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* Title available in a college only by special procedure.

[^] Use of this title involves separate process overseen by the Provost's Office.

Provost Approved Modifiers of Academic Titles

ACTING	Professor, Associate Professor, Assistant Professor, CP, POP, RP	Temporary terms, up to 1 year, renewable once
ADJUNCT	Professor, Associate Professor, Assistant Professor	Only applies to tenure-track titles; renewable terms
COURTESY	Professor, Associate Professor, Assistant Professor, CP, POP, RP, Instructor, Senior Lecturer, Lecturer	No salary or fringe benefits; renewable terms, no maximum
VISITING	Professor, Associate Professor, Assistant Professor, CP, POP, RP, Instructor, Senior Lecturer, Lecturer, Senior Scholar, Senior Scientist	Temporary in nature, limited terms

CP = Clinical Professor/Associate Clinical Professor/Assistant Clinical Professor

POP = Professor of the Practice/Associate Professor of the Practice/Assistant Professor of the Practice

RP = Research Professor/Associate Research Professor/Assistant Research Professor

Appointment to an academic title should reflect proportionately the department's usual spectrum of responsibilities and qualifications for that title. A title modified by "adjunct," "visiting" or "courtesy" may indicate a narrower focus of responsibilities, or usage may be consistent with traditions of the department or discipline.

Professor

Professors are responsible for teaching, conducting research and publishing its results, advising undergraduate and graduate students, and providing public, departmental, college, and university service. Assigned duties may vary among professors – the dean and the department chairperson or the director of the school, center, institute or program make the determination of academic responsibilities in consultation with the faculty member – but responsibilities must include significant effort in research (or creative achievement, in the arts) and either teaching or extension/outreach.

An individual usually attains the rank of professor 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. The provost approves promotions in rank. 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. The tenure clock at the rank of professor may be for up to five years.

A new faculty member may be given a term appointment at the professor level for a fixed term of 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. 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.

Administrative Notes:

- 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 professor title may be modified with “acting,” “adjunct,” “courtesy,” or “visiting.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

Associate Professor

Associate professors are responsible for teaching, conducting research and publishing its results, advising undergraduate and graduate students, and providing public, departmental, college, and university service. Assigned duties may vary among associate professors – the dean and the department chairperson or the director of the school, center, institute or program make the determination of academic responsibilities in consultation with the faculty member – but responsibilities must include significant effort in research (or creative achievement, in the arts) and either teaching or extension/outreach.

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 the associate professor 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.

Associate professors are voting members of the university and college faculties. 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.

Administrative Notes:

- 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.
- The associate professor title may be modified with “acting,” “adjunct,” “courtesy,” or “visiting.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

Assistant Professor

Assistant professors are responsible for teaching, conducting research and publishing its results, advising undergraduate and graduate students, and providing public, departmental, college, and university service. Assigned duties may vary among assistant professors – the dean and the department chairperson or the director of the school, center, institute or program make the determination of academic responsibilities in consultation with the faculty member – but responsibilities must include significant effort in research (or creative achievement, in the arts) and either teaching or extension/outreach.

The position of assistant professor is not a continuing appointment at Cornell. The Bylaws of Cornell University state that an individual may be in this rank for no more than six academic years at full-time equivalent service (or eight years for the Johnson Graduate School of Management). Exceptions are only possible if the provost deems a temporary continuation is justified. If an assistant professor is reviewed for tenure and is not promoted, a two-semester terminal appointment will be offered, 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 (or four years in the Johnson Graduate School of Management). Toward the end of this initial term, the individual is evaluated for reappointment to a three-year term (four years in the Johnson Graduate School of Management). Unsuccessful candidates for reappointment must be given a two-semester 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 standard tenure procedures.

A tenure-track appointee who does not receive tenure may not be appointed to any other academic title. 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.

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 temporary in nature. Such an appointment can be for up to four years and is renewable through the sixth year.

Assistant professors are voting members of the university and college faculties. 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.

Administrative Notes:

- 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 assistant professor title may be modified with “acting,” “adjunct,” “courtesy,” or “visiting.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

Professor Emeritus or Emerita

Emeritus or emerita is an honorary title for professors who want to stay active in scholarship following retirement. In March 1991, the Board of Trustees adopted the following statement of qualification for the honorary title professor emeritus:

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.

Approval, under presidential authority, is by the provost.

Use of the title is limited to those who have held tenure at Cornell. Emeritus status is not available for other academic titles. Persons holding professorial titles modified by “adjunct,” “courtesy,” or “visiting” cannot be granted emeritus status. A professor who does not seek or is not qualified or approved for emeritus status is considered a “retired academic.”

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.”

