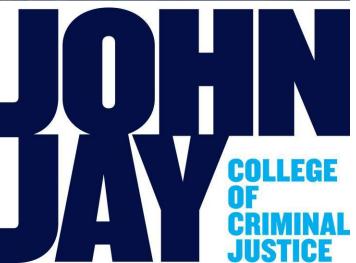# FACULTY HANDBOOK

SUMMER 2023
Fourth Edition

PLEASE NOTE: The John Jay website is currently being updated (July 2023). Hence, some links might not work. An updated Faculty Handbook will be shared once the new website is complete.

While each Academic Department may have established its own administrative protocols and procedures, in partnership with Academic Affairs and the Office of Human Resources, this document is intended to equip faculty members with basic College and University information that will be essential to their success. Every effort has been made to present all information accurately, however some information will change over time. Some policies, procedures and information have been paraphrased to improve readability. Individuals are advised to consult the appropriate administrative office, academic Department, current contract and/or College and CUNY policies for complete details and requirements, as needed. The handbook is informational and does not constitute terms or conditions of employment. Portions of this Handbook have been adapted, with permission, from John Jay's *Essential Information for Adjuncts* Handbook and the Brooklyn College Faculty Handbook (8th Ed).

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John Jay College Basics

About John Jay College

John Jay College of Criminal Justice is a senior college of the City University of New York (CUNY). Led by President Karol V. Mason, it is an internationally recognized leader in educating for justice. John Jay is a federally-designated Hispanic-serving institution, it is ranked third in the nation in Black student success according to *The Education Trust*, and it is a top ten institution for promoting student social mobility according to *The Equality of Opportunity Project*. The John Jay faculty, staff and administration are proud to serve a diverse and dynamic student body of approximately 15,000 students that includes nearly fifty percent students who are first in their family to attend college as well as students who are immigrants, from low-income families, or from other historically underrepresented groups.

The College participates in the doctoral programs of the Graduate Center of the City University of New York and offers bachelor's and master's degrees in traditional criminal justice-related fields and also in a range of disciplines that promote justice across the arts, sciences, humanities, and social sciences. To learn about the history of John Jay, go to: https://www.jjay.cuny.edu/history.

Mission, Values and Vision

Our values and mission are found here (and are shown below): https://www.jjay.cuny.edu/mission-statement.

Our Mission

John Jay College of Criminal Justice is a community of motivated and intellectually committed individuals who explore justice in its many dimensions. The College's liberal arts curriculum equips students to pursue advanced study and meaningful, rewarding careers in the public, private, and non-profit sectors. Our professional programs introduce students to foundational and newly emerging fields and prepare them for advancement within their chosen professions.

Our students are eager to engage in original research and experiential learning, excited to study in one of the world's most dynamic cities, and passionate about shaping the future. Through their studies our students prepare for ethical leadership, global citizenship, and engaged service. Our faculty members are exceptional teachers who encourage students to join them in pursuing transformative scholarship and creative activities. Through their research our faculty advances knowledge and informs professional practices that build and sustain just societies.

We foster an inclusive and diverse community drawn from our city, our country, and the world. We are dedicated to educating traditionally underrepresented groups and committed to increasing diversity in the workforce. The breadth of our community motivates us to question our assumptions, to consider multiple perspectives, to think critically, and to develop the humility that comes with global understanding. We educate fierce advocates for justice.

Our Values

- Diversity
- Equity
- Integrity
- Justice
- Learning & Scholarship
- Respect

Our Vision

Reflecting our mission and values, our vision for John Jay is that we will: be an engine for social mobility and equity; educate students to be fierce advocates for justice in a rapidly changing future; and support world-class research and a justice-minded faculty. See John Jay's 2020-2025 strategic plan: https://www.jjay.cuny.edu/strategic-planning.

Diversity at John Jay

John Jay is a premier Hispanic- and Minority-Serving Institution with one of the most diverse student bodies among CUNY's senior colleges. Our student body identifies as 44% Hispanic, 21% White, 20% African-American, and 12% Asian, with more than 130 nationalities represented. To learn more about diversity at John Jay, including our Diversity Committee, Diversity Initiatives, and campus climate review, go to: https://www.jjay.cuny.edu/diversity-john-jay.

The College seeks to ensure diversity among faculty as well. At the end of the most recent reporting year (2021-2022), the College had a total of 406 full-time faculty members, including 149 (36.6%) total minority faculty, 207 (51%) female faculty, and 14 individuals (3.4%) with disabilities. The College's Annual Affirmative Action Plans, which include detailed information on faculty diversity, are posted here: https://www.jjay.cuny.edu/affirmative-action-diversity-and-inclusion. The College is engaged in ongoing efforts to both maintain and increase diversity among faculty. This includes training department search committees on *Best Practices in Hiring a Diverse Faculty*, initiating faculty-led Diversity, Equity and Inclusion workshops (program initiated Fall 2021), focusing on faculty hiring *and* retention initiatives, and addressing climate-related issues to cultivate and protect an inclusive community that embraces and supports all members.

Hispanic-Serving and Minority-Serving Institution

As noted above, John Jay is a premier Minority-Serving Institution (MSI) and Hispanic-Serving Institution (HSI). As defined by the federal Higher Education Act, MSI means that John Jay is an institution whose enrollment of underrepresented groups exceeds 50 percent of the total enrollment. As defined by the federal Higher Education Act, an HSI is a degree-granting institution with a full-time undergraduate enrollment that is at least 25 percent Hispanic. John Jay is a member of the Hispanic Association of Colleges & Universities (HACU), which promotes a commitment to diversity in higher education, and the Hispanic Education Technology Services consortium (HETS). John Jay College has joined Excelencia in Education as an affiliate school and is pursuing the *Seal of Excelencia*. (See also *Resources for Culturally Responsive, Inclusive and Anti-Racist Teaching*.)

Our Campus

John Jay's campus includes several buildings on the west side of midtown Manhattan.

Haaren Hall (HH or T)

Haaren Hall (sometimes referred to as the T-building) is located on the southwest corner of W59th Street and 10th Avenue. It houses the Lloyd Sealy Library, swimming pool, alumni gym, copy center, classrooms, multiple academic Departments, faculty offices, and administrative offices. The latter include Faculty Services and the offices of the Provost and President.

New Building (NB)

The newest campus building, the New Building spans W58th and W59th Streets on 11th Avenue. It houses multiple academic Departments, faculty offices, classrooms, the dining halls, Public Safety, our large classrooms and meeting rooms, the Children's Center, many student services, and other administrative offices. The new building connects to Haaren Hall through the Jay Walk, a landscaped outdoor campus space above street level. It includes seating outside the dining halls for a pleasant outdoor lunch, grassy areas to sit and relax, and open spaces for individuals to gather on a pleasant day.

Westport (W)

Located on the southwest corner of W56th Street and 10th Avenue, Westport houses classrooms in the lower floors of the Westport apartment building.

North Hall (NH)

The oldest of our current buildings, North Hall is located on the northeast corner of W59th Street and 10th Avenues. It is primarily used for classrooms on the first and sometimes second floors.

BMW Building (BMW)

The BMW building spans W57th and W58th Streets between 10th and 11th Avenues. The building, which houses a BMW dealership, is entered mid-block on either W57th or W58th Street. John Jay has offices on the 6th and 10th floors of this building, including the Office for the Advancement of Research (6th floor), administrative and financial offices (6th and 10th floors), as well as some Psychology research labs (6th floor).

CUNY Governance

The City University of New York was officially created by New York State legislation in 1961. It includes 11 senior colleges, 7 community colleges, six graduate and professional schools, and the Macaulay Honors College. There are two levels of governance in this system: University and college.

The CUNY Board of Trustees

John Jay operates under the provisions of the bylaws and policies of the CUNY Board of Trustees. The board includes 17 members: ten appointed by the New York governor, five by the New York City mayor and two *ex officio* members (Chairpersons of the University Student Senate and University Faculty Senate (non-voting)). The Board sets policy and approves actions of the University; it determines University bylaws from which the Colleges derive or adopt governance structures; it appoints the chancellor and college presidents; and it approves plans and programs for the colleges.

The Board is comprised of several standing committees that deal with policies and practices before they are presented to the full board (e.g., approval of faculty personnel actions). The full board meets approximately six times per year with at least one public hearing in each NYC borough each year to hear from community members on University issues.

The chancellor is the chief educational and administrative officer of CUNY, assisted by vice-chancellors, University deans and Administrators and their staffs. The chancellor is responsible for preparing the operating and capital budgets of the University for board, city and state consideration, with the advice of the Council of Presidents. The Council of Presidents, established by the CUNY bylaws, advises the chancellor on budgets, the Master Plan, and the development of the University. Each president is responsible for administration of their own institution, reporting directly to the chancellor.

The University Faculty Senate

The University Faculty Senate (UFS) is a faculty body comprised of representatives from each college. The UFS represents the entire CUNY faculty in governance and academic affairs matters. They address matters of academic freedom, status of the faculty, and faculty rights and interests. JJ senators are elected to serve three-year terms with alternates serving one-year terms. Service on the UFS involves monthly meetings with faculty colleagues from across the University system, which the chancellor, vice-chancellors, University deans or member(s) of the board of trustees may attend. It can be an informative service opportunity and means of networking with colleagues across the University.

Professional Staff Congress (PSC)

The Professional Staff Congress (PSC) is the union that represents instructional staff at CUNY. Each campus has a chapter. The PSC and CUNY Board of Trustees negotiate multi-year collective bargaining agreements that cover salary schedules and terms and conditions of employment for full-time and part-time faculty, college laboratory technicians (CLTs), higher education officers (HEOs), graduate assistants, and research associates and assistants. Please refer to the PSC Teaching Adjunct Handbook for contractual rights specific to part-time faculty members.

Under the PSC-CUNY contract, faculty members can pursue informal complaints and formal grievances relating to their terms and conditions of employment, including aspects of the personnel process (Article 20 of the contract). The PSC-CUNY website includes a "Rights" section with information about the grievance process and your rights as a faculty member. One of the programs negotiated by the PSC-CUNY contract is the annual PSC-CUNY Grants program through which faculty members can apply for modest internal grants, ideally as seed funding for external grants.

For questions or if any concerns arise, the Labor Designee and College Ethics Officer at John Jay is Don Gray, 622H, 212-237-8614, dgray@jjay.cuny.edu.

John Jay College Governance

John Jay is dedicated to the principles of shared governance. This booklet includes the College Charter of Governance and College Council bylaws: http://www.jjay.cuny.edu/sites/default/files/governance/charter_bylaws_booklet.pdf, with additional information and descriptions of governance bodies below.

College Council

The College Council is the primary governing body of the College. It establishes College policy on all matters except those reserved to other entities (for more details on the body, see https://www.jjay.cuny.edu/charter-governance). It is a representative body that includes members of the faculty (30), higher education officers (4), students (10) and members of the administration (6). Each representative serves for a term of one (1) year (typically starting June 1 annually). The College President presides at College Council. Each Department elects one representative to serve on College Council annually, who concurrently serves as the Department's representative to the Faculty Senate (see below). The College Council is governed by the Council bylaws (https://www.jjay.cuny.edu/council-bylaws).

Standing committees of the College Council, many of which offer robust service opportunities, are listed in brief below. (See the Charter of Governance and College Council Bylaws for more details on committee functions and membership.)

