Procedures and Responsibilities for Tenured and Tenure-Track Faculty Appointments at Cornell NYC Tech

This document describes the procedures and responsibilities for tenured and tenure-track faculty appointments at Cornell NYC Tech, and the collaborative and interrelated relationship of these positions to academic departments, schools, colleges and graduate fields at Cornell.

These terms will be standard for all Cornell NYC Tech tenure-track faculty positions. Any modification of this standard for an individual faculty member must be defined by a specific written agreement approved by the Vice Provost/Dean of Cornell NYC Tech, the Chair/Director and the Dean(s) of the home Department/School. Any subsequent revisions of these general procedures will not apply by default to faculty appointments made prior to the date of such revisions unless such revision explicitly addresses prior appointments.

Full Time Cornell NYC Tech Faculty Appointments

The following terms apply to all tenured and tenure-track faculty with full-time appointments to Cornell NYC Tech.

1. Department Affiliation. The Cornell NYC Tech faculty member will be a regular member of an Ithaca-based academic Department/School, with rights and responsibilities in the Department/School as defined in this document. This unit will be termed his or her “home” Department/School. It is expected that Cornell NYC Tech appointed faculty will fully engage as actively as possible in the academic life of their home department.

2. Budgetary Support. The faculty member will be supported under the Cornell NYC Tech budget.

3. Hiring Procedures. The home Department/School will follow its normal hiring procedures for the faculty member, with the addition that the Vice Provost/Dean of Cornell NYC Tech must approve all searches and offers for such faculty members.

4. Tenure Home and Tenure/Promotion Processes. The home Department/School will serve as the tenure home for the faculty member. The normal tenure and promotion processes will be followed. The home Department/School will also provide means for ensuring that the Cornell NYC Tech campus mission is appropriately reflected in their processes, including the selection of outside reviewers and the solicitation of input from the tenured members of Cornell NYC Tech who are not members of the home Department/School. In addition, the Vice Provost/Dean of Cornell NYC will participate in the selection of the membership of the ad hoc committee and, along with the Dean responsible for the home Department/School, will co-author the dean’s recommendation to the Provost.

5. Locus of Activities. The teaching, advising, sponsored research and public engagement activities of the faculty member will generally be located at Cornell NYC Tech. Some such activities may be undertaken at the Ithaca campus as discussed in items 16 and 17 below.
6. **Assignment of Teaching Obligations.** Teaching assignments for the faculty member will be made by a designated faculty member at the NYC Campus, appointed by agreement of the Vice Provost/Dean of Cornell NYC Tech and the Chair/Director of the Department/School of the faculty member. Teaching assignments will need to balance the needs of multiple relevant degree programs, the faculty, and the interdisciplinary focus of the campus.

7. **Ph.D. Advising.** The faculty member may advise Ph.D. students in the field(s) in which he or she is a member, regardless of where a student is located. Students supported by the faculty member will be appointed through Cornell NYC Tech and will typically be located with the faculty member at the Cornell NYC campus, except when not practical for the student’s educational program. When a student is not located at Cornell NYC Tech, any costs beyond those normally associated with the student appointment must be agreed to by the Vice Provost/Dean of Cornell NYC Tech and the head of the academic unit where the student is located, or must be agreed to and paid directly by the faculty member.

8. **Research Funding.** All research grants, contracts and gifts for the faculty member will be processed through Cornell NYC Tech. Indirect costs will be assessed according to Cornell NYC Tech rates and indirect cost recovery received will be credited to Cornell NYC Tech.

9. **Service Responsibilities.** The faculty member will have the typical service responsibilities to Cornell NYC Tech, the home Department/School, and any graduate fields in which the faculty member is a member. These responsibilities include participating in faculty and field meetings, undertaking committee work, and periodically serving in academic administrative roles. Service in these roles must take into account a balance of Cornell NYC Tech, home Department/School, and field responsibilities, and reflect the fact that the faculty appointment is located in New York City. The total time committed to such service activities should generally be in line with that expected of any faculty member.

