

OFFICE OF HUMAN RESOURCES MANAGEMENT  
CODE OF PRACTICE  
REGARDING INSTRUCTIONAL STAFF TITLES:  
TITLE DESCRIPTIONS AND MINIMUM QUALIFICATIONS

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## PREAMBLE

Pursuant to New York State Education Law Section 6206.7, the Board of Trustees has the authority to create titles in the instructional staff. By resolution adopted by the Board of Trustees at its meeting on November 28, 2011, the Board of Trustees has delegated to the Chancellor the authority to establish the minimum qualifications and duties for instructional staff titles created by the Board of Trustees other than those contained in Article XI of the *Bylaws of the Board of Trustees*. The Chancellor has delegated this authority to the Vice Chancellor for Human Resources Management. The Vice Chancellor will establish the minimum qualifications and duties for new instructional staff positions created by the Board of Trustees and amend the minimum qualifications and duties of existing instructional staff titles as required. Notwithstanding the foregoing, for titles with faculty rank, any revisions to the title descriptions shall be approved by the Board of Trustees as a policy item.

Determination of the appropriate instructional staff title for a position must be consistent with the current title descriptions established by the Vice Chancellor. The Vice Chancellor for Human Resources Management shall establish equivalencies and rule on when such equivalencies satisfy the minimum qualifications for any title set forth herein, with the exception of titles with faculty rank. The Executive Vice Chancellor for Academic Affairs shall establish equivalencies for faculty rank titles. The Vice Chancellor for Human Resources Management may grant waivers of the minimum qualifications for the titles set forth herein, with the exception of faculty rank titles. Waivers of the minimum qualifications for faculty rank titles must be approved by the Board of Trustees.

As a result of audits or other reviews of personnel actions delegated to the colleges, the Vice Chancellor may institute one or more of the following actions: a) revoke a proposed title placement, b) change the proposed title placement, c) institute additional training for college personnel staff, d) temporarily require prior approval for future personnel actions, and e) suspend the delegated authority of the college regarding personnel actions.

Accordingly, set forth herein are the minimum qualifications and duties for the titles in the instructional staff as established by the Vice Chancellor for Human Resources Management. For information concerning the terms and conditions of employment and other parameters associated with these titles, reference should also be made, as appropriate, to the *Terms and Conditions of Employment for Staff in the Executive Compensation Plan*, the Manual of General Policy, the CUNY-PSC collective bargaining agreement, and such other policy and procedural memoranda as are issued from time to time by the University.

## **I. ADMINISTRATIVE POSITIONS**

### **1. SENIOR VICE PRESIDENT.**

#### **1.1 Title Definition.**

The senior vice president is a member of senior executive management in a college. As a high-level executive, he/she has broad responsibility for one or more major divisions. A senior vice president, as authorized by the president, may act for the president and assume the duties of the president.

#### **1.2 Qualifications:**

He/she shall have at least a baccalaureate degree from an accredited institution and eight years of relevant experience and such other qualifications as the Vice Chancellor for Human Resources Management may require.

### **2. VICE PRESIDENT.**

#### **2.1 Title Definition.**

A vice president shall have such duties and responsibilities as may be assigned to him/her by the president and, as authorized by the president, may act for and assume the duties of the president.

#### **2.2 Qualifications:**

He/she shall have at least a baccalaureate degree from an accredited institution and eight years of relevant experience and such other qualifications as the Vice Chancellor for Human Resources Management may require.

### **3. ASSISTANT VICE PRESIDENT.**

#### **3.1 Title Definition:**

An assistant vice president shall have such duties and responsibilities as may be assigned to him/her by the president, senior vice presidents, and vice presidents.

#### **3.2 Qualifications:**

He/she shall have at least a baccalaureate degree from an accredited institution and eight years of relevant experience and such other special qualifications as the Vice Chancellor for Human Resources Management may require.

#### **4. DEAN, ASSOCIATE DEAN, ASSISTANT DEAN, ADMINISTRATOR, ASSOCIATE ADMINISTRATOR, AND ASSISTANT ADMINISTRATOR.**

##### **4.1 Title Definition:**

In the colleges, dean, associate dean, assistant dean, administrator, associate administrator and assistant administrator shall have such duties and responsibilities as may be assigned to them by their president or referred to them through the president at the request of appropriate faculty bodies.

##### **4.2 Qualifications:**

An employee in one of these titles shall have at least a baccalaureate degree from an accredited institution and eight years of relevant experience and such other qualifications as the Vice Chancellor for Human Resources Management may require.

## **II. FACULTY AND PART-TIME TEACHING POSITIONS**

#### **1. INSTRUCTORS, ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, AND PROFESSORS.**

##### **1.1 Title Definition:**

It shall be the responsibility of instructors, assistant professors, associate professors and professors to perform teaching, research, and guidance duties. They shall also, among other things, be responsible for committee and departmental assignments. They shall perform those administrative, supervisory, and other functions as may be assigned by the appropriate college or university authorities. Associate professors and professors, as the senior faculty, shall have special responsibilities for maintaining the academic vitality of their departments. One of the principal means of exercising this responsibility is the continuation of peer evaluations of teaching members of the instructional staff, with special attention to their diligence in teaching and professional growth. Another chief responsibility of the senior faculty is to orient their junior and newly appointed colleagues. Senior faculty shall be available for such consultation and assistance in problems of both scholarship and teaching as the junior faculty may require.

##### **1.2 Qualifications:**

###### **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.

### **1.2.2 Assistant Professor.**

For appointment as or promotion (for instructors appointed prior to October 1, 1968) to assistant professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the ph.d. degree, or an equivalent degree, in an accredited university except that persons holding positions on December 31, 1975 as assistant professors or instructors in the community colleges shall have a master's degree and four years of appropriate teaching, technological, or industrial experience or the ph.d. degree. In the libraries, for promotion to or appointment as assistant professor, the candidate must, in addition to the requirements of instructor, have completed a doctorate or an additional master's degree and in exceptional cases some other logical combination of two years' graduate study or more beyond the bachelor's degree.

### **1.2.3 Associate Professor**

For promotion or appointment to the rank of associate professor, the candidate must possess the qualifications for an assistant professor, must have obtained the ph.d. or an equivalent degree from an accredited university, and in addition he/she must possess a record of significant achievement in his/her field or profession, or as a college or university administrator. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. There shall be evidence of his/her continued growth and of continued effectiveness in teaching. Longevity and seniority alone shall not be sufficient for promotion.

In the libraries, for promotion to or appointment as associate professor, the candidate must, in addition to the requirements set forth for assistant professors in the libraries, possess a record of significant achievement in his/her profession. There shall be evidence that his/her competence and achievements are recognized and respected outside his/her own immediate community.

### **1.2.4 Professor.**

For promotion or appointment to the rank of professor, the candidate must possess the qualifications for an associate professor, and in addition a record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline. There shall be evidence of his/her continued growth and the judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion. Longevity and seniority alone shall not be sufficient for promotion.

## **2. CLINICAL PROFESSOR.**

### **2.1 Title Definition:**

Individuals appointed as clinical professors are experienced practitioners or teachers in their professions or fields of expertise. The responsibilities of the position include teaching (including, in some cases, clinical instruction), and may include research. Clinical professors are full-time, non-tenure track positions.