- *Executive Committee* sets the Council agenda.
- *Committee on Undergraduate Curriculum and Academic Standards* (UCASC) considers matters related to the undergraduate curriculum and standards. Department Chairs serve on this committee, or an elected Department representative who serves a two-year term.
- *Committee on Student Interests* addresses matters of student life (e.g., student organizations and extracurriculars, etc.) and includes two members of the faculty.
- *Faculty-Student Disciplinary Committee* addresses matters of student discipline that are not handled administratively. A panel of faculty members is elected annually by the Faculty Senate to be available for cases, as needed.
- *Committee on Faculty Personnel* (FPC) reviews all Departmental (P&B) recommendations for appointment, reappointment, tenure/CCE and promotion to/in instructional ranks, and appeals of prior decisions, and makes recommendations to the President. Department Chairs and Deans are members, as is the Provost and President. Three at-large members and three alternate members are elected from among the full-time faculty.
- *Budget and Planning Committee* (BPC) is responsible for reviewing budget information, making financial and budgetary recommendations and providing guidance on comprehensive and strategic planning for the College. It includes all department chairs, HEO and administration representatives, and two members chosen by the Faculty Senate. It has two subcommittees: the Financial Planning Subcommittee (includes one representative chosen by Faculty Senate) and the Strategic Planning Subcommittee (includes two representatives chosen by Faculty Senate).
- *Committee on Graduate Studies* (CGS) sets policy for graduate programs, subject to College Council review, including admission, curriculum, degree requirements, program evaluation, and student honors, prizes, scholarships and awards.
- *Committee on Student Evaluation of the Faculty* reviews and evaluates the instrument and procedures used for students to evaluate the faculty. Four (4) full-time faculty members serve two (2) year terms.
- *Provost Advisory Council* (PAC) is a formal body for the Provost (and Associate Dean for Academic Operations & Financial Affairs) to consult with faculty leadership (Department Chairs; President and Vice President of Faculty Senate) on matters of joint concern.
- *Council of Undergraduate Program Coordinators* represents concerns of those responsible for undergraduate majors and includes major coordinators, chaired by the Dean of Academic Programs.
- *Committee on Honors, Prizes and Awards* makes recommendations to College Council for undergraduate award recipients and can be a rewarding service commitment for three (3) full-time members of the faculty.

Academic Departments

The College includes 22 academic Departments. The Chairperson of each Department is its chief executive officer. Each Department has its own bylaws. However, the following committees are established in the CUNY bylaws and/or the College charter for all Departments and represent opportunities to do important Departmental service. Departments are instructed to provide for systematic student input on curricular and personnel matters.

The Departmental Committee on Faculty Personnel and Budget (P&B)

Each Department elects members to a Personnel & Budget committee (P&B), chaired by the Department Chairperson, and consisting of four full-time, tenured faculty members to serve one-year terms. The P&B reviews and votes on faculty appointments, reappointments, tenure/CCE and promotion within a Department. These votes are advisory to the College's Faculty Personnel Committee (with FPC votes advisory to the President). The P&B may also make policy and/or decisions regarding hiring and Departmental budgets. This is important Departmental service for tenured faculty. It can be informative for those considering promotion to Full Professor and/or considering becoming a Department Chairperson to learn more about how the personnel evaluation process occurs in a Department.

Departmental Committee on Student Grade Appeals

Each Department elects members to a Committee on Student Grade Appeals that consists of full-time faculty members who evaluate students' appeals of their course grades within the Department. This is Departmental service that tends to be limited in time commitment and in time frame (i.e., around the time grades are assigned).

Departmental Curriculum Committee

Each Department elects members to a Curriculum Committee consisting of full-time faculty members to evaluate, update, refine and otherwise monitor and manage the Departments' curricula (e.g., majors, minors, programs). This Departmental service, shaping the curriculum, tends to be collaborative, can be creative, and can have broad impact on the students and faculty teaching in your Department. It can often be a good service commitment for junior faculty.

Graduate Program Governance

Graduate Programs establish their own bylaws that include requirements for faculty members to join the program's faculty. Bylaws are approved by program faculty and reviewed by the Committee on Graduate Studies and the Executive Committee. Program Directors, elected by full-time members of the program's faculty, manage the individual graduate programs and are reviewed annually by the Dean of Academic Programs (or designee). Many tenured faculty members choose to serve in these graduate leadership positions.

Faculty Senate

The Faculty Senate consists of elected representatives of the faculty, including one representative elected by each Department and full-time and adjunct faculty members elected as at-large members from the entire faculty. The Faculty Senate represents faculty concerns to the College and CUNY administration, and provides a forum for faculty to deliberate about academic, educational policies and other matters. The Faculty Senate manages election and/or nomination of faculty representatives to many of the committees noted above. Elected Departmental representatives represent their Departments at both Faculty Senate and College Council. Members serve one-year terms.

Council of Chairs

The Council of Chairs consists of the Chairpersons of all academic Departments. The Council represents Departmental faculty concerns to the administration, as well as student concerns in many cases, provides a forum for deliberation and interdepartmental collaboration and cooperation. The Council meets once per semester with the Provost and President.

Student Council

The Student Council consists of the elected representatives of the student body. Its purpose is to broaden educational opportunities for students; facilitate voluntary activities on campus; and represent student interests at the College.

Higher Education Officers (HEO) Council

The Higher Education Officers' (HEO) Council consists of all those employed in the higher education officer series at the College. This includes many of the College's full-time staff members, such as colleagues in Enrollment Management and Student Affairs, Academic Affairs, and academic Department Administrators, for example. The HEO Council seeks to improve the quality of work life for its members, to strengthen the institution, to advance quality education, and to enhance the delivery of services.

College Senior Leadership and Administration

The College is led by the following individuals in senior leadership positions:

   President: Karol V. Mason

   Interim Provost and Vice President of Academic Affairs: Allison Pease

Vice President and Chief Operating Officer, Finance and Administration: Mark Flower
Vice President of Public Affairs and Strategic Initiatives: Kira Poplowski
Vice President of Institutional Advancement: Ketura Parker
Vice President of Enrollment Management and Student Affairs: Brian Kerr
Vice President and Executive Counsel in the Office of Legal Counsel: Anthony Balkissoon

The Division of Academic Affairs is led by the Provost and includes:
Associate Provost for Strategy and Operations: Kinya Chandler
Interim Associate Provost for Institutional Effectiveness: Nancy Velazquez-Torres
Associate Provost & Dean of Research: Anthony Carpi
Interim Assistant Dean of Professional Advancement: Charles Davidson
Assistant Provost for Student Academic Engagement: Sumaya Villanueva
Interim Dean of Student Engagement and Retention: Janice Johnson-Dias
Interim Assistant Dean of Student Success and Retention: Katalin Szur
Interim Dean of Academic Programs: Andrew Sidman
Associate Dean of Academic Programs: Katherine Killoran
Assistant Dean of Academic Programs: TBD
Interim Dean of Faculty: Angela Crossman
Confidential Executive Associate: Maribel Perez

John Jay College Foundation, Inc. Board of Trustees

The John Jay College Foundation, Inc., is governed by a Board of Trustees. The Board includes an Executive Director, President of the College, President of the College Alumni Association, two additional employees and a faculty representative nominated by the President of the College for election by the Board, which is Chaired by Jules B. Kroll. Remaining Trustees are elected at large by the existing Trustees. See here for current Board members. The Foundation promotes, sponsors and carries out activities for the benefit of the College and broader community; assists in developing, improving and increasing resources and facilities to enhance and strengthen the College; and raises and solicits funds to support the College (e.g., via scholarships and awards; sponsorships) in its academic mission.

Faculty Personnel Process

Faculty Services

The Faculty Services Office manages the personnel processes for faculty, working in the Division of Academic Affairs under the leadership of the Dean of Faculty and the Provost. The Director of Faculty Services, Kyeanna Bailey (kbailey@jjay.cuny.edu), collaborates with the Dean of Faculty to manage faculty matters around hiring, appointments, reappointments, tenure/CCE and promotions, as well as other faculty-related issues (e.g., peer teaching observations; student evaluations of the faculty; junior faculty mentoring program). For information specific to part-time faculty, see: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf.

Faculty Services is charged with maintaining faculty personnel files and managing the personnel processes and procedures. They maintain a website with a rich array of resources and information around the personnel processes and timing, key forms, and other faculty concerns, such as fellowship leaves (https://www.jjay.cuny.edu/faculty-services). In addition, they update the Faculty Personnel Process Guidelines, which provide guidance and information for faculty on all aspects of the personnel process. They are updated regularly, as needed.

Faculty Personnel Files

For each full-time faculty member, the College maintains an official personnel file, which is composed of two separate files: the personal file (currently in electronic format in FIDO 4.0, accessible from computers *on campus* or via VPN only: https://fido4.jjay.cuny.edu/) and the administrative file. The personal file contains the Form Cs, publications, CVs, teaching observations, annual evaluation reports, student evaluations of the faculty, and other documents related to a faculty member's professional position at the College. Nothing that an employee has not seen is placed in the personal file. Faculty members should review and update their personal files regularly (e.g., replace drafts with published manuscripts), as appropriate (e.g., faculty cannot remove annual Chair's evaluations). The administrative file contains only materials connected with a faculty member's initial employment, promotion and/or tenure. This includes items such as letters from external evaluators and internal committee vote counts. An employee does not have access to their administrative file. See Article 19 of the Collective Bargaining Agreement (commonly referred to as the contract) for additional details on personnel files (https://www.psc-cuny.org/contract/article-19-personnel-files).

Individual departments should maintain files on part-time faculty members, to include a current CV, contact information, teaching observations and annual evaluation reports. Academic Affairs retains records pertinent to multi-semester appointments and to promotions.

Appointment and Reappointment Timing

Full-time faculty in professorial titles, full-time doctoral lecturers, lecturers and instructors are subject to annual reappointment until tenure or the certificate of continuous employment (CCE) is achieved. During their first full year of service (in spring semester), faculty are considered for reappointment to their second year. For this review, only their CV, peer teaching evaluation and student evaluations of teaching would be reviewed. In subsequent years, faculty are considered for reappointment during the fall semester for the following academic year. When faculty are granted tenure, it is effective September 1 of their eighth continuous year of appointment. Lecturers are granted CCE effective September 1 of their sixth continuous year of appointment. The title of full-time instructor is typically a temporary appointment for individuals offered a tenure-track position, but who have not yet fulfilled certain requirements (e.g., completion of PhD). This position is limited to no more than four successive annual reappointments.

For annual reappointments without tenure or CCE, faculty personnel files are reviewed by the Department's P&B Committee and then the relevant College FPC Review Committee. These committees recommend to the president reappointment or non-reappointment based on the faculty member's record. The president sends written notice of their decision on or before December 1st (or May 1st in the case of first reappointments).

Part-time faculty must receive written notice of reappointment (to include title and hourly rate) or non-reappointment by December 1 in the Fall semester and May 1 in the Spring semester. Multi-year teaching appointments for part-time faculty would be reviewed by the hiring Department's P&B Committee. Additional information is available here: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf.

Faculty Personnel Action Process

Faculty should refer to the most up-to-date Faculty Personnel Process Guidelines (FPPG) for more detailed information on the faculty personnel action process, which will be available on the Faculty Services website and emailed to faculty up for action each year (https://www.jjay.cuny.edu/full-time-faculty).

Part-time faculty: The adjunct promotion policy and process guide is available on the Faculty Services website (http://www.jjay.cuny.edu/sites/default/files/u1372/3.d.11_jj_adjunct_promotion_pp_10.2022.pdf). The FPPG includes additional information on the process (https://www.jjay.cuny.edu/part-time-faculty). Information on multiple semester appointments can be found here: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf

Full-time faculty: The flow chart below illustrates the process for full-time faculty personnel action reviews. Faculty members typically have much of the summer to prepare their personnel files, which close the second Friday in September. Once Faculty services has ensured files are in good order, Department Personnel & Budget (P&B) committees can begin reviewing files. Once they have voted on their Departmental candidates, the Faculty Personnel Review Committees can begin reviewing files of faculty within their assigned disciplines. There are four review committees: A, B, C and D.

Review Committee A: AMU, DIS, ENG, HIS, MLL, PHI
Review Committee B: AFR, ANT, ECO, LLS, LPS, POL, SOC
Review Committee C: CRJ, MTH, PSY, SCI
Review Committee D: PAD, SFEM, LIB, CSL, HPE, SEEK

Positive review committee votes go directly to the President for a final decision. Negative votes are eligible for appeal by the candidate. If appealed, the file is reviewed de novo by the Faculty Personnel Appeals Committee, which then makes a recommendation to the President for determination. The Appeals Committee is comprised of members elected from the four Review Committees (see FPPG for more details). If negative, the candidate may submit a written appeal directly to the President for a final decision. More detailed information, including guidance for candidates, is available in the FPPG.

Evaluation of Faculty for Reappointment/Tenure/Promotion

Full-time faculty are evaluated with regard to their total academic performance, including teaching effectiveness; student guidance and mentorship; research, scholarship and creative work; service to the Department, college and University; professional activities in their field of specialty, and so on. The following describes some of the specific evidence that is collected to help assess faculty performance. Refer to the current FPPG for the most updated guidance for faculty. Part-time faculty are evaluated according to their teaching effectiveness within their hiring departments, including for multi-year appointments and promotion (see https://www.jjay.cuny.edu/part-time-faculty and https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf).