Administrative and executive service is possible within the title, as well as teaching, research, and other academic responsibilities. Detailed information may be found on the [Cornell Association of Professors Emeriti \(CAPE\) Office website](#). In addition to such special teaching and administrative assignments, post-retirement research appointments permit individual retired faculty members to carry on sponsored research using university facilities.

Administrative Notes:

- 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.
- Process: 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 Academic Human Resources. 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.

Special Use Titles

The titles on this page involve separate processes overseen by the Provost's Office.

University Professor

The title “university professor” 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 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 in 1951, 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 Provost.

Administrative Notes:

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

Professor-at-Large

The professor-at-large title is reserved for specially defined uses. The Andrew D. White Professors-at-Large Program 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.” The program is the modern version of one that originated with President Andrew D. White early in Cornell's history. The Board of Trustees reinstated the program in 1965.

Professors-at-large are elected by the Board of Trustees upon the recommendation of the president for up to six years and may be renewable. The procedures for selection and nomination by the president are controlled by legislation of the Faculty Senate. For more information, see the [program website](#).

Professor of the Practice, Associate Professor of the Practice, and Assistant Professor of the Practice

Professor of the practice titles are available only for long term, non-tenure-track faculty members who are distinguished and highly experienced individuals in a relevant field of professional practice and who can provide effective, practice-oriented instruction in areas that supplement the core pedagogical instruction provided by the tenured and tenure-track faculty. While teaching is the primary responsibility, faculty of this rank may have additional research, service, or outreach obligations, depending on specific requirements of the college or school. The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty.

Promotion within the professor of the practice ranks is possible, and promotion guidelines are comparable in rigor and process to those for tenure-track faculty. For detailed information about this title, see college-specific legislation available in the Faculty Senate's [Resolution Archive](#).

The titles "professor of the practice," "associate professor of the practice," and "assistant professor of the practice" are available in a given college only upon satisfaction of a special approval process specified in the University Faculty's [enabling legislation](#).

Administrative Notes:

- The unmodified "professor of the practice" titles reflect a salaried position that is subject to affirmative action regulations.
- 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.
- Individuals appointed in these titles may apply for advertised tenure-track positions, but may not move from these positions to an unadvertised tenure-track position.
- This title, available for use at the assistant, associate and professor rank, may be modified with "acting," "visiting," or "courtesy." See [Appendix C, "Approved Modifiers for Academic Titles,"](#) for definition of each modifier.

Research Professor, Associate Research Professor, and Assistant Research Professor

The research professor titles are available only for long term, non-tenure-track faculty members who are distinguished and highly experienced individuals in a relevant field of research. Primary responsibilities include 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.

The research professor titles may not be used for positions whose responsibilities substantially replicate those of tenure-track faculty. Accordingly, such individuals normally are not permitted to teach courses for credit. In the event that the appointing department requests some teaching of courses for credit, this teaching must be consistent with the terms of the individual's funding and approved by the dean. When such 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.

Terms of positions bearing these titles shall normally be up to five years. Unless otherwise specified, they shall be renewable indefinitely.

Promotions to the associate and full professor ranks, as well as reappointment at any rank at the end of a fixed term, should follow procedures used for tenure-track faculty.

Research Professors 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.

The titles "research professor," "associate research professor," and "assistant research professor" are available in a given college only upon satisfaction of a special approval process specified in the University Faculty's [enabling legislation](#).

Administrative Notes:

- The unmodified "research professor" titles reflect a salaried position that is subject to affirmative action regulations.
- To qualify for the title, individuals 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 of achievement.

- 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 typically include letters from confidential external referees, letters from participants in current or recent research programs, a report of the faculty vote, and an analytical recommendation by the department chair to the dean, who makes the ultimate decision about appointment.
- While there may be a transition period before research funding supports the position appointments normally are expected to be supported largely by such funds; other funding sources are permitted. The offer and appointment letters should include notification that the appointment may be terminated early or modified if funding is withdrawn or reduced.
- 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.
- This title, available for use at the assistant, associate and professor rank, may be modified with “acting,” “visiting,” or “courtesy.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor

The ranks of the title of Clinical Professor are available only for long term, non-tenure-track faculty members 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.

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.

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 University Faculty’s [enabling legislation](#).

Administrative Notes:

- 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.
- 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](#)).
- Clinical professor titles may be modified with “acting,” “courtesy,” or “visiting.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

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 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.

Persons appointed to a senior lecturer or lecturer title will not be granted tenure or be eligible for sabbatical leave, but they may be eligible for professional development leave. See [University Policy 6.2.1, Leaves for Professors and Academic Staff](#).

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. 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 Cornell 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.