### **2.2 Qualifications:**

For appointment as a clinical professor the candidate must have demonstrated satisfactory qualities of personality and character, a record of achievements in his/her profession or field of expertise, and a willingness to cooperate with others for the good of the institution. He/she must also have a baccalaureate degree from an accredited institution.

## **3. LECTURER.**

### **3.1 Title Definition:**

Lecturers (full-time) shall perform teaching and related faculty functions on a full-time basis.

### **3.2 Qualifications:**

For appointment as lecturer (full-time), a person must possess a baccalaureate degree from an accredited institution and such other qualifications as may be necessary for the satisfactory performance of his/her instructional functions.

## **4. DISTINGUISHED LECTURERS.**

### **4.1 Title Definition:**

Individuals appointed as distinguished lecturers are experienced practitioners or teachers in their professions or fields of expertise. It shall be their responsibility to teach in their areas of expertise. As a general rule, they are not required to perform research, unless the appointment letter specifies a research commitment. Distinguished lecturers are full-time, non-tenure track positions.

### **4.2 Qualifications:**

For appointment as a distinguished lecturer, the candidate must have demonstrated satisfactory qualities of personality and character, a record of achievements in his/her

profession or field of expertise, and a willingness to cooperate with others for the good of the institution. He/she must also have a baccalaureate degree from an accredited institution.

## **5. INSTRUCTOR (NURSING SCIENCE).**

### **5.1 Title Definition:**

Persons employed as instructor (nursing science) shall perform teaching and counseling services in their department. They shall also be responsible for keeping apprised of new developments in the field of health care.

### **5.2 Qualifications:**

For appointment as instructor (nursing science), the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach and to serve as counselor to students. The candidate must have the registered nurse license (or equivalent professional education), a master's degree from an accredited institution, and appropriate specialized experience.

## **6. DISTINGUISHED PROFESSORS.**

### **6.1 Title Definition:**

Persons appointed as distinguished professors shall engage in teaching and research duties. They shall not serve as administrators.

### **6.2 Qualifications:**

For appointment to the position of distinguished professor a person shall have all of the qualifications necessary for appointment as a professor. He/she shall be either a professor in the university or a recognized distinguished scholar in the academic world. In addition he/she must be a person of outstanding merit and accomplishment in his/her field.

## **7. UNIVERSITY PROFESSORS.**

### **7.1 Title Definition:**

A person appointed as University Professor shall engage in teaching at the graduate and undergraduate level, research and scholarly activities, and special assignments as requested by the Chancellor.

## **7.2. Qualifications:**

To be eligible for consideration for appointment as University Professor, a person must have served as a president of a unit of The City University of New York for a period of at least eight years immediately preceding such appointment.

## **8. EINSTEIN PROFESSORS.**

### **8.1. Title Definition:**

Persons appointed as Einstein Professors are engaged in teaching and research at the highest levels. Einstein Professors may be responsible for directing institutes or other collaborative initiatives.

### **8.2. Qualifications:**

For appointment as Einstein Professor, the candidate must have all of the qualifications of a Professor and, in addition, he/she must be an eminent and exceptional scholar in a scientific discipline with an outstanding national and international reputation in his/her field.

## **9. RESEARCH ASSISTANT PROFESSORS, RESEARCH ASSOCIATE PROFESSORS, AND RESEARCH PROFESSORS.**

### **9.1 Title Definition:**

It shall be the responsibility of research assistant professors, research associate professors and research professors (“research-track faculty”) to engage in research or scholarship as their principal assignments. Research track faculty shall not be assigned to regular teaching duties, but they may participate in instructional programs by, for example, providing lectures or demonstrations. Research track faculty may serve as principal or co-principal investigators on grants or contracts administered by the University. They may manage postdoctoral fellows and their research projects, as well as supervise the research projects of graduate and undergraduate students. These are twelve-month, non-tenure track positions with renewable term appointments of one to three years’ duration.

### **9.2 Qualifications:**

#### **9.2.1 Research Assistant Professor.**

For appointment as a research assistant professor, the candidate must have demonstrated satisfactory qualities of personality and character, success in carrying out research, and ability to advise and/or oversee the direct work of others. He/she must

also have obtained the ph.d. degree, or an equivalent degree, in an accredited university.

### **9.2.2 Research Associate Professor.**

For promotion or appointment to the rank of research associate professor, the candidate must possess the qualifications for a research assistant professor, and, in addition, must demonstrate a record of several years of successful research experience, clear evidence of ability to perform research independently or collaborate on research projects, significant scholarship in his/her field and evidence of a commitment to service in a university setting.

### **9.2.3 Research Professor.**

For promotion or appointment to the rank of research professor, the candidate must possess the qualifications for a research associate professor, and, in addition, a record of successful research that has gained him/her a national reputation in his/her respective field. He/she will have demonstrated a significant commitment to service in a university setting and to the profession.

## **10. VISITING LECTURERS, VISITING ASSISTANT PROFESSORS, VISITING ASSOCIATE PROFESSORS, VISITING PROFESSORS, AND VISITING DISTINGUISHED PROFESSORS.**

### **10.1 Title Definition:**

Persons employed as visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors, or visiting distinguished professors shall perform duties comparable to those performed by lecturers, assistant professors, associate professors, professors, or distinguished professors respectively, on a full-time or part-time basis.

### **10.2 Qualifications:**

For appointment as a visiting lecturer, visiting assistant professor, visiting associate professor, visiting professor, or visiting distinguished professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in corresponding ranks, and, in addition, he/she must be a person who is highly regarded in his/her scholarly field and whose primary commitment is to another accredited college or university. He/she may be appointed through regular channels of the college or university as visiting lecturer, visiting assistant professor, visiting associate professor, visiting professor, or visiting distinguished professor.

## **11. ADJUNCT LECTURERS, ADJUNCT ASSISTANT PROFESSORS, ADJUNCT ASSOCIATE PROFESSORS, AND ADJUNCT PROFESSORS.**

### **11.1 Title Definition:**

Persons employed in this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.

### **11.2 Qualifications:**

For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer, assistant professor, associate professor, and professor appointed through the regular channels of the colleges or university.

## **12. RESIDENT LECTURERS, RESIDENT INSTRUCTORS, RESIDENT ASSISTANT PROFESSORS, RESIDENT ASSOCIATE PROFESSORS, AND RESIDENT PROFESSORS.**

### **12.1 Title Definition:**

A person holding a resident series title may teach no more than the lesser of two courses or six credit hours during each academic year. Appointment to these titles shall be discretionary with the Board of Trustees on recommendation of the college and be made only where educationally and financially advantageous to the instructional unit and college.

### **12.2 Qualifications:**

To be eligible for consideration for appointment to the resident series, a person must be a member of the Instructional Staff of The City University of New York at the time of application for the position, at least 55 years of age and eligible for service or age retirement, and must retire prior to the appointment to the resident series position. The title assigned to the individual shall correspond to the title held prior to retirement: Professor – Resident Professor; Associate Professor – Resident Associate Professor; Assistant Professor – Resident Assistant Professor; Instructor – Resident Instructor; Lecturer- Resident Lecturer.

### **13. CONTINUING EDUCATION TEACHER.**

#### **13.1 Title Definition:**

Persons employed in the title of continuing education teacher shall be assigned to teach part-time or perform related duties on a part-time basis.