Form C and CV

Full-time faculty members submit/upload their CVs for review at each reappointment. The CV should thus be up-to-date and consistent with the information provided in their Form Cs. CVs comport with the norms of the faculty member's discipline and are not created specifically for the personnel process.

The Form C is specific to John Jay's personnel process. The form is available on the Faculty Services website under "Key Forms" (https://www.jjay.cuny.edu/key-forms), in Faculty and Chairs Forms & Documents, or from Faculty Services (facultyservices@jjay.cuny.edu). Detailed information on the content of the Form C is provided in the FPPG. The Form C is cumulative in nature and provides an annual opportunity for faculty members to share and reflect on their contributions and growth in teaching, mentorship, scholarship and service. In the final section, faculty provide a 5-page (or less) self-evaluation of the prior year's progress toward tenure/promotion, which can include thoughts on goals for the coming year. In the year a faculty member is being considered for tenure and/or promotion, that self-evaluation might also include reflecting on progress and contributions over the years leading to tenure and/or promotion. It is recommended that faculty share their Form C with their Department Chair (or designated Departmental P&B member and/or Department colleagues) for feedback prior to submission/uploading. The Dean of Faculty can also provide feedback, in addition to offering Form C workshops in collaboration with Faculty Services once per semester. Faculty submit updated Form Cs annually until they achieve tenure, and then submit again in the fall they are being considered for promotion to Full Professor. Prior years' Form Cs remain in the faculty member's personnel file over time.

Peer Observations

Per the PSC-CUNY contract, all full-time faculty must be observed teaching by a full-time faculty member for the length of at least one class period every semester until tenured, or per Chair or self-request (e.g., prior to applying for promotion to Full Professor). Following the observation, the observer should discuss the observation with the observee to provide constructive feedback. The completed Observation Report (signed by the observer and Department Chair) and Post-Observation form documenting the discussion (signed by observer, observee and Chair) should be completed and submitted in a timely manner. Observees have the right to write a rebuttal if they disagree with the observation report. Departments submit completed forms to the Provost's office and Department Chairs upload the completed forms to faculty members' FIDO personnel files for consideration in the faculty personnel process.

Part-time faculty are observed within hiring departments following PSC-CUNY guidelines. For details, see: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf

Student Evaluations

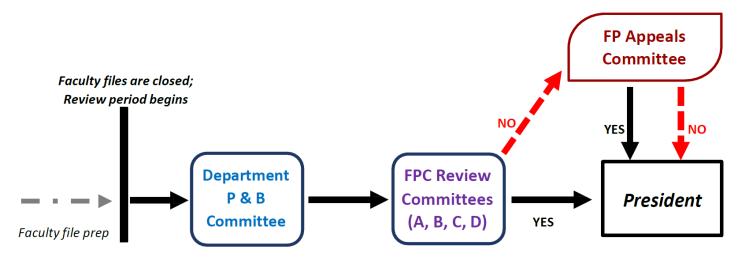Each semester, usually within the last month of classes, student evaluations are administered electronically for *every class*. To increase the response rate, it is recommended that faculty set aside 15 minutes of class time for students to complete the evaluations. During this process, students are encouraged to anonymously evaluate the course and the instructor's effectiveness. Faculty receive a notification during the following semester to review student evaluations from the preceding semester. While they have many limitations, review of student evaluations can provide some insight into ways faculty can improve their teaching skills, as *there is always room for growth*. It is important to take the student evaluation process seriously, as it is one of the (many) factors included in the faculty personnel process. In addition, many faculty members solicit mid-semester feedback from students to assess progress in the course and implement mid-semester "course corrections", based on student feedback, to improve student outcomes and support teaching development.

Faculty Scholarship

Full-time faculty should update their CVs and Form Cs annually to reflect their current, cumulative body of scholarship for the personnel process (see *Form C and CV* above). As per the FPPG, the Form C also encourages faculty to provide some objective measure of the impact of their scholarly outputs (e.g., rejection rates for journals, citations for articles or other publications, reviews of their books) to assist reviewers in evaluating the impact of their work. This may be particularly helpful and salient for promotion to Full Professor.

In addition to listing works on their CVs and Form Cs, faculty should upload electronic copies of their scholarly output into FIDO annually. In some cases, it is not possible to upload the relevant product (e.g., a published book) – perhaps only a link is available. The College librarians (or publishers) can be helpful in finding electronic access to such works and in those cases, faculty might instead upload a document listing full-text links to the relevant document(s), which can also be provided on their CV and Form C. However, it is good practice to upload publications in full to the extent possible (e.g.,

final galley proofs of book manuscript along with a scan of the published book cover). It is recommended that faculty do not remove prior scholarship from their personnel file, as it is a cumulative record, except when replacing an out-of-date work with a newer work (e.g., a paper previously under review has been published; replace draft with published version).

Part-time faculty interested in promotion should review the adjunct promotion guide (link below) and consult with the Department Chair of their hiring department. Scholarship consistent with what is expected at the same, full-time rank will be an important consideration. See the adjunct promotion guide for more details on criteria and how to apply (http://www.jjay.cuny.edu/sites/default/files/u1372/3.d.11_jj_adjunct_promotion_pp_10.2022.pdf).

Chair Annual Evaluation

At least once each year, each full-time faculty member (except tenured Full Professors) shall have an evaluation conference with the Department Chairperson or a member of the Department's P&B assigned by the Chairperson. At his or her discretion, the Chairperson may also hold an annual conference with tenured Full Professors. At the conference, the faculty member's total academic and professional performance shall be reviewed both for the current year and cumulatively to date from the faculty member's initial appointment. Following this conference, the Chairperson or the assigned member of the P&B shall prepare the Annual Conference Report form as a record of the discussion for inclusion in the faculty member's personal file. In addition to evaluating the faculty member's performance in various areas, the form provides the opportunity to document specific goals and expectations. For additional information, see Article 18 of the PSC-CUNY Contract and Section 5.01 of the Manual of General Policy. Annual Conference Report forms can be found here: https://www.jjay.cuny.edu/key-forms.

Part-time faculty, particularly those in multi-semester appointments, are also reviewed in their hiring departments. See: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf

Pre-Tenure Review

To ensure that each tenure-track faculty member has adequate guidance on the progress they are making toward meeting the standards for tenure, a rigorous, objective and thorough review of the faculty member's progress to date will be conducted following the faculty member's third year of service. Reviews are conducted by one of the Academic Deans serving as members of the FPC, in the beginning of the fourth year of service, after the faculty personnel file has closed. (Deans will not review faculty members assigned to their review committees.) The personnel file at the time of the faculty member's consideration for reappointment to the fifth year will be the body of information that informs the Dean's review. The Dean's Memorandum of Review, which is added to the faculty member's personnel file, will give faculty members an understanding of their progress in meeting the College's expectations for tenure. Faculty members have the opportunity to read the Memorandum and initial it for their file, to discuss it with their Chairperson and the Dean, and to include in their personnel file any comments they have concerning the Memorandum.

Promotion & Tenure – External Letters

Faculty Services produces guidance for faculty and Chairs that includes information on external evaluations for tenure and promotion actions. Please refer to the Faculty Services website for the most up-to-date FPPG. Briefly, faculty must notify the Provost by March 15 in a given year of their intention to apply for promotion that fall. Tenure and/or Promotion candidates and their Chairs (or Provost/Provost designee if candidate is a Chair) confer about the selection of potential external evaluators. (When a candidate is applying for promotion to Full Professor, evaluators should be at the level of Full Professor.) The Chair reaches out to confirm that eligible evaluators will participate and submit their evaluation in a timely manner. Chairs (or Provost/Provost's designee for Chair candidates) then submit names and addresses of 4-6 potential evaluators for each candidate up for tenure and/or promotion to Faculty Services (6 names are preferred, just in case, because the minimum required for an action is 4). Their letters will be due in the summer (generally in early August). Candidates must submit their packet of evaluation materials to be sent to external evaluators to the Provost's office by approximately Apr 15-22. Faculty Services staff monitor the timely receipt of external letters and troubleshoot as needed.

Administrative Information

ID Cards

All faculty will need a John Jay ID Card to enter all campus buildings and the Lloyd Sealy Library. ID Cards are issued Monday through Friday from 8 a.m. to 8 p.m. in the Department of Public Safety, Room L2.61 NB. To receive an ID card, individuals must be verified by the Department of Human Resources.

Mailboxes

Faculty members will each have a dedicated mailbox in their Departments. Individuals are encouraged to regularly check mailboxes for incoming mail to ensure that it does not accumulate dated mail. To receive mail at the college, the mailing address is: Name, Department, John Jay College, 524 W. 59th Street, New York, NY 10019.

Office Space and Keys

Full-time faculty members are typically provided with dedicated office space that includes a computer (see CUNY Computer Use Policy: https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/it-policies/ComputerUsePolicy1.pdf), located in their Departments and, in some cases, additional lab space. Typically, office computers are networked to Departmental printers/copiers. To obtain office keys, check with the Department Administrator, as it may be necessary to submit a Public Safety Key Request online. (The key request form, which requires Chair approval, is also found at: Inside John Jay (top of website home page) → Resource Center → OFFICE & BOOK SUPPLIES (beneath this heading). Access requires login with JJ username and email password. In addition, office doors automatically lock when closed, but a little knob on the inside of the door can be slid such that the door will remain unlocked when closed (e.g., if a faculty member walking to copier does not want to bring keys). Should a faculty member become locked out of their office, the department administrator might have a key to allow entry. Otherwise, the faculty member can phone Public Safety to request a key run and an officer will be dispatched to unlock the office door as soon as possible (x8524 or 212-237-8524).

For part-time faculty, shared office spaces are located throughout the campus, including in or near most departments, as well as secure lockers. To obtain a key to the shared adjunct spaces within a department, or inquire about a locker, first check with your department administrator. You may need to submit a Public Safety Key Request online. In addition, there are three shared office rooms in Haaren Hall, rooms 221, 225 and 235 HH, equipped with individual carrels for working or meeting with students as well as a printer, and one shared office in 111 Westport. For access to departmental copiers or the copy center, individuals should contact the hiring department's administrator.

Voicemail

Each full-time faculty member is assigned a unique college phone number and voicemail. The voicemail system delivers all messages to that faculty member's college email account; therefore, to check phone messages, faculty may listen to them on the phone or via John Jay email. If the phone shows a different individual's name (e.g., a retired faculty member is named on the phone), faculty can email helpdesk@jjay.cuny.edu to request an update to the phone and voicemail (include the phone number, name and email address) to ensure voicemails are forwarded to the correct individual. Phones on campus can be reached by dialing the last four digits of the extension; outside calls require dialing 9 first.

Email

Every faculty member is assigned a John Jay email address. *All faculty are expected to check their official college email on a regular basis and to use their college account for college business*. Most, if not all, of the critical information sent from the Department and the college is transmitted to employees via the John Jay email system. Personal email addresses can be used as a backup system for communications, but do not take the place of using the John Jay email system as the primary means of communicating with Departments, students, or the college. Email accounts are typically created by the Office of Human Resources or are requested by a Department Administrator or Chair. For assistance with their John Jay email account, faculty can contact the Department of Information Technology (DoIT) Help Desk at (212) 237-8200 or via email (helpdesk@jjay.cuny.edu).

Please note that all users of College/CUNY computing resources are required to adhere to the CUNY Computer Use Policy (https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/it-

policies/ComputerUsePolicy1.pdf). According to the policy, "the University's computer resources are dedicated to the support of the University's mission of education, research and public service. In furtherance of this mission, the University respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry". The University seeks both to protect privacy rights but also emphasizes responsibilities of use. For instance, "use of CUNY Computer Resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY Computer Resources for partisan political activity is also prohibited."

The Computer Use Policy notes that all computer use, which includes sending emails, is subject to review by the college as well as subject to legal inquiries (i.e. subpoena). As such, it is best for faculty to clearly distinguish between professional communications (for which John Jay email can be used) and all other communications (perhaps using a separate, personal email address). To the extent that faculty use a personal e-mail account to communicate professionally, it is important to bear in mind that this could open all communications from that personal account to legal scrutiny.

Faculty Contact Information

Faculty can and should update their contact information through CUNYFirst, keeping it up-to-date, including home, cell, office telephone numbers; home mailing address and emergency contact information. Faculty can also sign up for the CUNY Alert system to receive automated messages during an emergency through CUNYFirst.