10. **Voting Rights.** The faculty member will be a full member and have full voting rights in the home Department/School and at Cornell NYC Tech, commensurate with his or her rank.

11. **Graduate Field Membership.** The faculty member will be eligible for appointment to graduate fields via the normal procedures for each field.

12. **Compensation.** The compensation and salary increases for the faculty member will be determined by the Vice Provost/Dean of Cornell NYC in consultation with Chair/Director of the home Department/School. The Dean(s) of the home Department/School will have access to the salary for informational purposes.

13. **Employee Benefits.** The faculty member will be covered under the provisions of the appropriate benefit programs for New York City based employees.

14. **Space.** Research and office space for the faculty member will be determined by the Vice Provost/Dean of Cornell NYC Tech and located at the Cornell NYC Tech campus.

15. **Leaves.** Sabbatical and leave requests will be approved by the Vice Provost/Dean of Cornell NYC Tech, in consultation with the Chair/Director of the home Department/School. In the event of a disagreement regarding such a leave, the matter will be addressed in a timely manner by agreement
between the Dean responsible for the Department/School and the Vice Provost/Dean of Cornell NYC Tech.

16. *Research in Ithaca.* Research collaborations between the campuses will be encouraged, including the faculty member spending time at the Ithaca campus as well as hosting Ithaca faculty visiting the Cornell NYC Tech campus, with funds made available from both the Cornell NYC Tech and Ithaca campuses for these purposes (as determined by the Deans, Director/Chair and Provost) or provided by faculty research or discretionary funds. Requests by the faculty member to conduct research at the Ithaca campus that involve the significant commitment of space or related resources must be approved by the appropriate sponsoring Chair/Director and Dean(s) in Ithaca and the Vice Provost/Dean of Cornell NYC Tech.

17. *Academic Visits to Ithaca.* The faculty member is encouraged to make regular academic visits of a few days’ duration to the Ithaca campus, with funds made available from both the Cornell NYC Tech and Ithaca campuses for these purposes (as determined by the Deans, Director/Chair and Provost) or provided by faculty research or discretionary funds.

**Joint Cornell NYC Tech/Ithaca Faculty Appointments**

The following terms apply to all tenured and tenure-track faculty with permanent and formal joint appointments – i.e., appointments that expressly require significant effort commitments to both Cornell NYC Tech and an Ithaca Department/School. These provisions do not apply to either full time Cornell NYC Tech faculty members or full time Ithaca faculty members that on an ad hoc basis engage in instructional, research or other academic activities on the other campus.

1. **Structure of Joint Appointments.** Joint appointments will involve a 50% allocation of effort for each campus unless otherwise specifically agreed to for individual faculty members. Typically, this split effort allocation will be through approximately alternating semesters on each campus, but the Vice Provost/Dean of Cornell NYC Tech, the Chair/Director of the home Department/School and the Dean(s) of that Department/School may collectively approve other arrangements for implementing the 50-50 appointment.

2. **General Provisions.** Except as specifically noted below, the general provisions regarding full-time Cornell NYC Tech faculty appointments shall apply to the periods that the faculty member’s responsibilities are at Cornell NYC Tech, but not to the periods that the faculty member’s responsibilities are at the Department/School in Ithaca.

3. **Compensation.** The compensation and salary increases for a faculty member with such a 50-50 appointment will be set by consultation between the Chair/Director and the Dean(s) of the home Department/School and the Vice Provost/Dean of Cornell NYC Tech. In the event agreement on a unified compensation level cannot be reached, separate salaries for each half of the position will be determined by each responsible authority.

4. **Research Funding.** For correct assignment of indirect cost rates and correct allocation of funds, a faculty member with such a 50-50 appointment must specify for each grant or contract how much of the work is being performed at each location. It is generally expected that approximately half of the research
will take place on each campus, and to the extent that this is not the case the Vice Provost/Dean of Cornell NYC Tech and the corresponding Dean(s) for the home Department/School must negotiate an equitable allocation of the indirect costs recovered.

Dated: March 25, 2013