

Overview: Instructor

[CUNY Code of Practice Regarding Instructional Staff Titles](http://www1.cuny.edu/sites/onboard/wp-content/uploads/sites/4/Code-of-Practice-Title-Descriptions-and-Qualifications-UPDATED1-16-15_01212015.pdf)

[http://www1.cuny.edu/sites/onboard/wp-content/uploads/sites/4/Code-of-Practice-Title-Descriptions-and-Qualifications-UPDATED1-16-15_01212015.pdf]

1.2.1 Instructor.

For appointment as an instructor, the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have an appropriate master's degree from an accredited institution, or active progress toward a doctorate.

EXCERPTS FROM THE FACULTY PERSONNEL PROCESS GUIDELINES,

Effective FALL 2015

These passages are excerpted from the main document for your general guidance. Please consult the complete guidelines in preparing for your action(s).

III.F.2.a. The title of Instructor is used for full-time members of the faculty who are hired to teach and perform related faculty functions.

III.F.2.b. Full-time members of the faculty initially offered appointment as Assistant Professors must have completed the Ph.D. or equivalent terminal degree by September 1 of the year of their first appointment. If they have not completed the Ph.D. or equivalent terminal degree by that date, they will be appointed instead to the title of Instructor and if they do receive the Ph.D. during the ensuing year, their appointment will be upgraded to Assistant Professor. If this upgrade occurs after September 30 of the year of their first appointment, that year will not count toward tenure.

III.F.2.c. Those faculty initially offered appointment as Instructors may subsequently apply to become Assistant Professors if they complete the Ph.D. or equivalent terminal degree, provided that an assistant professor line in the discipline and/or department is available. The college does not have an obligation to move a faculty member offered appointment as an instructor who has obtained a Ph.D. or equivalent terminal degree to an Assistant Professor line.

III.F.2.d. The criteria for reappointment of Instructors are the same as for Assistant Professors, in all areas except for scholarship. With respect to scholarship, the following expectations apply:

- active progress toward the award of a terminal degree that would qualify the candidate for appointment as Assistant Professor within five years of initial appointment;
- demonstration of the capacity to maintain an active research program.

III.F.2.e. The title of Instructor can be held for no more than five years.

III.F.2.f. An Instructor may be appointed in the title Lecturer immediately following five years of continuous full-time service as an Instructor in the same department, in which case, at that time, he or she shall receive a CCE as a Lecturer. The appointment to Lecturer is an option, not a right, and is initiated by the department and is subject to approval by the Provost and President, consistent with other standards and procedures for the appointment of Lecturer. The department/college has the right to non-reappoint an Instructor who has not made satisfactory

Overview: Instructor

progress toward the Ph.D. or equivalent terminal degree or who has not satisfied other requirements of the position.

III.F.2.g. The FPC will apply the following standard of review in evaluating cases of conversion from Instructor to Lecturer:

- The performance of the candidate in the position of Instructor
- The departmental need for a faculty member serving as a Lecturer

The prospect of attainment of the Ph.D. or equivalent terminal degree shall not be a consideration, since the candidate has not succeeded for five years.

III.F.3. Waiver of Service Credit by Instructors and Lecturers

III.F.3.a. An **Instructor** or Lecturer who has been appointed in the title Assistant Professor shall, by August 31st preceding the first full-year appointment to the title of Assistant Professor, state in writing his/her preference regarding whether or not he/she wishes to waive the contractually-authorized two (2) years of service credit toward tenure.

III.F.3.b. If the employee wishes the service credit waived and the President or the President's designee approves, the service credit shall be waived irrevocably. If the employee wishes to have the service credit applied or does not state a preference, the service credit shall apply. Approval or denial of this request (to waive the service credit) is not grievable.