Faculty Profiles on the John Jay Website

Full-time faculty can update their own John Jay faculty profile pages to add new information, update a bio or CV, etc. To do so, log in at www.jjay.cuny.edu/user/login with the John Jay email credentials (username without @jjay.cuny.edu and email password). Once logged in, click on the *Faculty Profile* tab to edit. Part-time faculty (particularly those with multi-year appointments) can request that their hiring department include them, along with their College contact information, on the department's web page.

Emergency Alerts and Closures

All faculty, students and staff may subscribe to the CUNY Alert System to receive emergency notifications via cell phone (text and/or voice), landline telephone and e-mail. To sign up to receive these alerts, go to http://www.cuny.edu/alert. An emergency closing is a cancellation of classes or suspension of campus operations for a full day or part of a day because of adverse weather conditions, interruption of transportation, or other major emergency. The decision is made by the president or the president's designee or, in some cases, by CUNY Central. The college is open unless a specific announcement of closing is made through the CUNY Alert system, on the college's website, and/or by radio broadcast. Closure announcements must refer specifically to John Jay College. (Occasionally, radio stations confuse City College of New York (CCNY) and CUNY and announce that the City University has closed when in fact only City College is closed.)

Human Resources Information

Human Resources

The Human Resources website includes a wealth of information, such as whom to contact for various questions/issues (https://www.jjay.cuny.edu/hr-staffservices-directory); HR forms, policies and procedures; benefits information; and Employee Assistance Program information (https://www.jjay.cuny.edu/cuny-employee-assistance-program). They also manage general inquiry emails to answer questions: AskHR@jjay.cuny.edu, AskPayroll@jjay.cuny.edu and Benefits@jjay.cuny.edu.

PSC-CUNY Contractual Salary Increases

Faculty salaries (and raises) are negotiated between the PSC and CUNY, and are published in the contract. Contractual salary increases occur in two ways. First, on dates agreed upon by CUNY and the PSC, salaries increase by a fixed percentage. This is represented by a horizontal move from one column to the next on the salary schedule. Second, on January 1st, salaries move along the salary schedule vertically from their current step to the next higher step. Exceptions to this include "longevity steps" and service at a given step less than one year. Please see the PSC-CUNY website (https://www.psc-cuny.org/salary-schedules) for full details.

If a full-time faculty member has held a prior full-time, tenure-track position at another CUNY campus before coming to John Jay, it is important to make that known to the Department Chair, Provost and Office of Human Resources at John Jay, to ensure time in service toward tenure is calculated correctly.

Payroll

Salary payments are disbursed once every other week. For faculty who participate in the Direct Deposit program, checks will be electronically deposited on pay days. To begin Direct Deposit, a completed Direct Deposit Form must be submitted to Payroll alongside a voided check (go to https://www.jjay.cuny.edu/hr-forms → PAYROLL AND TIME & LEAVE → Forms). It may take up to three pay cycles from the submission date for Direct Deposit to commence. Once Direct Deposit is in effect, a check stub (not the actual check) will be placed in the faculty member's Department mailbox on pay days or mailed to the faculty member's home to reflect the pay amount for the previous two-week period.

For faculty who opt out of Direct Deposit, New York State is currently issuing paper checks, mailed directly to the address on file in CUNYFirst. Thus, any address changes must be updated in CUNYFirst to ensure the NYS pay system will be changed as well, and checks will be mailed to the correct address. (This could change post-COVID.) Faculty are encouraged to contact the Payroll unit for more information (askpayroll@jjay.cuny.edu).

New York State Payroll Online

Adapted from an email received 9/17/21: The Office of the New York State Comptroller recently implemented New York State Payroll Online (NYSPO), a service offered through NY.gov which allows employees on New York State payroll to access pay stubs, W-2s and other pay information electronically. In addition, NYSPO grants employees the option to go "paperless" and to discontinue receiving mailed pay stubs and W-2s.

Beginning 9/17/21, faculty can request activation of their NY.gov account using the following path in CUNYFirst: Human Capital Management → Self Service → New York State Payroll Online. After formally submitting the request in CUNYFirst, the NY.gov account will be activated within approximately 15-20 business days. After the NY.gov account is officially activated, a confirmation message will be sent to the faculty member's primary business email address in CUNYFirst with additional instructions on how to verify their identity and to access NYSPO. All employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

If faculty create their NY.gov accounts outside of CUNYFirst, they will experience issues accessing NYSPO. Additionally, if they have existing NY.gov accounts for previous/other NYS organizations, they will need to request an additional NY.gov account via this process to view their CUNY-pay information. Additional NYSPO resources and updates can be found at: https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/. To begin the process, follow the instructions on that webpage starting with Tab "1. Requesting NY.gov Account Activation." For questions, faculty can contact University Payroll Security (University_Payroll_Security_Adm@cuny.edu).

Transit Benefit

The Commuter Benefits Program, administered by WageWorks, provides CUNY employees with a personal commuter account funded on a pre-tax basis through payroll deductions. The tax-free funds may be used for MTA NYCT, Long Island Railroad, Metro-North Railroad, NJ Transit, PATH, NY Waterway, Paratransit and the MTA's Access-A-Ride program and parking at or near public transit to commute to work. For more information, go to https://www.jjay.cuny.edu/sites/default/files/HumanResources/faqs.pdf. For enrollment forms, see https://www.jjay.cuny.edu/hr-forms and go to BENEFITS FORMS, POLICIES, and PROCEDURES → Flexible Spending Account and Transit Benefits. Benefits questions can be directed to: Benefits@jjay.cuny.edu.

Accommodations for Faculty Members with Disabilities

Reasonable accommodations are provided to employees who identify themselves as having a temporary or permanent disability in accordance with federal, state, and local laws and University and college policy. A request for accommodation may be made to Human Resources (see "Reasonable Accommodations" information and forms here: https://www.jjay.cuny.edu/hr-policies-and-procedures).

Health Benefits

CUNY participates in the City of New York Health Benefits Program. Full-time faculty hired on or after July 1, 2019 may initially enroll in only one healthcare plan (EmblemHealth HIP HMO Preferred Plan). However, after a year of service, faculty may participate in the annual transfer period during the fall and may select one of several health plans or remain in their original plan. Some plans impose no cost, while others impose a modest cost. Faculty may also elect to enroll in the Health Care Flexible Spending Account Program to help pay for eligible out-of-pocket medical expenses, while reducing their taxable income. For full-time faculty members, the PSC-CUNY Welfare Fund (see http://www.psccunywf.org) provides prescription drug benefits in coordination with their chosen health plan. The Welfare Fund also provides the following coverage for full-time members of the instructional staff (including substitutes): disability insurance, life insurance, dental insurance (copayment may be required), and optical benefits. Other optional items that may be purchased through the Welfare Fund are additional disability or life insurance, long-term disability insurance, catastrophic medical coverage, and long-term/nursing/home care insurance.

Faculty members may also choose to opt out of the health benefit – for instance, if covered by a spouse or partner's insurance. In that case, faculty will receive $1000 as a result of opting out of health insurance (in 2 semi-annual installments). However, the Welfare Fund benefits are not affected.

For a benefits FAQ, see: https://www.jjay.cuny.edu/sites/default/files/HumanResources/faqs.pdf. Benefits summary: https://www.jjay.cuny.edu/sites/default/files/HumanResources/Benefits_Summary_Full_Time_Faculty_HEO_series.pdf. Benefits questions can be directed to: Benefits@jjay.cuny.edu.

Qualifying part-time faculty have access to health insurance and other benefits through the PSC-CUNY Welfare Fund. See https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf.

Faculty Health and Wellness

The CUNY Employee Assistance Program (EAP) provides a wide range of resources for John Jay faculty, staff, and their family members (https://www.jjay.cuny.edu/cuny-employee-assistance-program). Available at any time (24/7), CCA offers free, confidential access to professional counselors and online resources to assist with a range of personal and work-related issues, such as stress at home or at work, issues with co-workers, emotional well-being, mental and/or physical health and wellness concerns, alcohol and substance abuse, and legal resources and consultation, among others. To access the program, please call 800-833-8707 or log in using company code "CUNY" at http://www.myccaonline.com.

Full-Time Faculty Timesheets

Full-time faculty must complete timesheets each month during the nine-month academic year that are then approved by Department Chairs. This tends to be most relevant should the need for sick leave arise and for travia leave upon retirement (see *Retirement ("Travia") Leave of Absence* below). To complete timesheets, faculty can go to: https://e-time.jjay.cuny.edu/login and sign in with their username (JJ email address) and password (JJ email password). There is a "Timesheet Tutorial" at the top of the page. Faculty are on annual leave in summer (June-August) and do not complete timesheets for those months. The monthly rate at which faculty members accrue leave time and the total amount of

available leave can be found on the time and leave site, with the maximum accumulation being 160 days (1120 hours).

Faculty members may choose to donate hours to the Dedicated Sick Leave and/or Catastrophic Leave Programs to assist others who may have depleted their available sick leave (for more details, go to https://www.jjay.cuny.edu/hr-forms under "Benefits Forms, Policies, and Procedures" → "Catastrophic Sick Leave Bank and Dedicated Sick Leave Program").

Part-time faculty do not complete timesheets, but should see here for additional information on benefits and leaves: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf

Faculty Leaves

Fellowship Leave Eligibility
Tenured members of the instructional staff, including those in the title Lecturer with a certificate of continuous employment (CCE), and Lecturers with a CCE on leave from that title and serving without tenure in professorial titles (Assistant Professor, Associate Professor, Professor), who have completed six years of continuous paid full-time service with the University, exclusive of non-sabbatical or fellowship leaves, are eligible to apply for a fellowship leave (commonly referred to as sabbatical leave). An application for a fellowship leave may be made for research (including study and related travel), improvement of teaching, and/or creative work in literature or the arts. Applications are due one year prior to the requested leave (Oct 1 & Mar 1 are annual deadlines). See this Faculty Services page for details and an application.

Scholar Incentive Awards
Scholar Incentive Awards are intended to facilitate full-time faculty members' scholarly research and they provide an opportunity for faculty who are not eligible for fellowship leave to engage in a research leave. They are most appropriate when faculty receive a fellowship to study or complete research elsewhere. Salary is reduced to 25%, but benefits are maintained. Faculty can supplement their pay through external sources up to 100% of their normal salary. Individuals in eligible titles (professorial titles, Lecturer and Instructor) who have completed one full year of continuous paid full-time service with the University can apply. Thereafter, individuals are eligible to apply after six years of creditable service with the University since completion of the last Scholar Incentive Award. Scholar Incentive Awards may not be held concurrently with a Fellowship Leave. See this Faculty Services page for details and an application.

FMLA, Military Leaves, and Leaves of Absence
Faculty are eligible for military leave with partial pay. Faculty are also eligible for FMLA leave of up to 12 weeks to care for themselves, a parent, child or spouse; paid parental leave for the birth or adoption of a child five years or younger (see 12c); paid family leave (PFL) for the care of a newborn child or immediate family member; unpaid child care leave (special leave for the care of a newborn child); or non-FMLA medical leave, to care for oneself when not eligible for FMLA. CUNY also has a catastrophic sick leave bank program for individuals who need additional sick leave (up to 90 days in one year), donated by other full-time employees. Faculty are eligible for a Leave of Absence of up to two years (three in special circumstances) without pay. The HR Benefits office can help identify the appropriate leave, depending on circumstances (http://www.jjay.cuny.edu/hr-staffservices-directory). Forms for leaves are available on the HR website, on the HR Forms page, under "Benefits Forms, Policies, and Procedures".

Part-time faculty should see here for additional information on benefits and leaves: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf

Jury Duty
Faculty called to jury duty must notify their Department Chairperson and Human Resources before beginning their service. Full-time faculty are not entitled to receive the per diem allowance for jury duty service during the academic year, as they receive a salary from CUNY during that service. If they do receive the allowance during the academic year, they must remit to the University an amount equal to the compensation received by them for jury duty. However, full-time teaching faculty who serve jury duty during their summer annual leave period may receive this allowance, provided they are not teaching during the summer term for extra compensation. Part-time faculty may have absences excused if the jury duty service prevents their teaching a particular class or observing a specific assignment. Prior to commencement of jury service, the part-time faculty member should contact the Office of Human Resources for details (askHR@jjay.cuny.edu).

