, although the relevant colleges and the school govern appointments to the titles in their units. Senior extension associates are appointed for terms of up to five years and may be reappointed on the basis of recommendations by the department and the appropriate extension director and dean(s). Extension associates may be appointed to terms of up to three years, renewable. Reappointment is based on the continuing need for the position, the quality of performance, and the availability of funds.

Promotion to the rank of senior extension associate is not automatic, but may be undertaken when a senior position becomes necessary or available and when an extension associate has demonstrated high levels of ability, independence, originality,
and productivity. Promotions are based on the candidate’s past performance, prominence in the field, and ability to anticipate future programming needs. A formal review is required for promotion to senior extension associate.

The titles reflect salaried positions that are subject to affirmative action regulations.

**Librarian and Archivist**

The Board of Trustees authorized the following academic titles for professional librarians and archivists: assistant librarian, assistant archivist, senior assistant librarian, senior assistant archivist, associate librarian, associate archivist, librarian, archivist, assistant university librarian, associate university librarian, and university librarian.

Professional librarians and archivists are responsible for administration, development, and management of library programs and collections.

The titles reflect salaried positions that are subject to affirmative action regulations.

The university librarian, who also holds the title Carl A. Kroch University Librarian, is the principal administrator of the research libraries and collections that constitute Library. The university librarian, the associate university librarian, and the assistant university librarian all are *ex officio* voting members of the University Faculty.

Procedures governing appointment, reappointment, and promotion of professional librarians and archivists are discussed in “Library Procedure #13,” copies of which are available in the Library Human Resources Office and online at staffweb.library.cornell.edu/policies.

**University Librarian**

The title of university librarian is reserved for the individual who is elected by the Trustees to the position of chief librarian and administrator of the research libraries and collections, which constitute Library. Nomination is made by the president to the Board of Trustees for a five-year, renewable term. The university librarian, an *ex officio* voting member of the University Faculty, also carries the title of Carl A. Kroch University Librarian.

**Associate University Librarian and Assistant University Librarian**

These titles are used for individuals who report to the university librarian with broad responsibilities, usually for several functional areas within the system. They formulate and administer library policies and assist the university librarian with the management of the Library. Incumbents are *ex officio*, voting members of the University Faculty and are appointed for five-year renewable terms.
Librarian, Associate Librarian, Senior Assistant Librarian and Assistant Librarian

A librarian has professional, graduate-level training and experience, including an M.L.S. or equivalent graduate degree and evidence of subject expertise if required for the position. The responsibilities involve the administration of libraries and the development and management of library programs and collections in support of teaching and research. A librarian is appointed to one of the four ranks (assistant librarian, senior assistant librarian, associate librarian and full librarian). Thereafter a librarian is promoted as governed by Library procedure.

Archivist, Associate Archivist, Senior Assistant Archivist and Assistant Archivist

An archivist has professional, graduate-level training and experience. An archivist's responsibilities involve the administration of archival collections and programs. The ranking system, educational requirements, and terms of appointment are the same as those for librarians.

Visiting Fellow

The visiting fellow title allows fellowship holders and scholars on leave from other academic institutions or persons from business, industry, or government to be affiliated with and participate in the research program of the appointing unit. Visiting fellows need not hold a fellowship.

Visiting fellows are not considered Cornell employees and do not receive salary from Cornell; however, to grant access to university facilities and services, formal appointments must be made. They have no teaching responsibilities, but they can be invited to present specialized seminars or lectures. Appointments of visiting fellows may be for as little as several weeks or up to one year; these appointments are renewable, but the total time spent as visiting fellow cannot exceed three years, irrespective of departmental affiliations.

Visiting fellows ordinarily hold advanced degrees and are well-established in their discipline. The title should not be used to appoint external graduate students, either foreign or American. In exceptional circumstances and when the department chair makes a strong case, the dean may authorize the appointment of an external graduate student if the student will contribute to, rather than take from, the department’s academic program; the appointee is not permitted to enroll in classes, graduate or undergraduate, or to receive course credit. A foreign student already in the United States on a student visa sponsored by another university cannot be appointed as a visiting fellow at Cornell unless all degree requirements have been completed and the visa has been extended for “practical training.” Before issuing an offer letter to any foreign graduate student the department chair should contact the International Students and Scholars Office www.isso.cornell.edu. Cornell graduate students cannot be appointed as visiting fellows unless all degree requirements have been met.
POLICY 6.XX

Academic Titles

Draft: April 2, 2012

APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued

All visiting fellows must be assigned a percentage of effort, and those who are appointed half-time for at least one semester (i.e., a full six-month period or the four and one-half month academic semester) are eligible to purchase endowed health and accident insurance. Department chairs must ensure that offer letters to visiting fellows describe in detail those departmental, college, or university resources that can be expected while at Cornell, e.g., staff support, office or research space, funds for supplies, computer time, long-distance telephone service.

