

Academic Titles

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

The following authorized academic titles are primary titles and all appointments thereto are approved by action of the dean, the provost, or the Board of Trustees. Administrative titles, such as dean, director, and provost, are not included and do not by themselves confer academic status. Additional titles are used in the Medical College. Only certain modifiers are approved for use, and each is approved for use only with specific titles. *Adjunct, acting, courtesy, and visiting* are the modifiers. Each may be used with the titles professor, associate professor, and assistant professor. The titles instructor, senior lecturer, and lecturer may be modified only with *courtesy* or *visiting*. The titles senior scholar and senior scientist may be modified only with *visiting*. Only one modifier may be used with a title.

professor	extension associate
associate professor	postdoctoral associate/fellow
assistant professor	teaching associate
university professor	visiting fellow
professor <i>emeritus</i>	visiting critic
professor-at-large	visiting scientist
clinical professor	visiting scholar
associate clinical professor	university librarian
assistant clinical professor	associate university librarian
senior scholar	assistant university librarian
senior scientist	librarian
principal research scientist	associate librarian
research scientist	senior assistant librarian
instructor	assistant librarian
senior lecturer	archivist
lecturer	associate archivist
senior research associate	senior assistant archivist
research associate	assistant archivist
senior extension associate	

A dean may approve the use of an appropriate field designator after a professorial title, such as *Professor of French Literature*. A dean may approve use of a working title that does not mimic another academic title.

Within the title “professor *emeritus*,” the designation “Graduate School Professor of (*field*)” may be granted by vote of that graduate field. Please refer to the description for the “professor *emeritus*” title in the following section.

Endowed Professorships or Chairs are appointments that usually are wholly or partially funded by the income of an endowment. The establishment of endowed professorships, chairs, and other named positions requires approval of the Executive Committee of the Board of Trustees upon satisfaction of endowment policies. Election to endowed professorships and chairs is by action of the Board of Trustees. Chairs normally are awarded to tenured members of the faculty for the holder’s career in the college or department. When the nature of the endowment limits the professorship to a single college or unit, the dean makes a recommendation for filling the chair to the provost. When the professorship could be held by a faculty member in more than one college, the provost canvasses the deans of those colleges for nominations and makes the selection, except as otherwise provided in the professorship’s establishment.

Professor. 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. 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.

Professors are responsible for teaching, research, advising students, and providing public, departmental, college and university service. Not all professors are assigned all these duties; the determination of responsibilities is made by the dean and the department chairperson or the director of a center, institute or program in consultation with the faculty member. But the responsibilities must include significant effort in research and either teaching or extension/outreach.

Associate Professor. An appointment as associate professor usually results from the promotion of an assistant professor with the award of tenure. In rare 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 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 normal probationary period for the tenure decision. They do not require approval by the Board of Trustees, but for assistant or associate professors on the tenure track, promotion does require approval by the provost. Promotion near the time of tenure review is inappropriate.

The duties of associate professors are the same as those of professors.

Assistant Professor. 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 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 a seventh (or subsequent) year in rank. Assistant professors may not hold tenure.

New assistant professors may be appointed in probationary tenure status, normally for a term of three years. Toward the end of this initial term, the individual is evaluated for reappointment to another three-year term. Unsuccessful candidates for reappointment may appeal and 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, according to the procedures outlined in this section.

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.

The duties of assistant professors are the same as those of professors.

University Professor. The title of university professor was authorized by the Board of Trustees in April 1951, following a recommendation and University Faculty legislation suggesting the method of selection, responsibilities, faculty affiliations, and departmental or interdepartmental affiliations of persons to be so designated. 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 Medical College. Established in 1986, appointments to the professorship are known as the Walsh McDermott University Professorship of Medicine.

Professor Emeritus. Any member of the professional staff who retires after ten years in the tenured 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 provost after recommendation by the members of the particular department and the dean of the college or school faculty to which the retiring member belonged. (See also Retirement in section 4.1.)

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.

Professor *emeritus* is a continuing appointment status, inactive until a “rehire” appointment is approved. Administrative and executive service is possible within the title professor *emeritus*.

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, will permit an individual to retain the rights of other graduate faculty in the field. 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.

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 reinstated 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 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.

For more information, visit the Program's website <http://adwhiteprofessors.cornell.edu/>.

Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor: These titles are available in a given college only upon satisfaction of a special approval process specified in the Enabling Legislation (please consult enabling legislation approved by the University Faculty Senate on September 4, 2002, for the Clinical Professor Title, available from the Office of the Dean of Faculty).

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.

These titles reflect salaried positions that are subject to affirmative action regulations. Clinical professors generally hold the highest degree in the 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. 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).

Senior Scholar and Senior Scientist. These nonprofessorial 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. 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 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 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.

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 contacts (<http://www.research.cornell.edu/VPR/Policies/PI-policy.html>).

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 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.

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.

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. 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. In some cases, individuals who have the degree are expected to serve for a period in the rank of instructor before entering the tenure ladder. The 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 temporary appointments not involving probationary tenure status, except as designated by the dean in the context of the originally anticipated title of assistant professor. 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.

Senior Lecturer and Lecturer. The responsibilities of the positions are primarily, if not entirely, in teaching; research responsibilities are not expected to be included. Persons holding the titles will not be granted tenure or be eligible for sabbatic leave.