Temporary Disability

Full-time employees are accorded up to twenty days of temporary disability leave, excluding Saturdays, Sundays, and holidays, per year. These days accrue up to 160. Part-time faculty should see here for information on benefits and leaves: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf

Paid Parental Leave

Members of the instructional staff who have at least one year of full-time service may request paid parental leave of up to eight consecutive weeks, not counting annual leave, immediately following the birth of a child or the adoption of a child up to five years of age. For a birth mother, this leave begins immediately after the expiration of temporary disability leave. Untenured faculty must declare whether time on parental leave will be used to 'pause' the tenure clock or to continue its count during the leave – *a pause cannot be reversed later* to revert to the original tenure clock (it would be considered 'early tenure'). See the letter of agreement on the PSC-CUNY website for details. Department Chairs must work with faculty members and the College's Labor Designee to resolve class scheduling issues in a way that minimizes the disruptive effect of parental leave on the continuity of teaching. In consultation with the Department Chair and the Labor Designee, a faculty member may request six hours of release time for one semester instead of the prescribed eight-week paid leave. This and all modifications of the standard parental leave arrangement require negotiation by all pertinent parties and a settlement agreement.

Part-time faculty should see here for information on benefits and leaves: https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf

Retirement ("Travia") Leave of Absence

Full-time faculty members who are retiring and have accumulated sufficient unused temporary disability leave (160 days; 1120 hours) are eligible for Retirement leave at full pay for one semester (see "Retirement Leave of Absence Request (TRAVIA)" form on the HR website under HR Forms if less time is available; https://www.jjay.cuny.edu/sites/default/files/HumanResources/Retirement_Leave_of_Absence_Travia_Form_2018.pdf). The number of accumulated hours is shown on the faculty member's electronic timesheets page. Retirement is official at the end of travia leave. A faculty member who has stated an intention to retire may change the decision before the leave ends and return to work the following semester, but travia leave may be taken only once.

Workload and Multiple Positions

The Collective Bargaining Agreement between CUNY and the Professional Staff Congress (PSC) has articulated expectations regarding the amount of teaching that a faculty member is required to do in a given year and how that teaching may be managed over time (Article 15). The contractual teaching load for full-time, tenure-track Assistant Professors, Associate Professors, and Full Professors is 18 hours in CUNY senior colleges. The contractual teaching load for Instructors and Lecturers is 24 hours. The contractual teaching load of Substitute Lecturers/Instructors is 27 hours, and that of professorial faculty substitute lines is 21 hours. A complete explanation of John Jay's workload policies and practices, including information on the University policy on *Multiple Positions* (see below), can be found at Inside John Jay (top of College website home page) → Policies and Procedures Compendium → Office of Academic Affairs → Faculty Services, under Faculty Workload Policies and Guidelines. Access requires login with JJ username and email password.

Reassigned Time for Untenured Faculty: Untenured full-time faculty members receive 24 hours of junior faculty reassigned time to be used within their first five annual appointments. Effective for hires beginning Fall 2020, faculty receive 18 hours to be used within their first five annual appointments, and upon receiving appointment with tenure, receive six additional contact hours of reassigned time to be used during the three succeeding academic years (beginning with the year in which tenure becomes effective). For faculty librarians and counselors, 12 contact hours shall be equivalent to the number of clock hours that would be necessary to provide full reassigned time to a faculty librarian or counselor for 15 weeks.

Workload Averaging and Overloads: Any workload excess or deficiency will trigger a three-year period in which the faculty member has to address the excess or deficiency within the next two years so that at the end of the three-year period, the faculty member's workload averages out to the total number of annual hours specified above. For example, if a full-time professor has a workload excess or deficiency in year 1, the Department Chair and faculty member must collaborate to ensure that the faculty member's teaching load across years 1-3 totals 54 hours (18 x 3 = 54). Any subsequent excess or deficiency that occurs during the three-year period that was triggered must also be addressed within the three-year

timeframe. In other words, any subsequent excess or deficiency that occurs within that three-year window does not trigger another three years; however, a new three-year window will be triggered after the expiration of the old one as soon as a new excess or deficiency occurs. Department Chairs and faculty members will receive workload status reports to assist both parties in tracking and addressing excesses and deficiencies in accordance with the PSC Contract.

Full-time faculty who must report workload include Distinguished Professors, Professors, Associate Professors, Assistant Professors, Instructors, Distinguished Lecturers, Lecturers, and Substitute faculty. The regular workload reporting requirement does not currently include Librarians, Counselors, or visiting faculty. Only fall and spring terms constitute the annual workload. Instruction performed in the winter session is credited toward spring semester workload (unless faculty opt to teach overload for adjunct funds, in which case Provost approval is required). Faculty workload is recorded and managed through the eWorkload application (https://doitapps2.jjay.cuny.edu/workload/index.php). Overloads for full-time faculty require Provost approval, are subject to fiscal concerns and other constraints and may be denied as a result.

Multiple Positions: As per the Faculty Workload Policies and Guidelines, CUNY established a policy limiting additional employment of full-time faculty. This is known as the Multiple Positions Policy. All full-time faculty members are required to submit a CUNY Multiple Positions Report each semester (fall, spring), reporting any compensated employment or new assignments over and above their full-time employment at the college (signed by the Department Chair, or by the Provost in the case of Department Chairs) or attesting to having no such employment or assignments. Only full-time faculty on long-term disability leave are exempt from submitting the form. The Multiple Positions Policy and Reporting Form are available at: CUNY Multiple Positions Report Form and other docs. For summer work/compensation (including summer teaching and Chair summer salary), faculty submit the Summer Assignments Reporting Form prior to engaging in the summer activity. Collection of Multiple Positions and Summer Assignment Reports is handled by Faculty Workload Managers in Academic Affairs (Kate Gribbin, Christina Czechowicz), who send regular reminders about policies, workload and multiple position reporting, and forms. Please direct reports and questions regarding the Multiple Positions Policy to multiplepositions@jjay.cuny.edu.

Part-time faculty members are also governed by PSC-CUNY limitations on workload and must complete a CUNY Multiple Position Report Form each semester. Those teaching while employed as full-time staff are limited to one course per semester. Otherwise, part-time faculty are limited to teaching up to 9 hours on one CUNY campus, and one additional course (up to 6 hours) on another campus in a given semester (not including professional hours of 1/week per course). For more information, see https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf.

Teaching, Students and the Classroom

Seven Principles for A Culturally Responsive, Inclusive and Anti-Racist Curriculum

Consistent with the College's mission, values, vision, and strategic planning goals (see p. 5), in April 2021, the College adopted *Seven Principles for A Culturally Responsive, Inclusive and Anti-Racist Curriculum at John Jay College of Criminal Justice*. The principles are listed below, in brief, and are intended to guide faculty and departments in their course and curriculum design and planning. Full discussion of the principles and implementation plans is available here: http://www.jjay.cuny.edu/sites/default/files/u1862/principles_for_a_culturally_responsive_inclusive_and_antiracist_curriculum_adopted_by_college_council_april8_2021.pdf. Podcasts that accompanied the process are accessible here.

John Jay curriculum and teaching should reflect the following principles:

1. We center **Critical Engagement** by forming learning communities that engage in critical (self) reflection, alongside empirical analysis, about how Anti-Black racism, institutional racism, and all forms of racism inform the subject matter of our courses and the interactions of members of our learning communities.

2. We grapple with evolving perspectives about **Criminal Justice Education** by interrogating the origins, facts, and effects of institutional racism and individual acts of discrimination in the criminal justice system.

3. We normalize discussions about **Complex Social Challenges** by anticipating and addressing the challenges of engaging with racism, institutional racism and exploitation, as well as social justice and racial equity in a diverse classroom through dialogue and reflection.

4. We practice **Embodied Learning** by using trauma-informed pedagogy and strategies to incorporate the lived experiences of students and faculty, promote cultural competence, and increase social and emotional intelligence.

5. We use **Diverse Content** throughout the learning experience through incorporating course materials that are diverse by author identity, form, medium, and/or voice.

6. We design for **Equitable Assessment** by employing varied opportunities for students to demonstrate learning and self-assess their progress.

7. We promote **Democratic Education** which affirms that education is participatory and non-hierarchical and that student learning is experiential, characterized by an on-going collaborative process of problem solving grounded in discussion, consultation, research, and debate as ways to engage in informed decision-making by people with diverse interests.

Resources for Culturally Responsive, Inclusive and Anti-Racist Teaching

Given the rich diversity of John Jay's student body and the principles enumerated above, there are a variety of resources available to faculty to practice culturally responsive, inclusive and anti-racist teaching (with more to come). For some foundational teaching essentials, see: https://johnjaytlc.commons.gc.cuny.edu/teaching-essentials/. For information on accessible teaching, see: https://johnjaytlc.commons.gc.cuny.edu/accessible-teaching/. For resources related to teaching in a Hispanic-Serving Institution (HSI), see: http://www.jjay.cuny.edu/hsi-john-jay. In addition, each Faculty Development Day affords opportunities to learn best practices from colleagues (prior semesters' resources and recordings are available at: https://jjayfdd.commons.gc.cuny.edu/). See generally http://www.jjay.cuny.edu/teaching-and-learning-center-tlc for additional teaching resources and for recordings of the College's Distinguished Teaching Prize winners.

Course Syllabi

A copy of the syllabus for each course taught each semester must be submitted to the Department Administrative Coordinator prior to the start of class. Each syllabus should conform to John Jay's *Guidelines for Creating Your Syllabus* found under "Academic Resources Links" on the John Jay Faculty & Staff page and include the required components from the model syllabus. These include course-identifying information, class meeting days, times and location (and/or

modality), official course description and learning outcomes, materials, description of course requirements and grade breakdown, grading policies, assignment rubrics if possible, course policies and expectations, course calendar, statement on academic dishonesty and statement on accessibility.

Department Chairs or Administrators can provide sample syllabi and course descriptions for most courses assigned. This may include Departmental learning objectives. Each semester's academic calendar for classes can be found on the JJ website (https://www.jjay.cuny.edu/academic-calendar).

It is helpful to faculty and students alike if a course syllabus is clear, organized and includes important information for students. Course requirements, policies and all deadlines should be explained clearly and completely at the first class meeting and on the course syllabus, including how each assignment contributes to the calculation of their final grade. This helps students plan and structure their studies. Faculty are encouraged to include rubrics for each assignment to help students understand what is expected.

Conversion Days

When building a course syllabus, faculty should be aware that, on occasion, courses scheduled on a particular day (or days) of the week are replaced by classes that normally meet on other days. This typically occurs due to holidays (e.g., numerous Monday holidays in a semester) and is done to ensure all classes meet the required minimum number of times in a semester. Check the academic calendar carefully each semester for such dates.

Classrooms

Classrooms are located in three buildings: Haaren Hall (HH), the New Building (NB), and Westport (W). Classroom assignments will appear on CUNYFirst in the week before classes begin. All classrooms are equipped with a computer and internet access, a projector, and a screen. Classes must meet in their assigned classroom at the schedule days and times. (See "Our Campus" on pp. 6-7 for information on each building and its location.).

Book Orders

In compliance with the Higher Education Opportunity Act (HEOA), faculty are required to post textbook requirements for courses in advance (at the time of student registration) so that the expense of course materials is transparent to students, who can seek lower cost sources. Book adoptions are due for the upcoming semester roughly a month prior to the end of the current semester. Book orders can be placed through the John Jay Online Bookstore, Akademos/VitalSource.

If a course does not require the purchase of (text)books, *please alert the bookstore* since this counts toward compliance with HEOA. Courses can be marked as "no adoptions required/course does not use books". To the extent possible, faculty are encouraged to rely on no-cost Open Educational Resources (OER).

To submit a book order, faculty log in to the bookstore using CUNYFirst log in credentials. By clicking the faculty link, faculty can submit their course material ISBNs. The faculty member must be listed in CUNYFirst as an instructor for a course to order textbooks. If they are not listed as the instructor, faculty should contact their Department Administrator or Chairperson. If faculty are unable to log in to the bookstore or have issues adding materials, they can email course and text information directly to cunybooks@vitalsource.com and, for questions or concerns, contact Alyson LeBlanc at Alyson.LeBlanc@vitalsource.com. Textbook information transfers back to CUNYFirst within 24-48 hours.