#### **13.2 Qualifications:**

For appointment as a continuing education teacher a person must have educational, professional or experience qualifications appropriate to the specific course.

## **III. GRADUATE STUDENT POSITIONS**

### **1. GRADUATE ASSISTANT A, GRADUATE ASSISTANT B, GRADUATE ASSISTANT C, AND GRADUATE ASSISTANT D.**

#### **1.1 Title Definition:**

A graduate assistant shall perform teaching, teaching-related or research duties. These duties shall be performed under the general supervision of a designated member of the instructional staff. Appointments may be for less than one year.

#### **1.2 Qualifications:**

For appointment as graduate assistant "A," "B", "C," or "D," a person shall have at least a baccalaureate degree from an accredited institution. He/she shall be currently engaged in working toward his/her doctorate and be in good standing in his/her program. In those disciplines in which the City University of New York offers a doctoral program, when a CUNY doctoral student enrolled in such discipline is available and qualified, only such student may be employed in the title graduate assistant.

### **2. ADJUNCT LECTURER (DOCTORAL STUDENT).**

#### **2.1 Title Definition:**

Persons employed in the title of adjunct lecturer (doctoral student) shall be assigned to teach part-time or perform related duties on a part-time basis.

#### **2.2 Qualifications:**

For appointment as an adjunct lecturer (doctoral student), a person shall have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding rank of lecturer appointed through the regular channels

of the colleges or university. He/she shall be currently engaged in working toward his/her doctorate in the City University of New York Graduate Center and be in good standing in his/her program.

### **3. NON-TEACHING ADJUNCT (DOCTORAL STUDENT).**

#### **3.1 Title Definition:**

A non-teaching adjunct (doctoral student) shall provide professional support to academic and professional departments, centers, projects and initiatives on a part-time basis, including but not limited to performing non-teaching administrative, planning, budgeting, training, research and other service assignments.

#### **3.2 Qualifications:**

For appointment as a non-teaching adjunct, a person shall have at least a baccalaureate degree from an accredited institution. He/she shall be currently engaged in working toward his/her doctorate in the City University of New York Graduate Center and be in good standing in his/her program.

## **IV. NON-TEACHING INSTRUCTIONAL STAFF POSITIONS**

### **1. ASSISTANT TO HIGHER EDUCATION OFFICER.**

#### **1.1 Title Definition:**

An assistant to higher education officer shall, generally under the supervision of a higher education officer or university dean or college dean, perform such administrative duties as may be assigned to him/her.

#### **1.2 Qualifications:**

For appointment as assistant to higher education officer, a candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must show potential for significant achievement and growth. He/she must possess a baccalaureate degree from an accredited institution.

## **2. HIGHER EDUCATION ASSISTANT.**

### **2.1 Title Definition:**

The duties of a higher education assistant are generally to serve as an assistant to one of the major educational officers of a college or the university with responsibility for a limited area of planning, research or professional and/or administrative duties as may be assigned.

### **2.2 Qualifications:**

For appointment as higher education assistant, the candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least four years of experience in one or more related areas and be sufficiently adaptable to apply such experience to the field in which his/her responsibility will lie. He/she must possess at least a baccalaureate degree from an accredited institution and show definite potential for significant achievement and growth in the area to which he/she is assigned. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the four years of experience in determining qualifications for the position of higher education assistant.

## **3. HIGHER EDUCATION ASSOCIATE.**

### **3.1 Title Definition:**

The duties of a higher education associate are:

- a. To serve as deputy for a higher education officer or
- b. To assume administrative responsibility, in most instances under the general supervision of a university or college dean for some major area of university or college activity, such as institutional research, campus planning and development, coordination of relations with community and civic groups, supervision and coordination of all educational data processing, coordination of applications to federal, state, and private foundations for educational grants, direction of specific specialized campus activities or
- c. To function as executive assistant to the chancellor or president or
- d. To develop some major aspect of new programs.

### **3.2 Qualifications:**

For appointment as higher education associate, a candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least six years of related experience. He/she must be sufficiently well versed in the overall functions of the university to be

able to serve as deputy for a higher education officer, or to carry full responsibility, in most instances under the general supervision of a university or college dean for some major area of university or college activity. He/she must possess at least a baccalaureate degree from an accredited institution and show evidence of exceptional achievement in his/her chosen field as well as potential for future growth. An advanced degree above the baccalaureate degree may be required as appropriate to perform the duties of a particular position. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the six years of experience in determining qualifications for the position of higher education associate.

#### **4. HIGHER EDUCATION OFFICER.**

##### **4.1 Title Definition:**

The duties of a higher education officer are:

- a. To assume full administrative responsibility for some major area of university or college activity, such as institutional research, campus planning and development, coordination of relations with community and civic groups, supervision and coordination of all educational data processing, coordination of applications to federal, state, and private foundations for educational grants, direction of specific specialized campus activities or
- b. To function as executive assistant to the chancellor or president or
- c. To develop some major aspect of new programs.

##### **4.2 Qualifications:**

For appointment as higher education officer, the candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least eight years of related experience. He/she must be sufficiently well versed in the overall functions of a university to be able to assume full responsibility, answerable as a general rule to his/her college president (or to the chancellor, deputy chancellor or vice chancellor if he/she is assigned to a university position) for some major area of university or college activity. He/she must possess at least a baccalaureate degree from an accredited institution and show evidence of exceptional achievement in his/her chosen field as well as potential for future growth. An advanced degree above the baccalaureate degree may be required as appropriate to perform the duties of a particular position. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the eight years of experience in determining qualifications for the position of higher education officer.

## **5. COLLEGE PHYSICIAN.**

### **5.1 Title Definition:**

The duty of the college physician is as a member of the medical office to be responsible for such actions, including the examination of students, which provide protection for the health and welfare of the college community, render advisory service to students and to appropriate college officers, render emergency first aid to persons on the campus or in the immediate vicinity and maintain appropriate records for their actions and findings. Members of the staff may practice their professions while not on college duty, but they shall not accept as a patient anyone enrolled as a student in the colleges.

### **5.2 Qualifications:**

For appointment as a college physician, the candidate must have demonstrated satisfactory qualities of personality and character, ability to serve as counselor to students and to educational authorities on health problems within the framework of accepted and prescribed medical procedures, interest in the development and perfecting of sound student health programs, and willingness to cooperate with others for the good of the institution. The candidate must be licensed to practice medicine in the state of New York.

## **6. NON-TEACHING ADJUNCT (I-V).**

### **6.1 Title Definition:**

A non-teaching adjunct shall provide professional support to academic and professional departments, centers, projects and initiatives on a part-time basis including, but not limited to, performing non-teaching administrative, planning, budgeting, certain training, research and other service assignments. The responsibilities shall be commensurate with the level of the non-teaching adjunct position.

### **6.2 Qualifications:**

For appointment as a non-teaching adjunct, a person shall have at least a baccalaureate degree from an accredited institution.

## **7. COLLEGE LABORATORY TECHNICIAN.**

### **7.1 Title Definition:**

A college laboratory technician shall perform laboratory functions and other technical duties of a highly skilled nature which are reasonably related to such functions but which are nevertheless non-teaching. A college laboratory technician, for example, shall provide lecture support in the form of set-ups of equipment displays and demonstrations

and laboratory support for experiments and for research. Each department shall develop a specific job description which will be related to the laboratory or technical requirements of the department. Where appropriate, the technician shall exercise some supervision.