The title senior lecturer implies significant professional qualifications. Appointments of senior lecturers are for periods of no more than five years and are renewable. The dean is responsible for determining appropriate qualifications for senior lecturers and lecturers; those qualifications may vary by subfield or department. 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, nor general members of the Graduate Faculty, but senior lecturers may be nominated to minor membership of the Graduate Faculty if their qualifications justify the designation. 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 university bylaws 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. The provost's policy instituted specific periods of notice for non-renewal or termination of appointment for lecturers and senior lecturers.

Senior Research Associate. Holders of this title are members of the research staff with a very high degree of experience and training in research. They may be appointed directly to the position or be promoted to it from the position of research associate. Although they may teach courses consistent with the terms of the funding of the position, normally they do not teach. They usually have extensive contacts with graduate students and informally guide their research. Senior research associates 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. A senior research associate is normally responsible to a member of the faculty but may be principal investigator on a grant or contract.

Appointments of senior research associates require the Ph.D. (or the equivalent terminal degree in the discipline). They are made for terms of up to five years and are renewable. Appointments are subject to the availability of funds, although notice provisions for non-renewal or for early termination pertain.

Research Associate. Appointment as research associate requires the Ph.D. (or the equivalent terminal degree in the discipline). Candidates for degrees administered by Cornell may not be appointed as research associates until all the requirements of the degree have been completed. Appointments of research associates are made for terms of up to three years and are renewable. Appointments are subject to the availability of funds, although notice provisions for non-renewal or for early termination pertain. 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 these positions.

Senior Extension Associate. 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 a master's degree in a pertinent discipline or an advanced professorial degree is required. Responsibilities involve primarily, if not entirely, extension programming or administration. Senior extension associates are not members of the University Faculty. They are nonvoting members of their college or school faculties unless given the right to vote by the particular faculty. 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 Associate. An extension associate has qualifications for independent extension programming or administration and must hold a master's degree in a pertinent discipline or an advanced professional degree. 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.

Extension associates are not members of the University Faculty but may be nonvoting or voting members of college faculties at the discretion of those faculties. Extension associates are appointed for terms of up to three years, renewable.

Postdoctoral Associate/Postdoctoral Fellow. These titles are reserved for individuals on the research staff whose primary goals are to extend their own education and experience. Although they hold a doctoral degree, they are not considered independent researchers. 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. Postdocs 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 may not exceed 100%.

Postdoctoral titles are not in the promotion sequence of research associate-senior research associate. Movement to a research associate title must occur as the result of a full search or by waiver of search; waiver of search in this context requires three full years in the same Cornell postdoctoral experience, and the waiver request and supporting package requires approval through the Office of Workforce Policy and Labor Relations.

Candidates for Cornell degrees may not be appointed as postdoctoral associates until all requirements of the degree have been completed. Such appointments are made for terms of up to one year and are normally not renewable beyond five years.

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. 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.

Visiting Fellow. The visiting fellow title allows fellowship holders and scholars on leave from other institutions, or persons from business, industry, or government to be affiliated with and participate in the research program of the appointing unit. It is not necessary that a visiting fellow be the holder of 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 and to establish an academic credential, formal appointments must be made. Visiting fellows have no teaching responsibilities, but they can be invited to present specialized seminars or lectures. 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. Consult the online policy on academic titles and appointments for further information. Cornell graduate students cannot be appointed until all degree requirements have been met. Department chairs must ensure that offering letters describe in detail those 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. The appointment can be for a short time or as long as a year and is renewable for a maximum of three years, irrespective of department affiliation.

Visiting Critic. A visiting critic is one who has substantial expertise, generally in an area of the creative arts, and who contributes to the programs of a department in that area. A visiting critic may be from another academic institution but is often a practitioner such as an artist, architect, musician, or writer. Appointment as visiting critic may be paid or unpaid; if unpaid, formal appointment is necessary to establish an academic credential and grant access to university facilities and services. 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. Consult the online policy on academic titles and appointments for further information. Cornell graduate students cannot be appointed until all degree requirements have been met. Department chairs must ensure that offering letters describe in detail those 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. The appointment can be either with or without salary for a short time or up to one year and is renewable for a maximum period of three years, irrespective of department affiliation.

Visiting Scientist and Visiting Scholar. These titles are applied, like that of visiting critic, to persons whose primary association is with another institution or corporation but who

are invited to reside at Cornell and contribute to programs of scholarship or scientific research over a limited period of time. Appointment as visiting scientist or visiting scholar may be paid or unpaid; if unpaid, formal appointment is necessary to establish an academic credential and grant access to university facilities and services. Visiting scientists and visiting scholars ordinarily hold advanced degrees and are well established in their discipline. The titles should not be used to appoint external graduate students, either foreign or American. Consult the online policy on academic titles and appointments for further information. Cornell graduate students cannot be appointed until all degree requirements have been met. Department chairs must ensure that offering letters describe in detail those 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. The appointment can be either with or without salary for a short time or as long as a year, and is renewable for a maximum period of three years, irrespective of department affiliation.

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 Cornell University 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 Cornell University 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 Cornell University 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.