If a faculty member intends to ask students to purchase a book they published and from which they would derive revenue, be aware that the CUNY Conflict of Interest Policy applies (clause 5.2, *Avoidance of Economic Benefit*).

Blackboard

Blackboard is a platform that many John Jay professors use to facilitate course management and learning. All John Jay courses are automatically pre-loaded into Blackboard each semester. Faculty can access their courses on Blackboard by entering their username and password into the CUNY Portal (www.cuny.edu) and clicking on the Blackboard link. Support for Blackboard use can be found at: http://www.jjay.cuny.edu/blackboard. Additionally, the College's Department of Online Education and Support (DOES; http://www.jjay.cuny.edu/onlineeducation) offers faculty assistance and a wealth of resources for online education throughout the year.

On occasion, a faculty member does not have Blackboard access for their course. Faculty should reach out to their department administrator for assistance trouble-shooting when this occurs. This is particularly true with late or newly hired part-time faculty, as Blackboard access is the *last step* in the hiring process. When the hiring process is complete, and a faculty member is added to the schedule in CUNY First, it can take 24-48 hours to establish Blackboard access.

If faculty wish to grant access to their Blackboard course (e.g., for peer observation, teaching assistant, colleague to share resources), submit the BlackBoard Access Request form – it lays out limitations and requirements for BB access.

Checking Class Enrollments or Availability

To check course enrollments or availability, faculty can go to CUNYFirst, then go to Campus Solutions -> Self- Service -> Class Search and enter the course information for the appropriate semester. Click the blue link indicating the appropriate **section** information (i.e. ENG 101-02). This will display **Class Availability** information, which includes Class Capacity, Enrollment Total, and Available Seats. Typically Department Chairs will work with faculty to adjust schedules early if a class seems likely to be cancelled due to low enrollment.

Campus Class Schedules

Our bell schedules for undergraduate and graduate class periods are below.

Class Periods for Undergraduate Courses

Period	Start Time	End Time
1	8:00 am	9:15 am
2	9:25 am	10:40 am
3	10:50 am	12:05 pm
4	12:15 pm	1:30 pm
Community Hour	1:40 pm	2:55 pm
5	3:05 pm	4:20 pm
6	4:30 pm	5:45 pm
7	5:55 pm	7:10 pm
8	7:20 pm	8:35 pm
9	8:45 pm	10:00 pm

Class Periods for Graduate Courses

Period	Start Time	End Time
	8:40 am	10:40 am
	11:30 am	1:30 pm
Community Hour	1:40 pm	2:55 pm
	3:45 pm	5:45 pm
	6:00 pm	8:00 pm
	8:10 pm	10:10 pm

Community Hour

As is shown in the Campus Class Schedules below, John Jay has opted not to schedule classes during "Community Hour" to allow time for student clubs to meet, for campus events and activities to occur, and to allow for faculty and committee meetings across campus. Community Hour is daily, 1:40 – 2:55pm and full-time faculty members are discouraged from teaching classes during Community Hour (e.g., doctoral classes).

Cancelling a Class Period

The New York State Education Department (NYSED) requires that all credit-bearing courses meet for a fixed, minimum number of hours (which includes the final examination period, see below). As a result, cancelling a class is a serious decision, whether done by the College (e.g., due to inclement weather) or by a department/professor (for compelling personal/professional reasons), and is generally considered to be a last resort when no alternative exists.

Faculty are thus expected to teach during each of the assigned class periods during the semester. If a faculty member must cancel a class period due to an unexpected **emergency**, they should contact the Department Chair and/or Administrator as soon as possible and advise them as to the nature of the absence. During normal business hours (M-F, 8am-5pm), a Department representative should post a class cancellation note on the classroom door for students (for an in-person class). If it is outside normal business hours, the faculty member or a Department representative can notify Public Safety (212-237-8524) of the absence and request that a security officer place a notification sign on the classroom door. Every effort must be made to notify the students of the cancellation and any alternative arrangements as soon as possible (e.g., through Blackboard, CUNYFirst and/or direct email). If the absence will be prolonged, departments may need to schedule a substitute instructor.

If there is **ample notice** that a faculty member will not be attending a class (e.g., to attend a conference), with advance approval of their chair, it is expected that the faculty member will make an alternative arrangement (see options below). The Chair must approve any substitute arrangements.

There are numerous **options available to compensate for missed time** due to class cancellations (whatever the cause). These include inviting a library faculty member to offer an in-class workshop, inviting a colleague from the department to give a guest lecture, creating an online assignment to replace missed in-class instruction, using Blackboard or email to post missed materials or information, meeting synchronously via Zoom, assigning recorded lectures or videos (many are available through the library), or assigning additional exercises asynchronously online to make up for missed time.

Attendance Rosters (Verification of Enrollment)

Roughly two to three weeks into the semester, faculty receive a notification that Attendance Rosters are due for submission via CUNYFirst for Verification of Enrollment (VOE). It is imperative that this information is submitted in a timely fashion because the college receives financial support based on the information and not doing so can negatively impact students' financial aid. To submit, log on to CUNYFirst: → Campus Solutions → Self Service → Faculty Center → Verification Attendance Roster.

VOE requires faculty to verify which students who are registered for their course(s) are in fact attending or participating and identify those who have never attended any class and have not otherwise participated in an academically related activity since the beginning of the semester. (This includes students enrolled in courses for independent study, research, thesis, dissertation, etc.) Academically related activities include, but are not limited to: physically attending a class; submitting an assignment; taking an exam, tutorial or computer-assisted instruction; attending a study group assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Logging into an online course is not sufficient, by itself, to demonstrate academic participation by a student. However, it is possible for a student to log into Blackboard when using a mobile device without that access being recorded in the system. Thus, it is recommended that faculty attempt to contact students who have not yet participated before the VOE deadline to ensure accurate reporting.

Students identified as never attending are assigned a WN grade for the course and are removed from the roster, which includes removing Blackboard access. If a faculty member determines that they have made an error on a VOE roster, they

can request WN reversal here: https://doitapps2.jjay.cuny.edu/WNGradeReversal/login.php?app_id=0. Reversal and reinstatement of BB access typically takes approximately 24-48 hours.

Office Hours

"Student guidance" is among the nine elements considered when academic performance of a full-time faculty member is evaluated (see the PSC-CUNY Contract, Article 18 on Professional Evaluation). CUNY faculty are contractually obligated to make themselves available to students. Accordingly, full-time faculty are asked to set aside one to three regular office hours on campus each week during the semester. It can be helpful to explain to students what "office hours" are. Indeed, many choose to call them "Student Hours" to better communicate their intended audience and purpose. Part-time faculty are paid for one office hour per week, per class.

Office hours should be held at regularly scheduled times, clearly communicated to students on the course syllabus and elsewhere as appropriate, and occur at a set location/modality. The meeting method should be stated explicitly and may be different from how class is conducted (e.g., a faculty member might use Blackboard for an online course, but hold scheduled office hours over Zoom). "Office hours by appointment only" are not an acceptable substitute for regularly scheduled office hours. If office hours must be cancelled due to an emergency, faculty should alert their students. Faculty should inform their Chairperson of their scheduled office hours at the beginning of each semester.

Final Examinations

Final exams **must be given on the date and time that the exams are scheduled by the registrar for each course** during the week of Final Exams. Faculty *may not change the day/time of their final exam* as it may create conflicts with students' other class exams. The schedule of exams can be found under the link for the Registrar on the John Jay website: http://www.jjay.cuny.edu/final-exam-schedules. Although it is not mandatory that final exams be given, the scheduled time must be used because these times count toward New York State Education Department minimum class contact hours and can be used as class time (e.g., student presentations) in place of giving an examination.

Final Grades

Below is the College's current grading table for undergraduate and graduate courses. It includes final grades, their value toward GPA (independent of course weighting), and the final grade percentages that correspond to each final letter grade, along with the qualitative descriptor/explanation for each grade, for each "career" (undergraduate/graduate). It includes additional notes for different grades as well as the other grade options possible (e.g., P, WU, INC, PEN). Additional information on undergraduate grades can be found at: undergraduate bulletin → Academic Standards and Policies → Grades. For example, for undergraduates, an F is not erased from a student's transcript when the course is taken again and passed. Additional information on graduate grades can be found at: graduate bulletin → Academic Requirements and Regulations → Grades. Note that in graduate classes, C or C- are *Unsatisfactory* grades, and there are no D grades. Please refer to the bulletins for additional information on course grades, as needed.

Grade	Value	Undergraduate			Graduate			Additional Remarks
		%		Explanation	%		Explanation	
A	4.0	93.0 – 100.0		Excellent	93.0 – 100.0		Outstanding	
A-	3.7	90.0 – 92.9		Excellent	90.0 – 92.9		Excellent	
B+	3.3	87.1 – 89.9		Very Good	87.1 – 89.9		Very Good	
B	3.0	83.0 – 87.0		Very Good	83.0 – 87.0		Good	
B-	2.7	80.0 – 82.9		Very Good	80.0 – 82.9		Marginal	
C+	2.3	77.1 – 79.9		Satisfactory	77.1 – 79.9		Non-Satisfactory	
C	2.0	73.0 – 77.0		Satisfactory	73.0 – 77.0		Poor	
C-	1.7	70.0 – 72.9		Poor	70.0 – 72.9		Very Poor	
D+	1.3	67.1 – 69.9		Poor			—	
D	1.0	63.0 – 67.0		Very Poor			—	
D-	0.7	60.0 – 62.9		Very Poor			—	
F	0.0	00.0 – 59.9		Failure	00.0 – 69.9		Failure	

Grade	Value	Undergraduate		Graduate		Additional Remarks
		%	Explanation	%	Explanation	
NC	—		No Credit		No Credit	The grade of NC is used in certain courses that are graded on a pass/no-credit basis. It is a non-punitive failure indicating that the student completed the course but did not satisfy the requirements to earn credit. The grade is not included in the calculation of the student's GPA.
P	—		Pass		Pass	Satisfactory completion of a graduate thesis course, graduate research equivalent, or undergraduate remedial or developmental courses.
R	—		Repeat		—	Unsatisfactory completion of a remedial or developmental course.
W	—		Withdrawal		Withdrawal	If a student OFFICIALLY withdrew from a course, a grade of "W" will appear in the grade column. Do not attempt to change this mark.
WU	0.0		Unofficial W		Unofficial W	If a student stopped attending or has never attended a course and a pre-marked "W" does not appear in the grade column, a "WU" grade should be assigned. Equivalent to "F". Not valid for graduate students.
WN	0.0		Withdrawal/ Never Attended		Withdrawal/ Never Attended	An administrative grade assigned by the Registrar if a student has been reported as 'Never Attended'.
INC	—		Incomplete		Incomplete	If a student for valid reason does not complete the work assigned (including final exams, papers etc.) and has a reasonable chance to pass the course. Should be given in consultation with the student.
PEN	—		Pending		Pending	Use the PEN grade when faculty suspect or determine that an academic integrity violation has taken place that warrants formal investigation. Simultaneously with entering a PEN grade faculty must file the "Faculty Report of Alleged Violation of Academic Integrity Policies" form with Academic Integrity Officer, Jennifer Dobbins (jedobbins@jjay.cuny.edu).
AUD	—		Auditor		Auditor	A student must have requested the status of auditor at the start of the semester. If a student officially applied for auditor's status, a grade of "AU" will appear in the grade column. This grade cannot be assigned by the instructor.

Final Grade Submissions

Always attempt to submit grades as soon as possible after completing course grading. Grades are entered and submitted through CUNYFirst. If faculty do not submit grades by the deadline, they will need to submit individual grade changes for

each student. To submit grades: log in to CUNYFirst and navigate to: Campus Solutions -> Self Service -> Faculty Center -> My Schedule. Choose the appropriate course to enter grades. Be sure to check each grade carefully before submitting and ***posting*** the final grades for all students. Once posted, any changes require submission of grade change forms. If a student in a class does not appear on the (grade) roster, please refer the student to the Registrar's Office. Unless and until the student is actually registered, faculty will be unable to assign a grade.

College Bulletins

There are numerous policies and procedures regarding student work during a semester, including the commonly accessed policies on attendance, incomplete work, and student grade appeals shown below. (See policy on Academic Integrity regarding PEN grades.) The College Bulletins (Undergraduate and Graduate) provide relevant and important information annually and are a useful resource for questions about policies and about requirements for programs of study (e.g., majors).