## **7.2 Qualifications:**

For appointment as a college laboratory technician, a person, in addition to possessing knowledge and skills related to the discipline, shall be a high school graduate possessing one of the following sets of minimum additional qualifications: (a) four (4) years of work or experience appropriate to the requirements of the department at a level of competence comparable to that indicated by apprenticeship in the skilled trades, or (b) an associate degree from an accredited institution and a minimum of two (2) years of experience of the type described above, or (c) a bachelor's degree from an accredited institution in an area appropriate to the duties to be performed, or (d) an appropriate combination of at least four (4) years of education and work experience beyond high school.

The candidate shall have the personal characteristics needed to work effectively with students and staff.

## **8. SENIOR COLLEGE LABORATORY TECHNICIAN.**

### **8.1 Title Definition:**

A senior college laboratory technician shall, through technical or administrative skills, assume, under faculty or executive direction, clearly defined supervisory functions or perform complex technical functions in laboratories or technical areas. These functions shall be clearly defined, in a job description, as requiring substantially greater skills, ability, and experience or responsibility than those of a college laboratory technician. Duties may include maintenance, fabrication, modification, and repair of laboratory equipment, writing of purchase specifications, and coordination of the physical preparation of laboratories. A senior college laboratory technician shall be able to use professional judgment regarding the use of materials related to specific classes and shall have organizational and logistical skills to enable a variety of needs to be met simultaneously.

### **8.2 Qualifications:**

For appointment as senior college laboratory technician, a person shall have the qualifications, skills, and abilities of a college laboratory technician and a minimum of four additional years of experience and/or education at a level of competence at least equal to that of a college laboratory technician; appropriate technical skills, and the ability to direct, train, and supervise subordinate laboratory personnel. Longevity and seniority shall not be sufficient for promotion or appointment to this title.

## **9. CHIEF COLLEGE LABORATORY TECHNICIAN.**

### **9.1 Title Definition:**

A chief college laboratory technician shall perform duties in either or both of the following areas: (1) direction or direction and training of other laboratory or technical personnel under general faculty or executive supervision; (2) performance of highly specialized work requiring significant theoretical knowledge, scientific and technical expertise, professional judgment, and insight in one of the fields of laboratory or applied science.

Direction of other laboratory and technical personnel may be exercised by a single person in a large department with managerial responsibility over a significant number of technicians, or the interdepartmental responsibilities of a single person may require equivalent managerial duties. Highly specialized work performed by a chief college laboratory technician may include development of research designs and fabrication, modification, repair, maintenance and operation of highly complex research or technical equipment. The job description must define clearly the exceptional nature of the duties, including the number and level of personnel supervised and/or the technical tasks assigned.

### **9.2 Qualifications:**

For appointment as a chief college laboratory technician, a person shall have the qualifications and all of the skills of a senior college laboratory technician and, in addition, a minimum of four (4) additional years of appropriate experience related to the job at a level at least equal to that of a senior college laboratory technician. A master's degree from an accredited institution in an area appropriate to the duties to be performed may substitute for one year of experience. Unique technical expertise clearly above that expected of senior technicians in a department or division shall be required. Longevity and seniority shall not be a basis for appointment or promotion to this title.

## **10. ADJUNCT COLLEGE LABORATORY TECHNICIANS, ADJUNCT SENIOR COLLEGE LABORATORY TECHNICIANS, AND ADJUNCT CHIEF COLLEGE LABORATORY TECHNICIANS.**

### **10.1 Title Definition:**

Person employed in this adjunct series shall perform duties on a part-time basis comparable to those performed by college laboratory technicians, senior college laboratory technicians, and chief college laboratory technicians, on a full-time basis.

## **10.2 Qualifications:**

For appointment as adjunct college laboratory technician, adjunct senior college laboratory technician, and adjunct chief college laboratory technician a person must have those qualifications or professional achievement and training comparable to those of persons in the corresponding ranks of college laboratory technician, senior college laboratory technician, and chief college laboratory technician appointed through the regular channels of the colleges or university.

## **11. RESEARCH ASSOCIATE.**

### **11.1 Title Definition:**

Research associates shall participate in the academic research projects conducted in connection with programs of the City University. No research associate shall be assigned to regular teaching duties.

### **11.2 Qualifications:**

For appointment as research associate, a person must possess a doctoral degree and have demonstrated research ability.

## **12. RESEARCH ASSISTANT.**

### **12.1 Title Definition:**

Research assistants shall perform studies under direction. No research assistant shall be assigned to regular teaching duties.

### **12.2 Qualifications:**

For appointment as research assistant, the candidate shall have a baccalaureate degree from an accredited institution, or equivalent experience for the work to be performed.

## **V. MEDICAL FACULTY POSITIONS**

### **1. ASSISTANT MEDICAL PROFESSOR (CLINICAL), ASSOCIATE MEDICAL PROFESSOR (CLINICAL), AND MEDICAL PROFESSOR (CLINICAL).**

#### **1.1 Position Definition:**

It shall be the responsibility of assistant medical professors (clinical), associate medical professors (clinical), and medical professors (clinical) to perform teaching, research, patient care and guidance duties. They shall also, among other things, be responsible for committee and program related assignments with the division, department, academic unit or university. They shall perform those administrative, supervisory and other functions as may be assigned by the appropriate college or university authorities.

#### **1.2 Qualifications:**

##### **1.2.1 ASSISTANT MEDICAL PROFESSOR (CLINICAL).**

For appointment to assistant medical professor (clinical), the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the m.d. degree in an accredited university and must have satisfied specialty board qualifications (i.e., surgery, psychiatry, obstetrics and gynecology, etc.)

##### **1.2.2 ASSOCIATE MEDICAL PROFESSOR (CLINICAL).**

For promotion and appointment to the rank of associate medical professor (clinical), the candidate must possess the qualifications for an assistant professor and must have satisfied specialty board qualifications (i.e., surgery, psychiatry, obstetrics and gynecology, etc.). In addition, he/she must possess a record of significant achievement in his/her field or profession. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. There shall be evidence of his/her continued growth. Longevity and seniority alone shall not be sufficient for promotion.

##### **1.2.3 MEDICAL PROFESSOR (CLINICAL).**

For promotion or appointment to the rank of medical professor (clinical), the candidate must possess the qualifications for an associate professor and in addition, a record of exceptional intellectual, educational and professional achievement. There shall be evidence of his/her continued growth. Longevity and seniority alone shall not be sufficient for promotion.

**2. ADJUNCT ASSISTANT MEDICAL PROFESSOR (CLINICAL), ADJUNCT ASSOCIATE MEDICAL PROFESSOR (CLINICAL), ADJUNCT MEDICAL PROFESSOR (CLINICAL).**

**2.1 Title Definition:**

Persons employed in this adjunct series shall be assigned to teach part-time or to perform related duties on a part-time basis.

**2.2 Qualifications:**

For appointment as adjunct assistant medical professor (clinical), adjunct associate medical professor (clinical), and adjunct medical professor (clinical), a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of assistant medical professor (clinical), associate medical professor (clinical), and medical professor (clinical) appointed through the regular channels of the college or university.