Appointment to the “visiting fellow” title is exempt from affirmative action regulations.

Visiting Critic

The visiting critic title is used primarily by the College of Architecture, Art and Planning and those departments in the College of Arts and Sciences concerned with performing and literary arts. Visiting critics need not hold an academic appointment at another university; individuals appointed to this title often are practitioners such as architects, artists, musicians, or writers. Visiting critics participate in the academic life of the department and while they may be asked to take on a variety of activities, their principal responsibility is to share their unique expertise with students and faculty. Visiting critics may be asked to teach formal courses or present specialized lectures.

Visiting critics ordinarily hold advanced degrees and are well-established in their discipline. The title should not be used to appoint external graduate students, either foreign or American. In exceptional circumstances and when the department chair makes a strong case, the dean may authorize the appointment of an external graduate student if the student will contribute to, rather than take from, the department’s academic program; the appointee is not permitted to enroll in classes, graduate or undergraduate, or to receive course credit. A foreign student already in the United States on a student visa sponsored by another university cannot be appointed as a visiting critic at Cornell unless all degree requirements have been completed and the visa has been extended for “practical training.” Before issuing an offer letter to any foreign graduate student the department chair should contact the International Students and Scholars Office www.isso.cornell.edu. Cornell graduate students cannot be appointed as visiting critics unless all degree requirements have been met.

Appointments of visiting critics can be made either with or without salary for as little as several weeks or up to one year, renewable up to a total of three years, irrespective of departmental affiliation. Appointments, whether paid or unpaid, must be assigned a percentage of effort as visiting critics are eligible to purchase endowed health and accident insurance if they are appointed at least half-time for one semester (i.e., a full six-month period or the four and one-half month academic semester). Department chairs must ensure that offer letters to visiting critics describe in detail those departmental, college, or university resources that can be expected while at Cornell,
APPENDIX B: ACADEMIC TITLE DESCRIPTIONS, continued

e.g., staff support, office or research space, funds for supplies, computer time, long-distance telephone service.

Appointment to the “visiting critic” title is exempt from affirmative action regulations.

Visiting Scholar and Visiting Scientist

The visiting scholars and visiting scientist titles allow persons on leave from other academic institutions or persons from business, industry, or government to be affiliated formally with and participate in the research program of the appointing unit. Visiting scholars and visiting scientists have no formal teaching responsibilities, but they can be invited to present specialized seminars or lectures.

Visiting scholars and visiting scientists ordinarily hold advanced degrees and are well-established in their discipline. The title should not be used to appoint external graduate students, either foreign or American. In exceptional circumstances and when the department chair makes a strong case, the dean may authorize the appointment of an external graduate student if the student will contribute to, rather than take from, the department’s academic program; the appointee is not permitted to enroll in classes, graduate or undergraduate, or to receive course credit. A foreign student already in the United States on a student visa sponsored by another university cannot be appointed as a visiting scholar or visiting scientist at Cornell unless all degree requirements have been completed and the visa has been extended for “practical training.” Before issuing an offer letter to any foreign graduate student the department chair should contact the International Students and Scholars Office www.isso.cornell.edu. Cornell graduate students cannot be appointed as visiting scholars or visiting scientists unless all degree requirements have been met.

Visiting scholars and visiting scientists can be appointed either with or without salary for as little as several weeks or up to one year, renewable up to a total of three years, irrespective of departmental affiliation. Appointments, whether paid or unpaid, must be assigned a percentage of effort as visiting scholars and visiting scientists are eligible to purchase endowed health and accident insurance if they are appointed at least half-time for one semester (i.e., a full six-month period or the four and one-half month academic semester). Offer letters to visiting scholars and visiting scientists must describe fully those departmental, college, or university resources that are available during a stay at Cornell, e.g., staff support, office or research space, funds for supplies, computer time, long-distance telephone service.

