



### Request for Initial Adjunct Appointment at Elevated Rank

Legal Last Name:	Legal First Name:	MI:
Department:		Division:
Recommended Rank:		Effective Date:

<b>A. Candidate's Credentials – Attach CV (Required)</b>			
1. Highest Academic Degree:		Discipline:	
<p>Meets the minimum credential requirement for initial appointment at elevated rank:  <input type="radio"/> YES    <input type="radio"/> NO</p> <p><b>Adjunct Assistant Professor</b> – Master's Degree in related field  <b>Adjunct Associate Professor</b> – Master's Degree in related field  <b>Adjunct Professor</b> – Terminal Degree in related field</p> <p>NOTE: If candidate does not have a Bachelor's degree, which is the minimum degree requirement for the base rank of Adjunct Instructor, a "Degree Exception Form" must be filled out and attached.</p>			
2. Teaching Experience: List, institutions, rank, dates employed, and levels taught			
Institution	Rank	Dates	Undergraduate/Graduate/CE
<p>Meets minimum rank and years of teaching experience required for appointment at elevated rank:  <input type="radio"/> YES    <input type="radio"/> NO</p> <p><b>Adjunct Assistant Professor</b> – a minimum or the equivalent of one year of university or college teaching experience  <b>Adjunct Associate Professor</b> – attained the rank of Associate Professor at an accredited college/university with a minimum or the equivalent of five years of full-time college/university teaching experience  <b>Adjunct Professor</b> – attained the rank of Professor at an accredited college/university with a minimum or the equivalent of 10 years of full-time college/university teaching experience.</p>			

**B. Candidate's Required Skills for Initial Appointment at Elevated Rank – Attach evidence (Required)**

1. Adjunct Assistant Professor: no additional skills required.

2. Adjunct Associate Professor (All boxes must be checked and supporting documents must be included):

- Strong evidence of effective teaching
- Evidence of significant experience in student advisement/counseling
- Evidence of an on-going commitment to service at prior colleges/universities
- Evidence of significant accomplishments in two of the following four areas:
  - 1) outside professional activities;
  - 2) scholarly work, creative production, knowledge synthesis;
  - 3) program, curriculum, and/or course design and development;
  - 4) faculty development, evaluation, and/or recruitment.

*Please see definitions section of policy document for examples of evidence.*

3. Adjunct Professor (All boxes must be checked and supporting documents must be included):

- Strong evidence of teaching at the mastery level
- Evidence of significant experience in student advisement/counseling
- Evidence of outstanding commitment to service at prior colleges/universities
- Evidence of outstanding accomplishments in three of the following four areas:
  - 1) outside professional activities;
  - 2) scholarly work, creative production, knowledge synthesis;
  - 3) program, curriculum, and/or course design and development;
  - 4) faculty development, evaluation, and/or recruitment.

*Please see definitions section of policy document for examples of evidence.*

**C. Academic Director's Endorsement**

- 1. Candidate meets all the required credentials and skills for initial appointment at elevated rank and I have attached a statement of support for this appointment (no waiver required).
- 2. Candidate does not meet one or more required credentials and/or skills for initial appointment at elevated rank and has refused the offer of initial appointment at the base rank. I have attached my statement of support with strong rationale for waiving the requirement(s) for this exceptional candidate and request that s/he be assigned a rank one level higher (waiver required).

NOTE: If the candidate does not meet the required credentials and/or skills for initial appointment at elevated rank but has high stature in the industry causing reluctance to offer the position at the lower rank, you may submit a request to the Dean to offer initial appointment at elevated rank by filling out the "Initial Offer of Appointment at Elevated Rank Special Request Form." If approved, you will then need to fill to out this form to proceed with the process and verify information. A waiver approval from the RTP committee and additional final approval from the Dean is still required *before* the offer can be made at an elevated rank.

<b>D. Associate Dean's Endorsement</b>	
Additional Comments:	
Signature:	
Print Name:	Date:

<b>E. Action by the SPS Rank, Title, and Privilege Committee (only if a waiver is required)</b>	
<input type="radio"/> The request for this waiver has been reviewed and approved by the Rank, Title and Privilege Committee.	
<input type="radio"/> The request for this waiver has been reviewed and denied by the Rank, Title and Privilege Committee.	
Additional Comments:	
Signature of Chair:	
Print Name:	Date:

<b>F. Action by the Dean of the School of Professional Studies</b>	
Signature:	
Print Name:	Date:

Please submit this request with all supporting documents as a **single PDF file** to [sps.facultyaffairs@nyu.edu](mailto:sps.facultyaffairs@nyu.edu) at least one month before anticipated hire date.

*Offers of appointment at an elevated rank cannot be made without official approval. If an offer is made without prior approval by all authorized parties, the rank will not be recognized.*