**3. ASSISTANT MEDICAL PROFESSOR (BASIC SCIENCES), ASSOCIATE MEDICAL PROFESSOR (BASIC SCIENCES), AND MEDICAL PROFESSOR (BASIC SCIENCES).**

**3.1 Position Definition:**

It shall be the responsibility of assistant medical professors (basic sciences), associate medical professors (basic sciences), and medical professors (basic sciences) to perform teaching, research and guidance duties. They shall also, among other things, be responsible for committee and program related assignments within the division, department, academic unit or university. They shall perform those administrative, supervisory or other functions as may be assigned by the appropriate college or university authorities.

**3.2 Qualifications:**

**3.2.1 ASSISTANT MEDICAL PROFESSOR (BASIC SCIENCES).**

For appointment to assistant medical professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the m.d. degree, or the ph.d degree in an appropriate discipline, in an accredited university.

### **3.2.2 ASSOCIATE MEDICAL PROFESSOR (BASIC SCIENCES).**

For promotion or appointment to the rank of associate medical professor (basic sciences) the candidate must possess the qualifications for an assistant professor and in addition, he/she must possess a record of significant achievement in his/her field or profession. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her immediate academic community. There shall be evidence of his/her continued growth. Longevity and seniority alone shall not be sufficient for promotion.

### **3.2.3 MEDICAL PROFESSOR (BASIC SCIENCES).**

For promotion or appointment to the rank of medical professor (basic sciences) the candidate must possess the qualifications for an associate medical professor (basic sciences) and in addition, a record of exceptional intellectual, educational and professional achievement. There shall be evidence of his/her continued growth. Longevity and seniority alone shall not be sufficient for promotion.

## **4. ADJUNCT ASSISTANT MEDICAL PROFESSOR (BASIC SCIENCES), ADJUNCT ASSOCIATE MEDICAL PROFESSOR (BASIC SCIENCES), ADJUNCT MEDICAL PROFESSOR (BASIC SCIENCES).**

### **4.1 Title Definition:**

Persons employed in this adjunct series shall be assigned to teach part-time or to perform related duties on a part-time basis.

### **4.2 Qualifications:**

For appointment as adjunct assistant medical professor (basic sciences), adjunct associate medical professor (basic sciences), and adjunct medical professor (basic sciences) a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of assistant medical professor (basic sciences), associate medical professor (basic sciences), and medical professor (basic sciences) appointed through the regular channels of the college or university.

## **5. MEDICAL LECTURER.**

### **5.1 Title Definition:**

As a member of the faculty of The Sophie Davis School of Biomedical Education of The City College, a medical lecturer shall perform teaching, a variety of clinical and administrative duties and related faculty duties on a full-time basis.

## **5.2 Qualifications:**

For appointment as a medical lecturer, a person must possess a baccalaureate degree and appropriate professional licensure, registration, certification or such other qualifications as may be necessary for the satisfactory performance of his/her instructional and administrative functions.

## **6. ADJUNCT MEDICAL LECTURER.**

### **6.1 Title Definition:**

Persons employed in this adjunct title shall be assigned to teach and to perform the other duties of a medical lecturer on a part-time basis.

### **6.2 Qualifications:**

For appointment as an adjunct medical lecturer, a person must have those qualifications or professional achievement and training comparable to medical lecturers appointed through the regular channels of the colleges or university.

## **7. DISTINGUISHED LECTURER – MEDICAL SERIES.**

### **7.1 Title Definition:**

Individuals appointed as distinguished lecturers – medical series are experienced practitioners or teachers in their professions or fields of expertise. It shall be their responsibility to teach in their areas of expertise. As a general rule, they are not required to perform research, unless the appointment letter specifies a research commitment. Distinguished lecturers – medical series are full-time, non-tenure track positions.

### **7.2 Qualifications:**

For appointment as a distinguished lecturer - medical series, the candidate must have demonstrated satisfactory qualities of personality and character, a record of achievement in his/her profession or field of expertise and a willingness to cooperate with other for the good of the institution. He/she must possess a baccalaureate degree and appropriate advanced degree, professional licensure, registration, certification or such other qualifications as may be necessary for the satisfactory performance of his/her duties.

## **VI. LAW SCHOOL FACULTY AND NON-TEACHING INSTRUCTIONAL POSITIONS**

### **1. LAW SCHOOL INSTRUCTOR, LAW SCHOOL ASSISTANT PROFESSOR, LAW SCHOOL ASSOCIATE PROFESSOR, LAW SCHOOL PROFESSOR, LAW SCHOOL LIBRARY ASSISTANT PROFESSOR, LAW SCHOOL LIBRARY ASSOCIATE PROFESSOR, LAW SCHOOL LIBRARY PROFESSOR.**

#### **1.1 Position Definition:**

It shall be the responsibility of law school instructors, law school assistant professors, law school associate professors, law school professors, law school library assistant professors, law school library associate professors and law school library professors to perform teaching, research, professional and guidance duties. Their teaching responsibilities may include supervision of students in legal practice or other law-related activity. They shall also be responsible for committee assignments and such administrative, supervisory, and other functions as may be assigned by the dean of the law school. Law school associate professors, professors, library associate professors, and library professors shall be responsible for continual peer evaluations of teaching members of the instructional staff, with special local attention to their diligence in teaching and their professional growth. Senior faculty will be responsible for orienting their junior and newly appointed colleagues. Senior faculty shall be available for such consultation and assistance in problems of scholarship, professional activity, and teaching as the junior faculty may require.

#### **1.2 Qualifications:**

##### **1.2.1 LAW SCHOOL INSTRUCTOR.**

For appointment as a law school instructor, the candidate must have demonstrated satisfactory qualities of personality, character, and legal ability. He/she must show potential as a faculty member, and an interest in productive scholarship, legal work, or law-related work. He/she must show willingness to cooperate with others for the good of the institution. He/she must have a j.d. or l.l.b. from an accredited law school.

##### **1.2.2 LAW SCHOOL ASSISTANT PROFESSOR AND LAW SCHOOL LIBRARY ASSISTANT PROFESSOR.**

For appointment as law school assistant professor, the candidate must have demonstrated satisfactory qualities of personality, character, and legal ability. He/she must demonstrate or promise evidence of significant success as a faculty member, interest in productive scholarship, legal work, or law-related work, and a willingness to cooperate with others for the good of the institution. He/she must also have a j.d. or l.l.b., or a ph.d. in a law related discipline.

For appointment as law school library assistant professor, the candidate must, in addition to the requirements of instructor, have completed an m.l.s.

### **1.2.3 LAW SCHOOL ASSOCIATE PROFESSOR AND LAW SCHOOL LIBRARY ASSOCIATE PROFESSOR.**

For promotion or appointment to the rank of law school associate professor, the candidate must possess the qualifications for a law school assistant professor, and must possess a record of significant achievement in the legal field or some directly relevant and applicable law-related field. There shall be evidence that his/her professional and intellectual achievement is respected outside his/her own immediate academic or legal community. There shall be evidence of his/her continued growth and continued effectiveness in teaching. Longevity and seniority alone shall not be sufficient for promotion.

For promotion to or appointment as law school library associate professor, the candidate must, in addition to the requirements set forth for assistant professors in the law library, possess a record of significant achievement in his/her profession. There shall be evidence that his/her competence and achievements are recognized and respected outside his/her own immediate academic or legal community.