Academic Notes:

- These titles reflect salaried positions that are subject to affirmative action regulations.
- Note that an affirmative action search or waiver is required when a lecturer or senior lecturer is moved to a tenure-track, professorial position.
- 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.
- Senior lecturer and lecturer titles may be modified with “courtesy” or “visiting.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

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 may vary from one college or department to another. Due to the temporary nature of the title, departmental, college, and university service may or may not be a component of an instructor's duties.

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

Administrative Notes:

- These titles reflect salaried positions that are subject to affirmative action regulations.
- Instructors may be appointed for a term not to exceed two years for a maximum period of service of five academic years.
- The instructor title may be 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 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.
- In some cases, the title of instructor is 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 may be modified with “courtesy” and “visiting.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

Senior Scholar and Senior Scientist

These non-professorial titles designate positions to which individuals of high distinction in research and scholarship may be appointed. The primary role is research and scholarship, but persons in these titles may be involved with the teaching program to an extent consistent with terms of the funding of their positions. Senior scholars and senior scientists may serve as principal investigators for sponsored research grants.

The positions carry the professional stature of full professor and salary commensurate with this rank, but not indefinite tenure. Appointments require dossier review equivalent to 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 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.

Administrative Notes:

- These titles reflect salaried positions that are subject to affirmative action regulations.
- 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.
- 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. These titles are not part of the research associate/senior research associate promotion sequence.
- Senior Scholar and Senior Scientist titles may be modified with “visiting.” See [Appendix C, “Approved Modifiers for Academic Titles,”](#) for definition of each modifier.

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.

Academic Notes:

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

Principal Research Scientist and Research Scientist

Principal research scientists and 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. More information is available on the [Office of the Vice Provost for Research website](#).

Principal research scientists and 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.

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.

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.

Administrative Notes:

- 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 and is renewable.
- 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.
- Principal research scientists and 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.

- Principal research scientists and 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.
- Principal research scientists and research scientists 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.
- 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.

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. 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.

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, at its discretion, may grant voting or non-voting membership to research associates.

Administrative Notes:

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

- 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.
- 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.

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 to position, all extension associates are expected to conduct applied research, work effectively with colleagues or volunteers, act as community educators, and serve as liaisons – as project and/or area program team leaders – between the university and the public. An extension associate does not normally have responsibilities for graduate students.

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. For more information, see the [Office of the Vice Provost for Research website](#).

Administrative Notes:

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

- 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.

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, and archivist.

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

Administrative Notes:

- The titles reflect salaried positions that are subject to affirmative action regulations.
- Procedures governing appointment, reappointment, and promotion of professional librarians and archivists are available in the Library Human Resources Office.

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, Library procedures govern librarian promotions.

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.

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.

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. Postdoctoral associates/fellows 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. Postdoctoral associates/fellows must not be used to supplant the use of lecturers and senior lecturers in the curriculum.

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. College or departmental funds also may supplement postdoctoral fellowships. 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.

Postdoctoral associates/fellows 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.

Administrative Notes:

- 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](#).
- 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.

- 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 as an exception, outlined in the [Filling Vacancies Policy](#).
- 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.

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. They have no teaching responsibilities, but they can be invited to present specialized seminars or lectures.

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. Visiting fellows need not hold a fellowship.

Administrative Notes:

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

Visiting Critic

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.

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.

Administrative Notes:

- Appointment to the “visiting critic” title is exempt from affirmative action regulations.
- 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, e.g., staff support, office or research space, funds for supplies, computer time, long-distance telephone service.
- 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.

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.

Administrative Notes:

- 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:

- Visiting fellow, visiting critic, visiting scholar and visiting scientist are approved academic titles. Descriptions are located in the Titles section of this manual.
- In any particular appointment, only one modifier may be used with the academic title.

Acting

“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.

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.

The modifier “acting” may be used with the following academic titles: professor, associate professor, assistant professor, professor of the practice, associate professor of the practice, assistant professor of the practice, research professor, associate research professor, assistant research professor, clinical professor, associate clinical professor and assistant clinical professor.

Adjunct

The Bylaws of the University, in Article XVII, “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.

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.

The modifier “adjunct” may be used only with the titles professor, associate professor, and assistant professor.

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. 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.

The modifier “courtesy” may be used with the following titles: professor, associate professor, assistant professor, professor of the practice, associate professor of the practice, assistant professor of the practice, research professor, associate research professor, assistant research professor, clinical professor, associate clinical professor, assistant clinical professor, instructor, senior lecturer and lecturer.

Visiting

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.

The modifier “visiting” may be used with the following academic titles: professor, associate professor, assistant professor, professor of the practice, associate professor of the practice, assistant professor of the practice, research professor, associate research professor, assistant research professor, clinical professor, associate clinical professor, assistant clinical professor, instructor, senior lecturer, lecturer, senior scholar, and senior scientist.