Appointment to the “visiting scholar” or “visiting scientist” title is exempt from affirmative action regulations.
APPENDIX C: APPROVED MODIFIERS OF ACADEMIC TITLES

◆ Note: Title descriptions for visiting fellow, visiting critic, visiting scholar and visiting scientist are located at the end of the appendix B, Academic Title Descriptions.

In a particular appointments only one modifier may be used with the academic title.

Acting

Among academic titles, “acting” may be applied only to assistant professor, associate professor or professor. “Acting” indicates a temporary situation. For example, an assistant professor may be designated as acting if the academic degree normally required for the position has not been completed at the time of the appointment. Holders of the “acting” professorial titles are members of the University Faculty but do not have voting status.

The term “acting” also may be used for a person who temporarily fills the position of chairperson, director, or dean. (The provost also may approve use of the modifier “Interim” for a dean.) The incumbent may designate an individual to assume the responsibilities of the position for a short period without making a formal appointment. However, if the period is prolonged (e.g., the chairperson, the dean, or the director is on leave or there is no incumbent), an appointment is required with the same approvals necessary as those for an unmodified title.

Since “acting” appointments are always temporary, the term of the appointment is normally for up to one year. It is renewable only in unusual circumstances.

Adjunct

The Bylaws of the University, in the Article on the Instructional and Research Staff, describe use of the “adjunct” modifier as follows (note that “by the President” means “under presidential authority,” indicating that the appointment does not require Trustee approval):

“Adjunct Professors: Persons having professional qualifications for regular faculty appointments but who will serve only part-time may be appointed by the President to the staff of instruction and research as adjunct professor, adjunct associate professor or adjunct assistant professor. Adjunct professors or adjunct associate professors may be appointed for renewable terms of not to exceed five years each. Adjunct assistant professors may be appointed for renewable terms of not to exceed three years each.”

A person whose title is modified by “adjunct” is one who, although his or her primary responsibility is outside the department (for instance, in another department or outside the university), is willing to contribute part-time to the academic program.
The appointment normally involves compensation. “Adjunct” may be applied only to the titles assistant professor, associate professor, and professor.

The academic qualifications of individuals appointed to adjunct professorships are comparable to those of regular faculty members, and appointment procedures are identical to those for regular academic positions. Adjunct appointments of professors and associate professors can be for up to five years, while those of assistant professors are for up to three years. Both are renewable; there is no limit to the total time permissible in the titles with reappointments. The approval of the dean is required.

Individuals holding adjunct professorships are members of the University and college faculties but do not have voting privileges. Voting membership in college faculties may be conferred by the college.

**Courtesy**

The Bylaws of the University, in the Article on the Instructional and Research Staff, describe use of the “courtesy” modifier as follows (note that “by the President” means “under presidential authority,” indicating that the appointment does not require Trustee approval):

“Courtesy Appointments: Persons having professional qualifications for regular faculty appointments who serve on the staff of an academic department although employed by an outside agency, may be appointed by the President to the teaching staff at the professorial, instructor or lecturer level with the modifier "courtesy" appended to the appropriate title. Such courtesy appointments may be approved for renewable terms of not to exceed five years each. Courtesy appointments, reappointments, and promotions shall be subject to the same departmental and college reviews as regular professorial appointments. Such appointments shall be without salary or fringe benefits.”

People with courtesy appointments housed in an academic department receive neither salary nor salary-related plan benefits from the university and have a primary responsibility outside Cornell, although they are expected to perform at Cornell at least some of the functions associated with the title. The normal departmental and college-level decision process for appointments is followed. The “courtesy” modifier may be applied only to assistant professor, associate professor, professor, instructor, senior lecturer and lecturer. Courtesy appointments can be made for terms of up to five years and are renewable; there is no limit to the total time permissible in the titles with reappointments. It is customary for the length of a “courtesy” instructor or lecturer appointment not to exceed the limit that governs an appointment to the unmodified title, for instance three years for a courtesy lecturer, renewable.

Individuals holding courtesy professorial appointments are voting members of the University Faculty.
APPENDIX C: APPROVED MODIFIERS OF ACADEMIC TITLES, continued

Visiting

The “visiting” modifier may be applied only to the titles assistant professor, associate professor, professor, clinical professor, associate clinical professor, assistant clinical professor, instructor, senior lecturer, lecturer, senior scholar, and senior scientist.