Attendance Policy

A faculty member's attendance policy should be ***clearly stated*** on the syllabus. Note specific guidance for student enrollment breaks for military service: https://www.jjay.cuny.edu/Student-Enrollment-Breaks/Military%20Service

Undergraduate: The undergraduate attendance policy in the current bulletin (under Academic Standards and Policies, http://jjay.smartcatalogiq.com/current/Undergraduate-Bulletin/Academic-Standards-and-Policies/Academic-Standards/Attendance) states:

Standard Courses: Students are expected to attend all class meetings as scheduled. Excessive absence may result in a failing grade for the course and may result in the loss of financial aid. The number of absences that constitute excessive absence is determined by the individual instructor, who announces attendance guidelines at the beginning of the semester in the course syllabus. Students who register during the Change of Program period after classes have begun are responsible for the individual course attendance policy, effective from the first day of the semester.
Developmental Courses: In developmental courses, students are automatically considered excessively absent if their absences exceed the number of times a class meets in any two-week period and are not eligible for passing grades. In classes that meet once a week, more than two absences are excessive. In classes that meet twice a week, more than four absences are excessive. In classes that meet three times a week, more than six absences are excessive. The currently-offered developmental course for SEEK is: MATH 103.

Graduate: The attendance policy for graduate courses in the current bulletin (under Academic Requirements and Regulations, http://jjay.smartcatalogiq.com/current/Graduate-Bulletin/Academic-Requirements/Class-Attendance) simply states: Class attendance and participation are factors in assessing student performance. Faculty will advise students at the beginning of the semester of attendance requirements.

Incomplete Grades Policy

Undergraduate: The undergraduate bulletin → Academic Standards and Policies → Grades provides the complete policy, as this is slightly abbreviated. (Emphasis added.)

An INC grade may be given only to those students who would pass the course if they were to satisfactorily complete the remaining course requirements. It is within the discretion of the faculty member as to whether or not to give the grade of INC. ***The INC grade should only be given in consultation with the student***.

For fall or winter courses, the incomplete work is due from the student no later than the end of the third week of the following spring semester. For spring or summer courses, the incomplete work is due no later than the end of the third week of the following fall semester. It is within the discretion of the faculty member to extend this deadline under extraordinary circumstances. By assigning the INC grade, the faculty member agrees to grade the student's outstanding coursework and to submit the student's grade for the course any time from the date the student submits the completed work until the end of that fall or spring semester. ***This policy should be included on undergraduate course syllabi.*** If the student does not successfully complete the missing work, the faculty member may change the grade to a letter grade. If the faculty member does not submit a change of grade, the incomplete grade automatically becomes the grade of FIN.

This policy does not apply to laboratory and studio courses, or to internship courses, for which neither the professor nor the Department can reasonably accommodate a student's missed lab or studio or internship work. Academic Departments that offer such courses shall develop Departmental policy for consideration by the College Council. An INC received during their last semester in courses required for graduation will result in the postponement of graduation.

Graduate: The policy is found in the current graduate bulletin → Academic Requirements and Regulations → Grades. A grade of INC is given in lieu of a grade only in exceptional circumstances for students who have been doing satisfactory work and have been unable to complete course requirements. Students who receive an Incomplete must fulfill their academic obligation within one calendar year of the end of the semester in which the grade of Incomplete is given. In extraordinary circumstances and with the approval of the Dean of Graduate Studies or the Vice President for Enrollment Management, the time limit may be extended one additional year. Incomplete grades that are not resolved within the above-mentioned time period become permanent Incompletes. Such grades will not be counted in the student grade point average. No credit is awarded for Incompletes that have not been appropriately resolved. A maximum of three grades of Incomplete may be converted to regular grades during the course of a student's enrollment in graduate studies at John Jay College. In rare circumstances, more than three grades of Incomplete may be converted to regular grades with the approval of the Dean of Graduate Studies or the Vice President for Enrollment Management. Once a student completes their outstanding course work, and the final, adjusted grade is determined, the professor can submit the grade change via the online grade change application (see below).

Grade Appeal Process / Policy
The grade appeal process/policy differs depending on whether the grade is in an undergraduate or graduate course. However, in both cases, students can appeal their final grade in a course. Students are encouraged to first speak with their professor to clarify the basis for their final grade and perhaps come to an informal grade resolution. If such a resolution is not possible, the processes are provided in the bulletins. Below are links to the grade appeal processes in the current bulletins.
  Undergraduate: http://jjay.smartcatalogiq.com/current/Undergraduate-Bulletin/Academic-Standards-and-Policies/Grades.
  Graduate: http://jjay.smartcatalogiq.com/current/Graduate-Bulletin/Academic-Requirements/Grade-Appeal-Policy),

Grade Changes
On occasion, errors are made in grade calculations or in the submission of final grades. Instructors must use their John Jay College e-mail credentials to log in and complete a Change-of-Grade request. Below, please find the link to access the online Grade Change Application and the Faculty Guide. The Faculty Guide provides step-by-step instructions on how to use the online Grade Change Application.

Grade Change Application Link: https://doitapps2.jjay.cuny.edu/gradeChange/login.php

Faculty Training Guide: Change of Grade Faculty Training.pdf

Before submitting a Change-of-Grade request, please verify that all student information has been entered correctly on the application. The Grade Change Application also provides a field box for reason and comment for the Change-of-Grade request. After the Change-of-Grade information is received and processed, the instructor and the student will receive a notification that the Change of Grade has been completed. For further help using the online Grade Change Application, faculty can e-mail gradechange@jjay.cuny.edu.

Academic and Other Support for Students
John Jay offers a wide array of student resources to support student success (http://www.jjay.cuny.edu/student-resources). For instance, students can access one-on-one and group tutoring at the Alan Siegel Writing Center, Modern Language Lab, Math and Science Resource Center, and Tutoring Services for Students with Disabilities. The Urban Male Initiative provides personal, social, and academic support for students from underrepresented groups.

The College also has special Academic Support programs for entering students. For example, Accelerate Complete Engage (ACE) is a comprehensive program to help students complete their bachelor's degree within four years, by providing financial, academic and personal supports. The Percy Ellis Sutton SEEK Program (Search for Education, Elevation and Knowledge) is a four-year New York State program that provides access to higher education for promising

high school graduates who are both academically and financially disadvantaged. Students work with faculty and staff in the SEEK Department who provide academic, counseling and financial support and advocacy.

In addition, the Wellness Center provides a food bank, counseling services, health services, accessibility services, health services and financial assistance (http://www.jjay.cuny.edu/wellness-resources). The Women's Center for Gender Justice provides counseling and crisis intervention for students who experience gender-based violence, including sexual assault, intimate partner violence, stalking, and sexual harassment (http://www.jjay.cuny.edu/counseling-and-crisis-intervention).

Student Accommodations

Some students may need – and have the legal right to – an accommodation in their classes due to a disability. All course syllabi should include language informing students about accessibility services (see *Guidelines for Creating Your Syllabus*). The College offers a range of accessibility services for students. It is each student's responsibility to *register themselves* with the Office of Accessibility Services (located in L.66 NB, 212-237-8031, or accessibilityservices@jjay.cuny.edu). The Office of Accessibility Services will provide official documentation for faculty of the appropriate accommodation to be applied for an individual student (e.g., additional time given for examinations; a note-taker in class). These might not be specific directives and faculty may be asked to use their judgement with kindness and compassion to apply the accommodation to ensure all students have fair and equitable access to course materials and requirements. Faculty *may not* ask the nature of the disability.

The Office of Accessibility Services website provides useful information about the range of accessibility services available to support students (https://www.jjay.cuny.edu/accessibility). They can also answer faculty questions about those services and discuss ways to partner in support of student needs (accessibilityservices@jjay.cuny.edu; Nadia Griffith-Allen, Director). For example, the Office can administer and proctor exams for students who require extended time.

CUNY's "Reasonable Accommodations - Faculty Guide for Teaching Students with Disabilities," is located at http://cats.cuny.edu/reasonableaccommodations/Contents.html. This guide explains our obligations toward students with disabilities and provides support and resources to help faculty and staff meet those obligations.

Electronic Plagiarism Detection Services

Faculty can access two different electronic plagiarism detection services through Blackboard, SafeAssign and Turnitin. An instructor choosing to use these services must alert students *in advance* by including a statement on the course syllabus or the assignment sheet indicating that the service will be used. For questions about using either service or for support, faculty can contact DOES Blackboard support at Blackboard@jjay.cuny.edu.

Academic Integrity

Academic dishonesty is prohibited in CUNY. All course syllabi should include a statement on academic integrity (see *Guidelines for Creating Your Syllabus*). Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion. Definitions and examples of academic dishonesty, as well as a full description of the academic integrity process, can be found on the college's Academic Integrity webpage. For a flow chart of the academic integrity process, see: https://www.jjay.cuny.edu/sites/default/files/u1305/1b_jjc_ai_process_2019.pdf

A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form and submit the form to the college's Academic Integrity Officer (http://www.jjay.cuny.edu/sites/default/files/u1305/3c_AAIVR%20form%2C%2005.2016F%20.pdf). Faculty members are welcome to consult with the Academic Integrity Officer (AIO), Jennifer Dobbins (jedobbins@jjay.cuny.edu; 646-557-4576, 420HH), with questions or concerns, or read more about the Academic Integrity process, including FAQs for faculty, here. If an academic integrity issue cannot be resolved by the time final grades are due, the AIO can request, on behalf of the instructor and as the result of a filed academic integrity violation report, that a temporary PEN grade be assigned. When the investigation is concluded and the AIO verifies the finding or dismisses the violation, the PEN is replaced with the grade determined by the instructor as appropriate to the findings.

The Academic Integrity Officer has sole discretion as to whether referral for disciplinary sanction is indicated, in addition to an academic sanction for a verified violation. Before determining the sanction(s) to seek, the AIO shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. CUNY's complete Academic Integrity Policy can be found at:
http://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/.

Student or Colleague Reports of Misconduct or Violence

Students (and faculty or staff members) sometimes confide in their professors (or colleagues) about incidents of potential misconduct or violence that they have experienced. Below are some important considerations in such cases.

a. Student reports to faculty are not privileged communication. Only "Confidential employees" must keep information private unless a student wants to file a report (or if there is imminent threat of serious harm). Confidential employees include Counseling Center staff, Nurse/health office staff, and Women's Center staff at the College only. Students who want confidentiality should be referred there.

b. Faculty **should** report incidents and concerns. Those who **must** report ("Responsible employees") include: Department Chairs; Executive Officers; faculty or staff advisors to student groups; faculty athletic representatives; faculty and staff members at times when they are leading or supervising student on off-campus trips; employees who are managers or supervisors (all); and faculty or staff academic advisors, among others. (See pp. 16-18: http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/Sexual-misconduct-8.30.18-PSM-2018-005.pdf)

c. If a faculty member is designated a "Responsible Employee" under the Policy on Sexual Misconduct: to the extent possible, *before a student reveals any information*, that faculty member should advise the student that they are mandated to report. If the student wants to maintain confidentiality, direct them to a confidential employee, as identified above (Counseling, Nurse).

d. Although it might be difficult at times, it is imperative to regard any and all reports of misconduct as serious and important, and to report concerns to the Wellness Center (212-237-8111), Title IX Coordinator Gabriela Leal (646-557-4674), or Public Safety Director Diego Redondo (212-237-8524).

e. If a student comes to discuss something that they have heard or experienced, faculty can consider offering to accompany them to a relevant resource/contact below, as appropriate. The offer and a trusted professor's physical presence can give a student confidence to seek help or advice or to report information; they are tangible gestures of empathy for the student and of concern for their well-being. Faculty could consider doing the same for a fellow faculty or staff member who comes for advice or to share an experience or information.

f. Faculty can consider offering to take notes while a student or colleague reports an incident or seeks out a college official for any reason. The faculty member should not participate in the discussion unless they have personal knowledge of the situation, but would serve as a witness, a note-taker, and a supportive presence.

Resources/Contacts

Title IX Coordinator: Gabriela Leal, Interim Director of Compliance and Diversity, serves also as Chief Diversity Officer and ADA/504 Coordinator, 622H, 646-557-4674, gleal@jjay.cuny.edu.

