On Tenure

Schedule of reviews varies by school but typical review schedule is:

- Faculty who possess the doctorate or its professional equivalent and meet a programmatic need for instruction in a specialized field:
  - First year: Confirming Review
  - Subsequent reviews as needed up to three years.

- Faculty appointed with special competence in a given field who do not qualify for the title of lecturer in discipline:
  - First year: Confirming Review
  - Subsequent reviews as needed up to three years.

- A person who has been offered a position as an assistant professor but who has not completed the educational requirements. Instructors are not promoted to assistant professor until the start of the term following the receipt of the degree:
  - First year: Confirming Review
  - Subsequent reviews as needed up to three years.

- Officers holding the doctorate or its professional equivalent who are beginning a career of independent scholarly research and teaching:
  - First year: Confirming Review
  - Second year: Critical Review
  - Third year: Subsequent reviews thereafter every 4 years.

- Officers with substantial professional expertise but who may lack the scholarly training and credentials expected of the research faculty but have qualifications corresponding to an associate professor:
  - First year: Confirming Review
  - Second year: Critical Review
  - Third year: Developmental Review
  - Subsequent reviews thereafter every 4 years.

- Officers with substantial professional expertise but who may lack the scholarly training and credentials expected of the research faculty but have qualifications corresponding to an associate professor:
  - First year: Confirming Review
  - Second year: Critical Review
  - Third year: Developmental Review
  - Subsequent reviews thereafter every 4 years.

- Instructor:
  - First year: Confirming Review

- Professor of Professional Practice:
  - First year: Confirming Review
  - Second year: Critical Review
  - Subsequent reviews thereafter every 4 years.

- Associate Professor of Professional Practice:
  - First year: Confirming Review
  - Second year: Critical Review
  - Third year: Developmental Review
  - Subsequent reviews thereafter every 4 years.

- Assistant Professor of Professional Practice:
  - First year: Confirming Review
  - Second year: Critical Review
  - Third year: Developmental Review
  - Subsequent reviews thereafter every 4 years.

- Background Check:
  - Prior to tenure-track faculty, review by the 3rd year of counted service.
  - Prior to tenure-track faculty, review by the 3rd year of counted service.
  - Prior to tenure-track faculty, review by the 3rd year of counted service.

- Tenure Status:
  - Tenure: Officers holding the doctorate or its professional equivalent who have a demonstrated record of scholarly and teaching achievement and show great promise of attaining distinction in their fields of specialization:
    - First year: Confirming Review
    - Second year: Critical Review
    - Third year: Developmental Review
    - Fourth year: Subsequent reviews thereafter every 5 years.

- Tenure, Officers holding the doctorate or its professional equivalent who have a demonstrated record of scholarly and teaching achievement and show great promise of attaining distinction in their fields of specialization:
  - Critical Review

- Review by the first year of counted service:
  - Major Review

- Review by the 3rd year of counted service:
  - Developmental Review
  - Critical Review

- Review by the 7th/8th year of counted service:
  - Major Review

- Review by the 10th year of counted service:
  - Major Review

- Nontenured Visiting Named Professor:
  - Review by the first year of counted service:
  - Developmental Review

- Nontenured Visiting Professor:
  - Review by the first year of counted service:
  - Developmental Review

- Nontenured Visiting Instructional Professor:
  - Review by the first year of counted service:
  - Developmental Review

- Nontenured Visiting Assistant Professor:
  - Review by the first year of counted service:
  - Developmental Review

- Nontenured Visiting Associate Professor:
  - Review by the first year of counted service:
  - Developmental Review

- Adjunct Professor:
  - First year: Confirming Review
  - Subsequent reviews thereafter every 4 years.

- Adjunct Associate Professor:
  - First year: Confirming Review
  - Subsequent reviews thereafter every 4 years.

- Adjunct Assistant Professor:
  - First year: Confirming Review
  - Subsequent reviews thereafter every 4 years.