The modifier “visiting” denotes a temporary arrangement. It may be used to designate a salaried temporary member of the teaching or research staff who has the usual responsibilities of the position. “Visiting” staff members are drawn from a variety of sources, including sources within Cornell, in which case the individual has a “visiting” appointment to the particular faculty or program. Many have continuing academic appointments at other institutions; others with qualifications for professorial titles have held positions in business, industry, government, and foundations. Individuals with visiting professorial appointments are members of the University Faculty but do not have voting status.

At times, a department may offer space and facilities to a scholar or a scientist on leave and receiving total support and compensation from an institution or an agency other than Cornell. If the individual is a member of the faculty of another college or university, the “visiting” appointment should be made at the same professorial rank he or she currently occupies. If the person does not already have a professorial title, the “visiting fellow” title should be used.

Questions about such resources as staff support, office or research space, financial support from Cornell or the research program or about supplies, computer time, and the like, should be resolved for the offer letter before the appointment is made.

Visiting appointments, except for visiting professors, can be made for up to one year and are renewable for up to a total of three years.
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APPENDIX D: ENDOWED CHAIRS

Two separate procedures relate to named positions and endowed chairs: establishment of the naming of the position and approval for an individual to be appointed to the named position.

Establishment

The naming of positions, for instance in honor of a donor, is governed by legislation of the Cornell University Board of Trustees. This legislation applies to endowed professorships but also to the honorary naming of such positions as dean or department chair and of specified professorial and non-professorial academic titles, like senior scholar, senior lecturer or librarian. Determining whether a particular honorary use of a name is subject to the establishment provisions of this legislation is the responsibility of the vice president in charge of development. Information about minimum endowment levels may be found at www.giving.cornell.edu/guide/positions.cfm?cat=2. When Trustee requirements pertain, formal action by the Executive Committee of the Board of Trustees is required for the endowment-based named position or the endowed chair to be “established.” When Trustee legislation does not pertain, a dean’s proposal to name a position honorarily must be approved by the provost. Ethical as well as contractual issues may restrict changes that may be made to the name, focus, filling or other administration of the named position. For instance, permission of a donor or estate administrator may be necessary to change an unspecified-term position to a limited-term position; a representative from the office of the vice president in charge of development should be involved.

Approval for an Individual to Be Appointed to a Named Position

When the nature of the endowment limits the professorship to a single college or unit, the dean recommends a nominee to the provost. When the professorship could be held by a faculty member in more than one college, the provost may canvass the deans of those colleges for nominations before making the selection, except as otherwise provided in the professorship’s establishment. Terms of establishment may set forth special conditions or intentions for filling the named position – a dean’s recommendation letter would elaborate on how those criteria are met. Election to established endowed professorships and named positions is by action of the Board of Trustees’ Committee on Academic Affairs.

Chairs normally are awarded to tenured members of the faculty for the holder’s career in the college or department. The Trustees may act at the same meeting on recommendations to elect a professor to an endowed chair and to confirm tenure, but election to a chair or other named position does not confer tenure or eligibility for tenure. Named positions that involve appointment to highly restricted titles, such as university professor, senior scientist, or senior scholar, require fulfillment of the special procedures attached to those titles for an individual to be recommended for appointment to the named position. Chairs may be awarded to individuals already at Cornell or to those from outside the University who will receive a Cornell
appointment to an academic title, effective with that appointment. An individual may hold more than one named position, particularly in administrative situations, but is expected to hold only one career-long endowed chair at any given time.

Some endowment-related positions are specified in the establishment action to be for limited terms, for instance for the duration of the holder’s appointment in a specific title or rank, or to meet limited-term programmatic objectives, or to be held conterminously with an academic administrative appointment. These limited-term named positions also are subject to the establishment provisions of Trustee legislation, but appointment of individuals to these positions may be reported to the Trustees’ Committee on Academic Affairs upon provost’s approval, rather than requiring prior Trustee approval through election by the Committee; the effective date may pre-date the report.

The terms of the donor may so narrowly define the discipline of the incumbent of the chair or named position that the award is limited to a single department, or they may be broad enough to encompass the entire University. Historical chairs also may be attached to a particular discipline, department or college by establishment or by agreement of the provost. For the holder of a chair that is attached to a particular academic unit, approval to move to a different academic unit may be contingent on surrender of the chair.

