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## Article VI

### ARTICLE VI INSTRUCTIONAL STAFF SECTION 6.1. INSTRUCTIONAL STAFF.

The board hereby establishes the following instructional staff titles:

Chancellor  
Chancellor emeritus  
Executive vice chancellor  
Chief operating officer  
Senior vice chancellor  
Vice chancellor Associate vice chancellor  
University provost  
Secretary of the board  
University administrator  
University associate administrator  
University assistant administrator President  
Dean of the City University School of Law  
Dean of the Graduate School of Journalism  
Dean of the Sophie Davis School of Biomedical Education  
Senior vice president  
Vice president  
Assistant vice president  
Senior University dean  
University dean  
University associate dean  
University assistant dean  
Dean  
Associate dean  
Assistant dean  
Administrator  
Associate administrator  
Assistant administrator  
Distinguished professor  
University professor  
Professor  
Associate professor  
Assistant professor  
Research Professor  
Research Associate Professor  
Research Assistant Professor  
Einstein professor  
Visiting distinguished professor  
Clinical Professor  
Distinguished lecturer

Distinguished lecturer – medical series  
Distinguished lecturer – law school series  
Medical professor (basic sciences)  
Associate medical professor (basic sciences)  
Assistant medical professor (basic sciences)  
Medical lecturer  
Adjunct medical professor (basic sciences)  
Adjunct associate medical professor (basic sciences)  
Adjunct assistant medical professor (basic sciences)  
Adjunct medical lecturer  
Medical professor (clinical)  
Associate medical professor (clinical)  
Assistant medical professor (clinical)  
Adjunct medical professor (clinical)  
Adjunct associate medical professor (clinical)  
Adjunct assistant medical professor (clinical)  
Law school distinguished professor  
Law school University professor  
Law school non-teaching adjunct  
Law school professor  
Law school associate professor  
Law school assistant professor  
Law school instructor  
Law school library professor  
Law school library associate professor  
Law school library assistant professor  
Law school adjunct professor  
Law school adjunct associate professor  
Law school adjunct assistant professor  
Law school adjunct instructor  
Law school lecturer  
Visiting professor  
Visiting associate professor  
Visiting assistant professor  
Adjunct professor  
Adjunct associate professor  
Adjunct assistant professor  
Adjunct lecturer  
Adjunct lecturer (doctoral student)  
Lecturer (full-time)  
Lecturer (part-time)  
Visiting lecturer  
Instructor  
Instructor (nursing science)  
Research associate  
Research assistant  
Graduate assistant (a-d)  
Senior registrar  
Associate registrar  
Chief college laboratory technician  
Adjunct chief college laboratory technician  
Senior college laboratory technician  
Adjunct senior college laboratory technician  
College laboratory technician  
Adjunct college laboratory technician  
College physician  
Higher education officer  
Higher education associate  
Higher education assistant  
Assistant to higher education officer  
Continuing education teacher  
Non-teaching adjunct (I-V)  
Non-teaching adjunct (doctoral student)  
Affiliated professional  
Professor of Military Science  
Affiliated medical professor  
Associate affiliated medical professor  
Assistant affiliated medical professor  
Affiliated medical lecturer  
Affiliated medical teacher Clinical

professor—medical series CLIP instructor  
CUNY Start instructor  
Postdoctoral fellow  
Head Athletics Coach (full-time) Head Athletics Coach (part-time)  
Assistant Athletics Coach (full-time) Assistant Athletics Coach (part-time)

and in the Hunter College Elementary School and Hunter College High School:

Principal  
Chairperson of department  
Assistant principal  
Teacher  
Assistant Teacher  
Temporary teacher  
Campus schools college laboratory technician  
Campus schools senior college laboratory technician  
Guidance counselor  
Placement director  
Education and vocational counselor  
Librarian  
Substitute teacher  
Occasional per diem substitute teacher

and in the childhood centers:

Teacher  
Assistant teacher  
And in the educational opportunity centers (EOC)  
Educational opportunity center adjunct lecturer  
Educational opportunity center adjunct college laboratory technician  
Educational opportunity center college laboratory technician  
Educational opportunity center higher education officer  
Educational opportunity center higher education associate  
Educational opportunity center higher education assistant  
Educational opportunity center assistant to higher education officer  
Educational opportunity center lecturer

\*and in the School of Journalism and in the Executive MBA Programs of the Zicklin School of Business at Baruch College:

Professional programs adjunct professor  
Professional programs adjunct associate professor  
Professional programs adjunct assistant professor  
Professional programs adjunct lecturer  
Professional programs professor (H)  
Professional programs associate professor (H)  
Professional programs assistant professor (H)  
Professional programs lecturer (H)  
Professional programs Non-Teaching Adjunct 1  
Professional programs Non-Teaching Adjunct 2  
Professional programs Non-Teaching Adjunct 3  
(Amended: Board of Trustees Minutes, 2019, 03-18, 7.C.)

## **SECTION 6.2. PERMANENT INSTRUCTIONAL STAFF -TENURE.**

The permanent instructional staff shall consist of those persons who have been granted tenure under any of the provisions en subds. a through e below.

a. (1) Appointments before September 1, 2006 – A person employed before September 1, 2006 full-time on an annual salary in professor, associate professor, assistant professor, medical professor (basic sciences), associate medical professor (basic sc assistant medical professor (basic sciences), medical professor (clinical), associate medical professor (clinical), assistant me professor (clinical), law school professor, law school associate professor, law school assistant professor, law school library pr school library associate professor, law school library assistant professor, instructor (nursing science), senior registrar, registrar registrar, assistant registrar, chief college laboratory technician, senior college laboratory technician, college laboratory technic the hunter college high school and hunter college elementary school (but not in the early childhood center program), principal, of department, teacher, guidance counselor, and librarian, or in any grade or position which the board in its discretion may add after serving on an annual salary in any of the above titles for five full years continuously, has been appointed or shall be appoi sixth full year, shall have tenure effective on the first day of September following his/her reappointment for the sixth full year.

(2) Appointments on or after September 1, 2006

a) A person employed on or after September 1, 2006 full-time on an annual salary in the title of professor, associate professor, professor, medical professor (basic sciences), associate medical professor (basic sciences), assistant medical professor (bas medical professor (clinical), associate medical professor (clinical), assistant medical professor (clinical), law school professor associate professor, law school assistant professor, law school library professor, law school library associate professor, law sc assistant professor or in any grade or position which the board in its discretion may add hereto, who after serving on an annua of the above titles for seven full years continuously, has been appointed or shall be appointed for an eighth full year, shall have

effective on the first day of September following his/her reappointment for the eighth full year.

b. A person employed on or after September 1, 2006 full-time on an annual salary in the title of chief college laboratory technician, college laboratory technician, college laboratory technician, and in the hunter college high school and hunter college elementary (not in the early childhood center program), chairperson of department, teacher, guidance counselor, librarian, campus schools laboratory technician, and campus schools senior college laboratory technician, and in the educational opportunity centers, ed opportunity center college laboratory technician, or in any grade or position which the board in its discretion may add hereto, who serving on an annual salary in any of the above titles for five full years continuously, has been appointed or shall be appointed in any year, shall have tenure effective on the first day of September following his/her reappointment for the sixth full year.

b. A distinguished person of proven record appointed to the title of associate professor or the title of professor, who had tenure at an accredited institution of higher learning, may be appointed with immediate tenure by the board in its discretion.

c. (1) Appointments before September 1, 2006 – A person appointed to the title of professor, associate professor, or assistant professor may be granted early tenure by the board in its discretion, under these bylaws, after not less than one nor more than five years of satisfactory service on an annual salary basis, when such service is interrupted by the period of a fellowship deemed by the board to be of a very substantial reason the college would be well served by such early grant of tenure or when the person has had tenure in another accredited institution of higher learning.