- Part-Time Non-Professional Titles:
  - Part-Time Faculty:
    - First year: Confirming Review
    - Subsequent reviews every 4 years.
    - Developmental Review
    - Critical Review

- Part-Time Professional Titles:
  - Part-Time Faculty:
    - First year: Confirming Review
    - Subsequent reviews every 4 years.
    - Developmental Review
    - Critical Review
## Officers of Research Titles for Morningside, Manhattanville and Lamont Campuses

<table>
<thead>
<tr>
<th>Title</th>
<th>Definition</th>
<th>Review Schedule</th>
<th>Employment Status</th>
<th>Tenure Status</th>
<th>Modifications</th>
<th>CPW-UAW Membership</th>
<th>PI Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Officers of Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Research Scientist/Scholar*</td>
<td>Officers whose qualifications and contributions to their fields of research are equivalent to those of a full professor. Adjunct (part-time) officers cannot work for more than 18 hours per week.</td>
<td>Review occurs before appointment or promotion</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>None</td>
<td>Visiting</td>
<td>Named</td>
</tr>
<tr>
<td>Adjunct Senior Research Scientist/Scholar</td>
<td>Officers whose qualifications and contributions to their fields of research are equivalent to those of an associate professor. Adjunct (part-time) officers cannot work for more than 18 hours per week.</td>
<td>Review occurs before appointment or promotion</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>None</td>
<td>Visiting</td>
<td>Named</td>
</tr>
<tr>
<td>Research Scientist/Scholar</td>
<td>Officers whose qualifications and contributions to their fields of research are equivalent to those of an assistant professor. Adjunct (part-time) officers cannot work for more than 18 hours per week.</td>
<td>Review occurs before appointment or promotion</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>None</td>
<td>Visiting</td>
<td>Named</td>
</tr>
<tr>
<td>Adjunct Research Scientist/Scholar</td>
<td>Officers whose qualifications and contributions to their fields of research are equivalent to those of an assistant professor. Adjunct (part-time) officers cannot work for more than 18 hours per week.</td>
<td>Review occurs before appointment or promotion</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>None</td>
<td>Visiting</td>
<td>Named</td>
</tr>
<tr>
<td>Associate Research Scientist/Scholar</td>
<td>Officers whose qualifications and contributions to their fields of research are equivalent to those of an assistant professor. Adjunct (part-time) officers cannot work for more than 18 hours per week.</td>
<td>Review occurs before appointment or promotion</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>None</td>
<td>Visiting</td>
<td>Named</td>
</tr>
<tr>
<td>Adjunct Associate Research Scientist/Scholar</td>
<td>Officers whose qualifications and contributions to their fields of research are equivalent to those of an assistant professor. Adjunct (part-time) officers cannot work for more than 18 hours per week.</td>
<td>Review occurs before appointment or promotion</td>
<td>Full-Time</td>
<td>Part-Time</td>
<td>None</td>
<td>Visiting</td>
<td>Named</td>
</tr>
<tr>
<td>Special Research Scientist/Scholar</td>
<td>Retired professional officers of research. These officers cannot work for more than 18 hours per week.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Postdoctoral Officers of Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Research Scientist/Scholar</td>
<td>Recent recipients of the doctorate, or its professional equivalent, who come to the University to continue their training or are individuals of greater experience who wish to retrain themselves in a new discipline or specialty. They may be appointed for a term of up to 12 months, which is renewable for up to a total period of service in any postdoctoral rank of three years. Further extensions of an appointment in this rank require the prior permission of the Provost, which is normally granted only to complete a research project. Extensions are granted on an annual basis up to a maximum of two additional years in any postdoctoral rank. Part-time postdoctoral officers cannot work for more than 18 hours per week.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral Research Fellow</td>
<td>Recent recipients of the doctorate, or its professional equivalent, who have received awards to continue their training at the University or are individuals of greater experience who have won awards permitting them to retrain themselves in a new discipline or specialty. They may be appointed for a term of up to 12 months, which is renewable for up to a total period of service in any postdoctoral rank of three years. Further extensions of an appointment in this rank require the prior permission of the Provost, which will normally be granted only when it is required to complete a research project. Extensions are granted on an annual basis up to a maximum of two additional years in any postdoctoral rank. In contrast to postdoctoral research scientists and scholars, these officers usually receive fellowship stipends, either through the University or directly from an external funding agency. Part-time postdoctoral fellows cannot work for more than 18 hours per week.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff Officers of Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Staff Associate III</td>
<td>Click here for the Matrix defining different categories of Staff Associate/Senior Staff Associate.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Staff Associate II</td>
<td>Staff officers of research assist members of the faculty or professional officers of research in the design of apparatus, the adaptation of relevant technology to the needs of a project, the conduct of specific experiments, and the analysis of data. Unlike professional officers of research, they are not involved in setting research goals, do not design overall experimental protocols, and may not have a theoretical understanding of all aspects of the project in which they are engaged. Unlike technicians, they work under only limited supervision on complex assignments that require them to exercise a high degree of initiative and independent judgment. Their greater knowledge and experience in their discipline allow them to design solutions to specific research or technical problems. Staff Associates require at least two years of experience and Senior Staff Associate require at least six years of experience.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Staff Associate I</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Associate III</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Associate II</td>
<td>Part-time Staff Associates/Senior Staff Associates cannot work for more than 18 hours per week.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Associate I</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Footnotes**