Affirmative action search procedure requirements do not pertain in selection to hold an endowed chair or named position, although they may govern appointment to the attached academic title or position; but the institution’s commitment to diversity www.cornell.edu/diversity/ and the Trustees’ policy statement www.ohr.cornell.edu/commitment/cultureInclusive/eeeostatement.html pertain.

Holding a long-term endowed professorship at the time of retirement may qualify for carrying the title honorarily into emeritus or emerita status. Please consult the title description for “Professor Emeritus or Emerita” for further information.
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Academic Titles

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APPENDIX E: CLINICAL PROFESSOR

The Trustees’ Bylaws of the University, in the Article on the “College and School Faculties” provide that:

“… clinical professors, associate clinical professors, assistant clinical professors, … shall be nonvoting members, except as stated in the paragraph below, or unless given the right to vote by the particular faculty in circumstances defined by that faculty. …

“Clinical professors of all ranks, lecturers and senior lecturers shall participate fully in those decisions that are directly related to their roles within the college or school and within the department. The dean or director shall have the responsibility of identifying those issues that are related to their roles within the college or school, and the department chair shall have that responsibility within the department. Within the department, those appointed to clinical professorial titles shall participate fully in hiring decisions of others of their rank or in lower clinical professor ranks; senior lecturers shall participate fully in hiring decisions of other senior lecturers and lecturers, and lecturers shall participate fully in the hiring decisions of other lecturers. Notwithstanding the above, in units where the number of clinical professorial faculty, lecturers and senior lecturers is comparable to the number of professorial faculty, the Provost may determine the appropriate level of participation by clinical professorial faculty, lecturers and senior lecturers in curricular decisions.”

Enabling Legislation Approved by the University Faculty Senate on September 4, 2002, for the Clinical Professor Title is as follows:

“I. Preamble

“The current range of available academic titles does not meet the needs of various Colleges at Cornell that stand to benefit considerably from the creation of a new, primarily single-function, non-tenure-track Clinical Professor title. These Colleges are currently experiencing difficulty both in recruiting and retaining faculty members who might bear such a title since, unlike many of their peer institutions, they have only the title of Lecturer or Senior Lecturer available. In addition, there are currently individuals in Lecturer positions who are, in effect, carrying out the functions of Clinical Professors without suitable acknowledgment of their status, qualifications, and activities or opportunity for career development.

- Whereas an inadequacy in the current range of available academic titles makes it desirable to create a new non-tenure-track Clinical Professorial Title, and
- Whereas it is clearly important to recognize and reward the status, qualifications, and activities of those faculty members for whom such a
title would be appropriate, and
- Whereas units need to improve recruitment and retention of such faculty-
  members, and
- Whereas, where appropriate and possible, units should be able to
  reclassify competitive candidates who are currently doing such work de
  facto, while employed as Lecturers or Senior Lecturers,

“Be it resolved that this enabling legislation be adopted.

“II. Purpose of Enabling Legislation

“The purpose of this legislation is to enable individual colleges and schools, in
accordance with the process and requirements described below, to use the title of
Clinical Professor in reference to a limited and defined group of long-term, non-
tenure-track appointments. This title will be available for use at the Assistant,
Associate and Full Clinical Professor rank.

“III. Limited Availability of Clinical Professor Title.

“The title of Clinical Professor is available only for long term, non-tenure-track
faculty who serve an essential teaching function in a clinical setting. While faculty
of this rank may, depending on specific requirements of the college or school,
have additional research, service, or outreach obligations, teaching will be their
primary responsibility.”

The title may not be used for positions whose responsibilities largely replicate
those of tenure-track faculty. Similarly, the title is not meant as a wholesale
replacement for the titles of faculty now employed as Lecturers or Senior
Lecturers.

“IV. Proposal Process

“A college that wishes to use the title of Clinical Professor must take the following
steps:

“A. Sponsors must prepare a written proposal for use of the title in accordance
with the requirements of sections V and VI, below.

“B. The proposal must be approved by at least two-thirds of those voting, by
ballot, in separate votes, of tenure-track and of non-tenure-track faculty
respectively of the originating college or school (as defined under Article XIII of
the University Bylaws). Further, those voting positively must represent at least
half of the respective faculty group with voting rights on that issue.