(2) Appointments on or after September 1, 2006 – A person appointed to the title of professor, associate professor, or assistant professor may be granted early tenure by the board in its discretion, under these bylaws, after not less than one nor more than seven years of continuous satisfactory service on an annual salary basis, when such service is interrupted by the period of a fellowship deemed by the board to be of a very substantial reason the college would be well served by such early grant of tenure or when the person has had tenure in another accredited institution of higher learning.

d. A person who has attained tenure under the provisions of section 6.2 of these bylaws in an educational unit under the jurisdiction of the board of trustees, and who is subsequently appointed to a comparable position on an annual salary basis in another educational unit under the jurisdiction of the board, shall retain his/her tenure.

e. Where an appointee begins his/her service after September thirtieth the tenure period shall not begin until the succeeding September first, and when an appointment is made during the month of September, the appointment shall date as of September first of the month of the purposes of tenure.

### **SECTION 6.3. APPOINTMENTS WITHOUT TENURE.**

Nothing contained in this article shall be construed as conferring or permitting tenure, or service credit toward the achievement of tenure in any instructional staff position other than those listed in Section 6.2 above. However, appointment to any non-tenurable position therefrom, shall not deprive the person so appointed or removed of tenure in the highest position on the staff held with tenure at the time of his/her appointment to such office, or conjointly with such office, nor shall such appointment or removal deprive any person of the achievement of tenure under the provisions of this article.

### **SECTION 6.4. APPOINTMENTS TO THE INSTRUCTIONAL STAFF – NOTICE**

a. All full-time appointments to the instructional staff, except as related to tenure or as otherwise provided, shall be made by the board or his/her designee.

b. Except for the appointment of persons whose sole educational duties shall be administrative, all original appointments to the instructional staff shall be made to a department. All appointments shall be for one year or less except that the chancellor, or his/her designee may, in appropriate instances, make appointments for a period not exceeding two years.

c. In the case of the appointment or removal of a chancellor, the affirmative vote of a majority of all members of the board shall be required.

d. Each appointment, other than appointments in the executive compensation plan, shall terminate at the terminal date specified in the notice of appointment. There shall be a university standard letter of appointment. The notice shall state specifically that the appointment is of a temporary nature; that it is subject to financial ability; shall give the terminal date of the appointment, and shall add that service beyond the period indicated in the notice of appointment are possible only if the board (for appointments with tenure or academic permanent appointments) the chancellor or his/her designee, takes affirmative action to that effect.

e. In the position of instructor, there shall be no more than four successive annual reappointments.

f. Appointments and reappointments to a full-time position on the instructional staff, except for those involving granting of tenure or academic permanency shall be considered final when formally approved by the chancellor, or his/her designee.

g. All appointments and reappointments, including those with tenure, requiring waivers of the Bylaws will be submitted to the Board of Trustees well in advance of the date on which the action is to take effect and shall be accompanied by up-to-date curriculum vitae, which will be distributed with the advance agenda to the members of the Board of Trustees.

h. All academic or non-academic appointments, promotions, reappointments or grants of tenure or administrative permanency requiring waivers of the Bylaws will be submitted to the Secretary of the Board of Trustees well in advance of the date on which the action is to take effect, and shall be accompanied by up-to-date curriculum vitae, which will be distributed with the advance agenda to the members of the Board of Trustees.

i. The chancellor or his/her designee shall issue procedures for appointments to the instructional staff not requiring Board action. The chancellor shall update those procedures as necessary.

(Amended: Board of Trustees Minutes, 2018, 12-10, 6.D.)

### **SECTION 6.5. TRANSFERS, REASSIGNMENTS, PROMOTIONS.**

a. Neither tenure nor the period requisite for the achievement of tenure shall be affected by transfer within the city university or promotion or change of title, except that a person upon whom tenure has been conferred and who may be transferred or promoted to a position in the city university, or whose title may be changed, shall have tenure in his/her new position, provided such position is a permanent instructional staff, and further provided that the transfer does not involve a change from the administrative staff to the instructional staff.

b. Nothing herein contained shall be construed to prevent the board from assigning any person having tenure to any appropriate

the staff, but no such assignment shall carry with it a reduction in rank or a reduction in salary other than the elimination of any emolument provided for administrative positions.

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