* Scientist/Scholar depends on the individual's field of expertise
# Student Officers Titles for Morningside, Manhattanville and Lamont Campuses

<table>
<thead>
<tr>
<th>Title</th>
<th>Definition</th>
<th>Employment Status</th>
<th>Tenure Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor</td>
<td>A preceptor offers part-time instruction under the supervision of an officer of higher rank. A preceptor must be a full-time candidate for a doctoral degree in the University who has completed the residence requirement for that degree. Appointments in this grade are made for not more than three consecutive years.</td>
<td>Part-Time</td>
<td>None</td>
</tr>
<tr>
<td>Teaching Assistant/Teaching Fellow</td>
<td>A teaching assistant must be a full-time candidate for a graduate degree in the University who directs drill, recitation, discussion, or laboratory sessions related to courses offered by an officer of higher rank, and engages in other similar activities. In addition to these duties, they may grade written work. A teaching fellow is a full-time doctoral student in the Graduate School of Arts and Sciences who functions as a teaching assistant.</td>
<td>Part-Time</td>
<td>None</td>
</tr>
<tr>
<td>Teaching Assistant III</td>
<td>Full-time undergraduates enrolled in Columbia College, the School of General Studies, and The Fu Foundation School of Engineering and Applied Science may be appointed as student officers but only in the grade of teaching assistant III and only with the prior permission of the dean of the school in which they are studying, the dean or executive vice president of the unit in which they will serve, and the Provost. Special students enrolled in a postbaccalaureate program are similarly eligible for an appointment in this grade (except in their &quot;glide&quot; year). These student officers assist officers of higher rank in the conduct of discussion or laboratory sessions or in the grading of written course work.</td>
<td>Part-Time</td>
<td>None</td>
</tr>
<tr>
<td>Reader</td>
<td>A reader is a full-time graduate student responsible for grading written course work under the direction and supervision of an officer of higher rank.</td>
<td>Part-Time</td>
<td>None</td>
</tr>
<tr>
<td>Graduate Research Assistant/Research Fellow/ GRA Research Fellow</td>
<td>Full-time graduate students who participate in externally funded research are appointed as graduate research assistants when they are engaged in research that is directly related to their studies. Doctoral students enrolled in the Graduate School of Arts and Sciences who participate in the research programs of the University but are not funded by external awards are appointed as research fellows or, in a limited number of situations, as GRA research fellows.</td>
<td>Part-Time</td>
<td>None</td>
</tr>
<tr>
<td>Departmental Research Assistant</td>
<td>Full-time graduate students provide assistance to a department or school in the conduct of research and are paid from internal funds.</td>
<td>Part-Time</td>
<td>None</td>
</tr>
</tbody>
</table>

January 5, 2021