“C. A proposal so approved will come before the University Committee on
Academic Policies and Procedures (CAPP) for review of its conformity to the
requirements of section V and VI, below. After submission to CAPP, such a
proposal will be distributed to University faculty and distributed to or
electronically posted for other interested parties for a period of 60 days before action by CAPP in order to invite public comment.

“D. At the end of the comment period, CAPP shall review the proposal in order to determine whether it complies with the requirements of this enabling legislation. In conducting such a review, the committee is not to substitute its judgment for that of the originating college or school as to the need for or wisdom of the college’s or school’s adoption of the Clinical Professor title.

“E. If CAPP determines that the proposal meets the requirements of this enabling legislation, it will report the proposal to the Senate, which will approve or deny the proposal by a majority vote based on the Senate’s determination of whether the proposal complies with the requirements of this legislation. If CAPP determines that the proposal fails to meet the requirements of this legislation, it shall furnish a written explanation of this determination to the college or school submitting the proposal.

“V. Proposal Contents

“The written proposal of a college or school that seeks to use the title of Clinical Professor must include the following provisions.

“A. Justification. A proposal for adoption of the Clinical Professor title shall include a statement offering justification for adoption of the title within the originating college or school and explaining why existing titles for non-tenure-track faculty are insufficient for staffing and recruitment. The practices of peer schools and the impact of available titles on recruitment efforts may be of particular relevance in this regard.

“B. Description of Position. The proposal shall describe as precisely as possible the functions and responsibilities of positions bearing the title and the anticipated distribution of such positions within the college or school.

“C. Terms of Appointment. The proposal shall include a summary of the terms on which candidates will be appointed and reappointed to such positions and promoted from one to another. These terms should include: the nature of the search by which applications will be elicited; the credentials required by holders of these positions; the levels (department, college, university) at which approval for individual appointments is necessary; the length of appointments; the possibilities open to appointees for movement between non-tenure-track and tenure-track paths; and procedures for renewal and promotion open to appointees.

“D. Percentage Limitation. The proposal shall include a statement restricting the creation of positions in the proposed titles to a certain percentage of the tenure-track faculty of the originating college and of the tenure-track faculty in those departments or programs where those positions are located.
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APPENDIX E: CLINICAL PROFESSOR, continued

“E. Voting and Other Rights. The proposal shall define the rights and responsibilities of appointees in the proposed titles, including their voting status in their departments and colleges or schools, and their access to grievance and appeals processes available to tenure-track faculty.

“F. Impact Statement. The proposal shall contain an appraisal of the impact of creating the new positions on existing tenure-track and non-tenure-track academic titles and their holders. This appraisal should indicate whether and in what ways current holders of non-tenure-track titles will be eligible for appointment to the new positions and whether their current positions will be protected against elimination by the new positions.

“VI. Additional Restrictions on the Use of the Clinical Professor Title.

“In addition to satisfying the provisions of section V, all proposals for the use of such titles must satisfy the following requirements:

“A. The functions of positions bearing Clinical Professorial titles may not replicate the full array of functions (e.g. teaching and research and service or outreach) served by tenure-track positions in the originating college or school. Proposals must indicate how the functions of positions as defined will differ from regular tenure-track positions.

“B. Terms of positions bearing these titles shall normally be for three to five years and shall not exceed five years. Unless otherwise specified, they shall be renewable indefinitely. Holders of these titles whose appointments are not renewed must receive a full year’s appointment from date of notice of non-renewal.

“C. Procedures for review, renewal and promotion of holders of these titles shall be comparable in rigor to those in tenure-bearing positions. Appointment of faculty of this rank shall normally be the result of a national search.

“D. The percentage of positions bearing the titles may not exceed 25% of the existing tenure-track faculty positions in the college or 25% of the tenure-track positions in those departments or programs where those positions are located, except as herein provided. A higher percentage may be afforded if, but only if, the relevant college, department, or program makes an overpowering showing that: (1) there is a need for the higher percentage; (2) the Clinical Professor positions in question would not replicate the functions of positions ordinarily held by tenured or tenure-track faculty; and (3) any additional Clinical Professor positions in a department or program would not detract in any way from the potential for adding tenured or tenure-track positions in that department or program.

“E. Except by appointment of the holder to a new position bearing one of these titles or by resignation of the holder, no non-tenure-track faculty position may be
eliminated solely as a result of creating such a new position for a function comparable to that filled by the old position.”

End of Legislation
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The University Policy Office will complete this section upon promulgation.