### **1.2.4 LAW SCHOOL PROFESSOR AND LAW SCHOOL LIBRARY PROFESSOR.**

For promotion or appointment to the rank of law school professor, the candidate must possess the qualifications for a law school associate professor and, in addition, a record of exceptional intellectual, educational, and professional achievement and an established reputation for excellence in the field of law or some relevant law-related field. There shall be evidence of his/her continued growth, and the judgment on promotion shall consider primarily evidence of achievement in teaching and in scholarship or professional work following the most recent promotion. Longevity and seniority alone shall not be sufficient for promotion.

For promotion to or appointment as law school library professor, the candidate must, in addition to the requirements set forth for associate professors in the law library, possess a record of exceptional achievement in his/her profession. There shall be evidence of his/her continued growth, and the judgment on promotion shall consider primarily evidence of achievements recognized and respected outside his/her own immediate academic or legal community following the most recent promotion, or unusual and exemplary service to the library and the law school. Longevity and seniority alone shall not be sufficient for promotion.

## **2. DISTINGUISHED LECTURER – LAW SCHOOL SERIES.**

### **2.1 Title Definition:**

Individuals appointed as distinguished lecturers – law school series are experienced practitioners or teachers in their professions or fields of expertise. It shall be their responsibility to teach in their areas of expertise. As a general rule, they are not required to perform research, unless the appointment letter specifies a research commitment. Distinguished lecturers – law school series are full-time, non-tenure track positions.

### **2.2 Qualifications:**

For appointment as a distinguished lecturer – law school series, the candidate must have demonstrated satisfactory qualities of personality and character, a record of achievements in his/her profession or field of expertise, and a willingness to cooperate with others for the good of the institution. He/she must have a baccalaureate degree from an accredited institution and also have a j.d. or l.l.b., or a ph.d. in a law related discipline.

## **3. LAW SCHOOL DISTINGUISHED PROFESSOR.**

### **3.1. Title Definition:**

Persons appointed as law school distinguished professors shall engage in teaching and research duties at the law school. They shall not serve as administrators.

### **3.2. Qualifications:**

For appointment to the position of law school distinguished professor a person shall have all of the qualifications necessary for appointment as a law school professor. He/she shall be either a law school professor in the university or a recognized distinguished scholar in the academic world. In addition he/she must be a person of outstanding merit and accomplishment in his/her field.

## **4. LAW SCHOOL UNIVERSITY PROFESSOR.**

### **4.1. Title Definition:**

A person appointed as Law School University Professor shall engage in teaching at the law school level, research and scholarly activities, and special assignments as requested by the Chancellor.

#### **4.2. Qualifications:**

To be eligible for consideration for appointment as Law School University Professor, a person must have served as dean of The City University School of Law for a period of at least eight years immediately preceding such appointment.

### **5. LAW SCHOOL ADJUNCT INSTRUCTORS, LAW SCHOOL ADJUNCT ASSISTANT PROFESSORS, LAW SCHOOL ADJUNCT ASSOCIATE PROFESSORS, LAW SCHOOL ADJUNCT PROFESSORS.**

#### **5.1 Title Definition:**

Persons employed in this adjunct series shall be assigned to teach part-time or perform related duties part-time.

#### **5.2 Qualifications:**

For appointment as law school adjunct instructor, law school adjunct assistant professor, law school adjunct associate professor, or law school adjunct professor, a person must have those qualifications or professional achievements and training comparable to those faculty members in the corresponding ranks of law school instructor, law school assistant professor, law school associate professor, and law school professor.

### **6. LAW SCHOOL NON-TEACHING ADJUNCT.**

#### **6.1 Title Definition:**

A law school non-teaching adjunct shall provide non-teaching professional support warranting a juris doctor degree to the law school and its centers, projects and initiatives on a part-time basis.

#### **6.2 Qualifications:**

For appointment as a law school non-teaching adjunct, a person shall have at least a juris doctor degree from an accredited institution.

## **VII. EDUCATIONAL OPPORTUNITY CENTER POSITIONS**

### **1. EDUCATIONAL OPPORTUNITY CENTER LECTURER.**

#### **1.1 Title Definition:**

Educational opportunity center lecturers shall perform teaching and related faculty functions on a full-time basis.

#### **1.2 Qualifications:**

For appointment as an educational opportunity center lecturer, a person must possess a baccalaureate degree from an accredited institution and such other qualifications as may be necessary for the satisfactory performance of his/her instructional functions.

### **2. EDUCATIONAL OPPORTUNITY CENTER ASSISTANT TO HIGHER EDUCATION OFFICER.**

#### **2.1 Title Definition:**

An educational opportunity center assistant to higher education officer shall, generally under the supervision of an educational opportunity center higher education officer or college dean, perform such administrative duties as may be assigned to him/her.

#### **2.2 Qualifications:**

For appointment as an educational opportunity center assistant to higher education officer, a candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must show potential for significant achievement and growth. He/she must possess a baccalaureate degree from an accredited institution.

### **3. EDUCATIONAL OPPORTUNITY CENTER HIGHER EDUCATION ASSISTANT.**

#### **3.1 Title Definition:**

The duties of an educational opportunity center higher education assistant are generally to serve as an assistant to one of the major educational officers of an educational opportunity center with responsibility for a limited area of planning, research or professional and/or administrative duties as may be assigned.

### **3.2 Qualifications:**

For appointment as educational opportunity center higher education assistant, the candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least four years of experience in one or more related areas and be sufficiently adaptable to apply such experience to the field in which his/her responsibility will lie. He/she must possess at least a baccalaureate degree from an accredited institution and show definite potential for significant achievement and growth in the area to which he/she is assigned. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the four years of experience in determining qualifications for the position of educational opportunity center higher education assistant.

## **4. EDUCATIONAL OPPORTUNITY CENTER HIGHER EDUCATION ASSOCIATE.**

### **4.1 Title Definition:**

The duties of an educational opportunity center higher education associate are:

- a. To serve as deputy for an educational opportunity center higher education officer or
- b. To assume administrative responsibility, in most instances under the general supervision of an educational opportunity center higher education officer or college dean for some major area of educational opportunity center activity or
- c. To develop some major aspect of new programs.

### **4.2 Qualifications:**

For appointment as an educational opportunity center higher education associate, a candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least six years of related experience. He/she must be sufficiently well versed in the overall functions of the educational opportunity center to be able to serve as deputy for an educational opportunity center higher education officer, or to carry full responsibility, in most instances under the general supervision of a college dean for some major area of educational opportunity center activity. He/she must possess at least a baccalaureate degree from an accredited institution and show evidence of exceptional achievement in his/her chosen field as well as potential for future growth. An advanced degree above the baccalaureate degree may be required as appropriate to perform the duties of a particular position. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the six years of experience in determining qualifications for the position of educational opportunity center higher education associate.

## **5. EDUCATIONAL OPPORTUNITY CENTER HIGHER EDUCATION OFFICER.**

### **5.1 Title Definition:**

The duties of an educational opportunity center higher education officer are:

- a. To assume full responsibility for the educational opportunity center activity or for a major activity thereof or
- b. To develop some major aspect of new programs.

### **5.2 Qualifications:**

For appointment as educational opportunity center higher education officer, the candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least eight years of related experience. He/she must be sufficiently well versed in the overall functions of an educational opportunity center to be able to assume full responsibility, answerable as a general rule to his/her college president or designee for the educational opportunity center or a major activity thereof. He/she must possess a baccalaureate degree from an accredited institution and show evidence of exceptional achievement in his/her chosen field as well as potential for future growth. An advanced degree above the baccalaureate degree may be required as appropriate to perform the duties of a particular position. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the eight years of experience in determining qualifications for the position of educational opportunity center higher education officer.

