

Guidelines regarding Cornell responsibilities for BTI tenure-track scientists

Overview. BTI tenure track faculty members are strongly encouraged to seek an adjunct faculty appointment in an appropriate Cornell University department. Such an appointment comes with certain expectations and opportunities. Most BTI faculty members do gain adjunct status in a Cornell department, and then join one or more graduate fields¹. These adjunct appointments and field affiliations allow BTI faculty members to participate in various activities at Cornell University including the training of graduate students in conjunction with performing certain services on behalf of the department and field(s). These activities enrich the campus capabilities in the relevant disciplines, integrate BTI faculty into the campus environment, and allow BTI faculty to contribute appropriate academic services.

Adjunct appointments. While BTI endeavors to ensure that its faculty candidates meet with appropriate department chairpersons during their interviews, and engages Cornell faculty intensively during the search process, BTI cannot guarantee adjunct appointments. Each department has their own criteria and procedures, although general policies are set out by the university². Newly-hired BTI faculty members are therefore directed to contact the department chair where appointment is sought. While the BTI President or Vice President for Research can offer advice on making such contacts, BTI does not receive official notification when appointments are sought, granted or renewed.

Graduate Field appointments. Generally, graduate fields require an initial seminar by the applicant and vote by the membership. Rules of the Graduate School require 2/3 of total field membership to vote in the affirmative, although some fields have instituted provisional memberships, and other variations exist³. As with adjunct appointments, BTI is not informed when field memberships are granted. However, the existence of such appointments should be disclosed by the BTI faculty member on internal documents used for annual BTI performance evaluation.

Responsibilities of adjunct appointees and field members. In effect, an adjunct appointment or field membership is an agreement between the BTI faculty member and the cognizant Cornell department or field. Expectations by the department or field may be written into appointment documents, described in emails, or expressed informally. On the other hand, prospective field members generally must express their interest in joining by way of stating their expected contributions to the field, and prospective adjunct faculty also must communicate their motivations and expected contributions to the department. Because undergraduate teaching by BTI faculty, apart from guest lectures, would represent a significant time commitment, it requires prior permission of the BTI President.

Relevance of Cornell contributions to BTI performance evaluations. BTI faculty members are evaluated on a combination of research and service. "Service" includes both internal service (to BTI) as well as external service at Cornell, nationally and internationally. There is no prescribed balance of service between the different sectors and the BTI Peer Evaluation Committee (PEC) takes all forms of service into account when completing their evaluation. Because Cornell appointments are common among BTI faculty and enhance the institute's integration into the Cornell community, the PEC generally expects some level of contribution to Cornell. However, there will be a wide variety in type and amount of service among BTI faculty. For annual BTI

¹ Departmental appointment is a prerequisite to Graduate Field membership.

² hr.cornell.edu/policies/academic/app_terms.pdf

³ www.gradschool.cornell.edu/pubs_and_forms/pubs/codeoflegislation.pdf

evaluations, no direct input is solicited from Cornell as to the extent or value of the contributions. Instead, these contributions should be self-reported and incorporated into the PEC documentation.

Relevance of Cornell contributions to promotion. BTI faculty hired at the assistant level may be promoted to Associate Scientist with tenure, and Associate Scientists may be promoted to Full Scientist. The procedures involved in the faculty promotion process are detailed on the BTI web site⁴. In general, promotion committees include two Cornell members, and the chair of the cognizant adjunct department is asked to contribute a letter to the promotion package. Other Cornell faculty may also be asked for letters. The Cornell letters typically speak to the faculty member's contributions to the Cornell community, including the strength of that performance. While the tenure or promotion decision ultimately rests with the BTI President, the recommendation of the promotion committee that includes Cornell faculty is an important component of the materials reviewed by the President.

Maintenance of the BTI faculty relationship with departments/fields. Adjunct appointments require periodic renewal (up to five years for tenured faculty and three years pre-tenure may be granted), whereas field appointments do not require renewal. However, loss of adjunct appointment would terminate membership in the Cornell Graduate Faculty, which is a prerequisite for field membership. The close relationship between fields and their departmental homes also means that poor field performance may impact the renewal of adjunct membership. Therefore, a willingness and capability to perform appropriate service are strongly recommended.

It is incumbent on BTI faculty members to understand the nature of their responsibilities, and to ensure that they are meeting or exceeding expectations. A periodic conversation with the department chair, for example, may well suffice to match effort and expectations. For junior faculty in particular, there may be some uncertainty as to how these relationships should function in practice. In these cases, faculty members are encouraged to seek the counsel of the President, Vice President for Research, or their BTI faculty mentor.

⁴ <http://bti.cornell.edu/home.php?page=Intranet§ion=PoliciesProcedures>