## **6. EDUCATIONAL OPPORTUNITY CENTER COLLEGE LABORATORY TECHNICIAN.**

### **6.1 Title Definition:**

An educational opportunity center college laboratory technician shall perform laboratory functions and other technical duties of a highly skilled nature which are reasonably related to such functions but which are nevertheless non-teaching. An educational opportunity center college laboratory technician, for example, shall provide lecture support in the form of set-ups of equipment displays and demonstrations and laboratory support for experiments and for research. Each educational opportunity center shall develop a specific job description which will be related to the laboratory or technical requirements of the educational opportunity center. Where appropriate, the technician shall exercise some supervision.

## **6.2 Qualifications:**

For appointment as an educational opportunity center college laboratory technician, a person, in addition to possessing knowledge and skills related to the discipline, shall be a high school graduate possessing one of the following sets of minimum additional qualifications: (a) four (4) years of work or experience appropriate to the requirements of the educational opportunity center at a level of competence comparable to that indicated by apprenticeship in the skilled trades, or (b) an associate degree from an accredited institution and a minimum of two (2) years of experience of the type described above, or (c) a bachelor's degree from an accredited institution in an area appropriate to the duties to be performed, or (d) an appropriate combination of at least four (4) years of education and work experience beyond high school. The candidate shall have the personal characteristics needed to work effectively with students and staff.

## **7. EDUCATIONAL OPPORTUNITY CENTER ADJUNCT LECTURER.**

### **7.1 Title Definition:**

A person employed as an educational opportunity center adjunct lecturer shall be assigned to teach part-time or perform related duties on a part-time basis at an educational opportunity center.

### **7.2 Qualifications:**

For appointment as an educational opportunity center adjunct lecturer a person must have those qualifications or professional achievement and training comparable to those of faculty members in the rank of educational opportunity center lecturer.

## **8. EDUCATIONAL OPPORTUNITY CENTER ADJUNCT COLLEGE LABORATORY TECHNICIAN.**

### **8.1 Title Definition:**

A person employed as an educational opportunity center adjunct college laboratory technician shall perform the duties of an educational opportunity center college laboratory technician on a part-time basis.

### **8.2 Qualifications:**

For appointment as an educational opportunity center adjunct college laboratory technician a person must have the same qualifications as an educational opportunity center college laboratory technician.

## **VIII. HUNTER COLLEGE CAMPUS SCHOOLS POSITIONS**

### **1. STAFF OF THE HUNTER COLLEGE HIGH SCHOOL, HUNTER COLLEGE ELEMENTARY SCHOOL, AND IN THE EARLY CHILDHOOD CENTERS.**

#### **1.1 Title Definition:**

Persons employed on the staff of the hunter college high school, hunter college elementary school, and in any unit of the university that has an early childhood center shall perform those duties which so far as practicable would be performed by persons in comparable positions in the New York City department of education.

#### **1.2 Qualifications:**

For positions in the hunter college high school, the hunter college elementary school, and in the early childhood centers qualifications, so far as practicable, shall be the same as for comparable positions in the New York City department of education.

## **IX. MISCELLANEOUS POSITIONS**

### **1. AFFILIATED PROFESSIONAL.**

#### **1.1 Title Definition:**

A person appointed as an affiliated professional is engaged in professional activities within the University but is not an employee of the University. An affiliated professional is not a vendor or an employee of any organization that otherwise provides goods or services to the University. Examples of an affiliated professional include:

- A scholar who is unpaid by the University but is paid from a grant that has been awarded to a University employee.
- A scholar who independently conducts research on University premises, is funded by an outside organization, and is endorsed by the University.
- A scholar who is teaching at the University through an exchange program with another institution of higher education but remains a faculty member at and is paid by the other institution.
- A scholar who has been given this status in order to fulfill a particular purpose, such as serving on a dissertation committee.
- A Professor Emeritus who continues to be the principal investigator of a grant at one of the CUNY colleges.

## **1.2 Qualifications:**

For appointment as an affiliated professional, a person shall possess satisfactory credentials in his/her field of expertise, must demonstrate satisfactory qualities of personality and character, and have a legitimate purpose for being physically present at a college campus or the University.

## **2. PROFESSOR OF MILITARY SCIENCE**

### **2.1 Title Definition:**

The title is created to support the US Army's requirement that the senior commissioned officer assigned to an Army SROTC Program have the title "Professor of Military Science." The Professor of Military Science is responsible for conducting, managing, and overseeing the SROTC Program on CUNY campuses, including, without limitation, teaching Military Science courses, conducting physical training, and administering the SROTC Program generally. S/he shall be responsible for ensuring that the SROTC Program is properly administered as prescribed by applicable statutes, Department of Defense directives, and Army regulations, programs, objectives, and policies; and supervising any military personnel assigned to the SROTC Program at CUNY. S/he will provide on-site mentoring to students in the Program, and perform such other duties as may be assigned by the Army. The Professor of Military Science may delegate certain of his/her duties to other Army staff. More than one person may hold the title of Professor of Military Science at a given time.

This is a non-tenure track position that does not carry compensation or employment status at CUNY. The SROTC Program and the powers and responsibilities of the Professor of Military Science are also subject to the provisions of applicable agreements between CUNY and the Army.

### **2.2 Qualifications:**

Persons holding the title of Professor of Military Science will be designated by the Army.

## **3. AFFILIATED MEDICAL PROFESSOR SERIES**

### **3.1 Title Definition:**

The title is created to support the Liaison Committee for Medical Education (LCME) requirement that all faculty teaching medical students must have appointments at the student's medical school. The LCME accreditation standards state that administrative officers and members of the faculty must be appointed by, or on the authority of, the governing board of the medical education program or its parent institution. The LCME Standards also state that supervision of medical student learning experiences at an institution that offers a medical education program must be provided throughout

required clinical clerkships at hospitals or medical practices by members of the institution's faculty. Consistent with the practice at many medical schools, these faculty are employed by the hospital or self-employed and are not employees of CUNY.

It shall be the responsibility of assistant affiliated medical professors, associate affiliated medical professors, and affiliated medical professors to perform teaching, advising, curriculum development, and administrative duties. They shall also, among other things, be responsible for committee and program-related assignments within the medical school. They shall perform their non-teaching functions as may be assigned by the appropriate medical school authorities.

This is a non-tenure track faculty position that does not carry compensation or employment status at CUNY.

### **3.2 Qualifications:**

#### **3.2.1 ASSISTANT AFFILIATED MEDICAL PROFESSOR.**

For appointment to assistant affiliated medical professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the M.D., D.O. or other appropriate graduate degree in an accredited university.

#### **3.2.2 ASSOCIATE AFFILIATED MEDICAL PROFESSOR.**

For appointment to the rank of associate affiliated medical professor, the candidate must possess the qualifications for an assistant professor. In addition, he/she must possess a record of significant achievement in his/her field or profession. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. There shall be evidence of his/her continued professional growth. Longevity and seniority alone shall not be sufficient for appointment to this title.

#### **3.2.3 AFFILIATED MEDICAL PROFESSOR.**

For appointment to the rank of affiliated medical professor, the candidate must possess the qualifications for an associate professor and in addition, a record of exceptional intellectual, educational and professional achievement. There shall be evidence of his/her continued professional growth. Longevity and seniority alone shall not be sufficient for appointment to this title.

## **APPENDIX I**

### **DEFUNCT POSITION TITLES AND DESCRIPTIONS**

The University has made the determination that no new employees will be hired into certain titles. Nonetheless, since there may be present incumbents, the definition and qualifications for these titles are included in this Appendix, and are to be used for reference purposes only.

#### **A. ASSISTANT REGISTRAR.**

##### **A.1 Title Definition:**

The assistant registrar shall perform assigned duties under the general direction of the person in charge of the registrar function as directed and he/she shall act with power in such matters as have been delegated to him/her.

##### **A.2 Qualifications:**

For appointment as an assistant registrar, a person shall have a baccalaureate degree from a recognized college or university, plus either one year of appropriate experience in a registrar's office, or thirty credits of appropriate graduate work.

#### **B. ASSOCIATE REGISTRAR.**

##### **B.1 Title Definition:**

The associate registrar, subject to the overall authority of the registrar, shall act for the registrar in supervising the work of the registrar's office.

##### **B.2 Qualifications:**

For appointment as an associate registrar, a candidate must possess at least the academic requirements set forth for assistant registrar and have served three additional years with distinction in a registrar's office, or have the equivalent graduate study. He/she shall have the ability to assume the responsibility of acting for the registrar in supervising the work of the registrar's office in one or more of the divisions or schools of the institution.

## **C. REGISTRAR.**

### **C.1 Title Definition:**

The registrar shall be responsible to the president for the registration of students, the determination of eligibility for graduation, preparation of class schedules, catalogues and bulletins, maintenance of records, research analysis of problems in the areas of curriculum, admission, and scholastic standards insofar as the registrar's office is involved, and shall perform such other duties, including the estimation of instructional needs and student guidance related to admission or graduation, as his/her respective president may assign.

### **C.2 Qualifications:**

For appointment as registrar, the candidate must possess at least the academic requirements set forth for associate registrar, except that he/she must possess the master's degree, plus three years of appropriate experience in a registrar's office, familiarity with the theory and practice in higher education, and ability to conduct research so that he/she can advise the president, the faculty, and faculty committees in the areas of curriculum and scholastic standards. He/she must also possess the personal qualifications requisite for dealing with administrative officers, faculty, students, and others; he/she must have a thorough knowledge of the work of college registrars; and he/she must be able to supervise a large staff.

## **D. SENIOR REGISTRAR.**

### **D.1 Title Definition:**

The senior registrar shall be responsible for the supervision of the registrar and for such other scheduling of students and related functions as the president may assign. The senior registrar shall be responsible for integrating the above administrative and service offices and functions as appropriate. In those colleges where the position of registrar is vacant, the senior registrar shall assume the duties and responsibilities of registrar.

### **D.2 Qualifications:**

For appointment as senior registrar, the candidate must, at a minimum, possess the qualifications set forth for registrar, except that he/she must possess five years of appropriate experience in a registrar's office. In addition, the candidate must have a working knowledge and experience of computer systems and operations and of the other administrative and service functions for which he/she is responsible.

## **E. CHIEF COLLEGE PHYSICIAN.**

### **E.1 Title Definition:**

The chief college physician shall perform all the functions of a college physician and in addition he/she shall be responsible for the administration and supervision of all phases of the medical department.

### **E.2 Qualifications:**

For appointment as chief college physician, the candidate must meet the requirements for appointment as college physician, and in addition must have such administrative competencies as the president of the college deems appropriate.

## **F. CLINICAL ASSISTANT.**

### **F.1 Title Definition:**

A clinical assistant shall perform research studies on a temporary basis in the nature of an internship. No clinical assistant shall be assigned to regular teaching duties.

### **F.2 Qualifications:**

For appointment as clinical assistant, the candidate shall have a baccalaureate degree, post-graduate training and experience appropriate for the work to be performed.

## **G. FELLOW.**

The title of fellow shall be considered to be a title on the temporary instructional staff and all rights, privileges and benefits shall be governed by the provisions of this section only.

### **G.1 Title Definition:**

A fellow shall be a doctoral student engaged in full-time study at the city university of New York. The title shall be used only for a student qualifying for financial aid on the basis of need and on his/her potential for scholarship and teaching. In order to encourage a total time commitment to advanced study, the aid granted under this title shall not carry with it any obligation for teaching, research or administrative responsibilities.

## **G.2 Qualifications:**

For designation as a fellow, a doctoral student must be in good standing at the city university engaged in study on a full-time basis and must meet such financial needs tests and academic qualifications as the university shall establish.

## **H. Assistant to Business Manager.**

### **H.1 Title Definition:**

Assistant to business manager will serve either as the administrator of one of the functions in university business management in the functional title of payroll supervisor, college purchasing agent, personnel office for non-academic personnel, etc., or in a professional area such as systems analysis. Rotation of assignment for management development may be required.

### **H.2 Qualifications:**

For appointment as assistant to business manager, the candidate must have demonstrated satisfactory qualities of personality, technical competence, and management ability, as well as the ability to work with others for the welfare of the institution. He/she must indicate a potential for future personal professional growth and development. He/she must have at least four years of experience involving supervisory, managerial, business, professional or technical, responsibilities at an appropriate level in one or more areas involved in university business management and must possess a baccalaureate degree from an accredited institution.

## **I. Assistant Business Manager.**

### **I.1 Title Definition:**

Assistant business manager will serve either as coordinator of a group of functions in university management or as the administrator of a major function. He/she will assist the business manager.

### **I.2 Qualifications:**

For appointment as assistant business manager, the candidate must have demonstrated satisfactory qualities of personality, technical competence, managerial ability, and the ability to work with others for the welfare of the institution. He/she must have had at least six years of experience at an appropriate level of supervisory, managerial, business, professional or technical responsibility in one or more functional areas involved in university business management, and he/she must possess a baccalaureate degree from an accredited institution. For present incumbents in the title

of assistant to the business manager, ten years of appropriate experience and a high school diploma may be accepted in lieu of a baccalaureate degree and six years of experience.

**J. Business Manager.**

**a. Title Definition**

The business manager shall:

1. Serve as chief fiscal officer of a college or unit of the university;
2. Direct, for the president, the preparation of the budget and control the operation of the budget;
3. Direct fiscal operations, including all financial records and reports;
4. Direct the management of administrative and custodial personnel;
5. Direct purchasing and control of stores and property;
6. Direct the management of the operations and maintenance of the physical facilities (if so assigned by the president);
7. Direct the operation of auxiliary enterprises;
8. Direct and coordinate the finances of student organizations; or
9. Direct a major central service function in one or more areas in the office of a vice chancellor.

**b. Qualifications:**

For appointment as business manager the candidate must have at least the qualifications of an assistant business manager and in addition he/she must have had extensive experience in business management with emphasis in those areas normally related to a college or university. Time spent in college business management or in teaching business administration at the college level may be accepted as part of such experience. The candidate must have personal qualities of leadership which will enable him to secure the respect and loyalty of the several categories of employees who are under his direction and an understanding of general educational objectives and academic procedures which will command the respect and cooperation of the instructional staff.