Public Safety: Diego Redondo, Director of Public Safety, L2.61.00 NB, 212-237-8521, dredondo@jjay.cuny.edu. Isabelle Curro, Deputy Director of Public Safety, L2.61.05 NB, 212-237-8529, icurro@jjay.cuny.edu.

Counseling Center: Jessica Greenfield, Gender Based Violence Prevention and Response Advocate, L.67.07 NB, 646-557-4535, jgreenfield@jjay.cuny.edu. Women's Center for Gender Justice, L.67.00 NB, 212-237-8184, womenscenter@jjay.cuny.edu. Counseling Services Center, L.68.00 NB, 212-237-8111. Counseling Director Gerard Bryant, gwbryant@jjay.cuny.edu ; Cory Head, 212-887-6239, chead@jjay.cuny.edu. LGBTQ+ Resource Center, LGBTQ@jjay.cuny.edu.

Student Affairs: Brian Kerr, Vice President for Enrollment Management & Student Affairs, L.65.00 NB, 212-237-8100, bkerr@jjay.cuny.edu. Danielle Officer, Interim Assistant Vice President and Dean of Students (for student complaints), L.69.09 NB, 212-237-8211, deanofstudents@jjay.cuny.edu.

Human Resources: Oswald Fraser, Assistant Vice President of Administration, 1046 BMW, 212-237-8932, ofraser@jjay.cuny.edu. Paul Wyatt, Director of Performance Development, 1050 BMW, 212-237-8871, pawyatt@jjay.cuny.edu.

Disruptive or Problematic Student Behavior

There will be occasions when a student exhibits problematic behavior. If someone is in immediate danger, call 911, then Public Safety (x8888). When a student is a threat to themselves or to others in terms of expressing the intent to harm themselves or others, or makes threats in class, via email, or in assigned work, call Public Safety immediately: 212-237-8888. Using a classroom telephone, dial 8888. Faculty can also contact the Behavioral Intervention Team (BIT@jjay.cuny.edu) to report an incident or express concern with a student's behavior (https://www.jjay.cuny.edu/behavioral-intervention-team). If the threat does not seem imminent, but is problematic, faculty can refer the student to the Interim Dean of Students, Danielle Officer for intervention (deanofstudents@jjay.cuny.edu; 212-237-8211).

Students who exhibit withdrawal, poor concentration, poor hygiene or loss of self-esteem, or miss multiple classes may be experiencing depression or another mental health issue. Contact or refer the student to the Counseling Services Center (https://www.jjay.cuny.edu/counseling-services-center) at 212-237-8111 if a student experiences this behavior. To learn to notice signs of distress, and techniques for discussing concerns with students and, if needed, make a referral, faculty can access the *At-Risk for Faculty & Staff* training. The program takes about 45 minutes and can be accessed at: https://cuny.kognito.com/ and log in or create a new account using this enrollment key (available from acrossman@jjay.cuny.edu). Then launch *At-Risk for Faculty & Staff*. It is unclear for how long this resource will remain available.

In addition, a student *in crisis after hours* can access these resources:

1-888-NYC-WELL (1-888-692-9355) or text "WELL" to 65173

National Suicide Prevention Hotline: 1-800-273-8255

NYC Samaritans: 212-673-3000

Veterans Crisis Line: 1-800-273-8255, Press 1 or chat/text here https://www.veteranscrisisline.net/

Information and Resources for Victims/Survivors of Sexual Violence: http://www.jjay.cuny.edu/sites/default/files/compliance_diversity/Safety-Resources-Sexual-Assault.pdf

Records Retention and Disposition

The CUNY Records and Retention Disposition Schedule requires that faculty retain (accessible) records from their classes according to the schedule below, after which they can be destroyed in a campus disposal cycle:

- Instructors' grade records, test scores, and marking sheets be retained for *two years*.
- Examination questions, term papers, completed examinations, and answer sheets must be retained for *one year* after the course is completed.
- Course and laboratory attendance records must be kept for *six years*.
- Retention of course syllabi and lesson plans is prescribed by each Department.

Research, Scholarship and Creative Work

Support for Faculty Research
John Jay offers a robust number of internal funding opportunities, monthly and annually, through the [Office for the Advancement of Research](#). These include seed funds for pilot/preliminary work, enhanced travel funds, faculty scholarship support, book publication support, community event funds, conference reception funds, and emergency funding for urgent or time-sensitive scholarship opportunities. There are also annual programs to fund scholarship for mid-career and senior scholars. Inquiries about internal funding and other forms of support can be directed to Director of Research Operations Daniel Stageman (dstageman@jjay.cuny.edu, 212-484-1367).

Additionally, the [PSC-CUNY Research Award Program](#) (see below) is a reliable, internal grantor for course releases and small funds, particularly for pre-tenure faculty. The [Office of Sponsored Programs](#) assists faculty and staff in finding and securing external and private funding for research, provides access to a database on funding sources (Pivot), and provides information on federal and other CUNY funding programs as well. The Director of Sponsored Programs is Susy (Mendes) Cullen (smendes@jjay.cuny.edu, 212-237-8447).

Qualifying part-time faculty can also access support for scholarship through funds set aside by PSC-CUNY. See https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf.

PSC-CUNY Faculty Research Award Program
The annual PSC-CUNY Research Award Program provides grant awards to faculty to support research projects. Awards are distributed by the University Committee on Research Awards, a faculty committee, and are administered by the Research Foundation. Preference is given to junior faculty in the allocation of funds. Three awards are available:

Traditional A: up to $3,500
Traditional B: $3,600 to $6,000
Enhanced: $6,500 to $12,000

The annual deadline is **December 15**. Awards are submitted via: https://www.rfcuny.org/GP/welcome.aspx. John Jay's OAR offers program information, seminars for applicants, and support for applicants, including review of submissions for compliance with the program guidelines. See: https://www.jjay.cuny.edu/psc-cuny-research-award-program.

Research Foundation
The majority of research funding (e.g., NIH, NSF, PSC-CUNY awards) is administered through the [Research Foundation](#). This is an independent organization that manages grant-funding for faculty across CUNY, for which the Foundation charges an overhead fee. Grant-funded employees hired under an award administered by the Research Foundation are considered employees of the foundation. Thus, Principal Investigators (PIs) supervising those employees must be familiar with and abide by foundation policies and participate in foundation-sponsored training sessions. John Jay's OAR can assist faculty learning to navigate the Research Foundation website and in [managing grant awards](#). The Director of Grants, Budgets and Special Projects is Amrish Sugrim-Singh (asugrim-singh@jjay.cuny.edu, 212-237-8449).

Student Research and Faculty-Mentored Research
Students benefit academically, intellectually and personally from opportunities for experiential learning with faculty. Given the vast array of faculty scholarship undertaken at the college, students' educations are enriched when they gain hands-on experience conducting some of this cutting-edge research with faculty mentors. There are a variety of resources available on campus to support student research with faculty to which students can be directed.

Office for Student Research and Creativity
The mission of the Office for Student Research & Creativity (OSRC) is to fund, support, and recognize high-quality student-faculty collaborative research and scholarship in all disciplines, representing the diversity of John Jay College of Criminal Justice (https://www.jjay.cuny.edu/office-student-research-creativity-osrc). OSRC resources and activities include facilitating the annual Research & Creativity Expo, sharing research resources and opportunities (e.g., when a faculty member is seeking students to collaborate on a research project), helping students to identify mentors, and running a **research/creativity scholarship program** where undergraduate and graduate students can apply for scholarships to conduct research with a faculty mentor over the course of an academic year. The OSRC is led by Assistant

Director Bettina Muenster (osrc@jjay.cuny.edu, 212-887-6237).

The Ronald E. McNair Post-Baccalaureate Achievement Program

The objective of the McNair Scholars Program, funded by the U.S. Department of Education, is to encourage low-income and first generation students (as well as students from underrepresented populations) to pursue graduate study, and to provide academically enriching experiences and mentoring to prepare students for graduate school admission and eventual doctoral study. Approximately 15-20 scholars are sponsored each year. The program supports participating students' scholarly activities throughout the academic year and summer. Students participate in workshops, receive intensive mentoring, conduct research with faculty mentors, present their research at conferences and participate in graduate school admission preparation. Students receive stipends and research funding to complete their research.

Faculty can support students by recommending that they apply for the program. In addition, faculty can serve as McNair Program mentors. In this role, mentors guide and support students with their research projects (including over the summer, for which mentors receive a stipend) and support students' career development in collaboration with the McNair Program. The Program Associate Director is Dr. Ernest Lee (elee@jjay.cuny.edu, 212-237-8760). For more information about the program, contact McNair Program assistant Rachel Rosado at rarosado@jjay.cuny.edu.

Program for Research Initiatives in Science and Math (PRISM)

The Program for Research Initiatives in Science and Math (PRISM) supports John Jay's diverse undergraduate student body in their quest to become leading scientists and professionals in science, technology, math and engineering (STEM), health, education, and related fields. PRISM includes various initiatives aimed at supporting science and math students at the College (including a scholarship program, S-STEM). These programs engage students and provide them with academic and pre-professional advisement to prepare them for success at John Jay and in their future careers. The goal is to help students see themselves as scientists and future professionals and to expose them to opportunities for further training and growth. The National Science Foundation, the National Academy of Sciences and CUNY have all recognized PRISM as a model of excellence for improving the number of underrepresented students in the STEM pipeline. Students in the following majors are eligible to apply for the program: applied mathematics (data science and cryptography); cell and molecular biology; computer science and information security; forensic science and toxicology. For more information, see https://www.jjay.cuny.edu/prism or contact Associate Program Director Edgardo Sanabria-Valentín (esanabriavalentin@jjay.cuny.edu, 212-393-6489).

Honors Programs

The College hosts two honors programs – the John Jay College Honors Program and the Macaulay Honors College at John Jay (a CUNY-wide program). Students enter John Jay as Macaulay Honors students, but students who do not can apply to the John Jay College Honors Program as entering freshmen, sophomores or juniors. Faculty can encourage talented students to apply. Both programs involve and support student research opportunities with faculty mentors, providing another avenue for student-faculty research collaboration. Faculty Director of the honors programs is Raymond Patton (rpatton@jjay.cuny.edu, 646-557-4504).

Use of Human Subjects in Research

The Human Research Protection Program (HRPP) is University wide and exists to protect the rights and welfare of human subjects recruited to participate in research activities. As part of the program, three University Integrated (UI) Institutional Review Boards (IRBs) have been created to review human subjects research in accordance with applicable federal regulations, State laws, and CUNY policies and procedures The HRPP also includes a central CUNY HRPP Office and on-site HRPP Offices at CUNY campuses.

CUNY policy requires that all research involving human subjects be reviewed and approved by the UI-IRB, or granted exemption by the HRPP, prior to initiation of the research. This requirement applies to all human-subject research conducted by faculty, staff, and students, on and off campus, regardless of the funding support, if any, for the project. Research involving human subjects includes the collection of data about or from human subjects (including surveys/questionnaires) and the use of existing data (including specimens). Any changes to a project after IRB approval or exemption is granted must be submitted for review and approval before implementation. Continuing review is also required at regular intervals for certain protocols.

PIs and all other research-team members are required to complete training in the protection of human subjects. CUNY

accepts only the completion of the Collaborative Institutional Training Initiative (CITI) Human Subjects Research course for satisfaction of this requirement. No individual may conduct human research without successfully completing this training. All researchers are also required to complete CITI training in Responsible Conduct of Research. The computer-based CITI training can be completed at the trainee's own pace.

Each HRPP Office assists faculty, students and staff in complying with the requirements of the program. John Jay's HRPP Office (see https://www.jjay.cuny.edu/HRPP), under the auspices of OAR, provides oversight, administrative support and educational training. John Jay's HRPP Coordinator is Eliana Forero (eforero@jjay.cuny.edu, 212-237-8598). As Director of Research Compliance and Integrity at John Jay, Eliana oversees HRPP, research agreements, conflict of interest and export control, and serves as the College Research Integrity Officer (RIO). For more information on the relevant policies and procedures, to request training for your research lab or class, or if you have questions, please contact Eliana Forero (eforero@jjay.cuny.edu, 212-237-8598) or go to https://www.jjay.cuny.edu/research-compliance-and-integrity.

Faculty Travel

The process for allocating funds to Departments to support travel to conferences for full-time faculty and the process for authorizing and reimbursing such travel are based in the Office for the Advancement of Research (OAR), located in Suite 601BMW. Allocations depend, in part, on faculty reporting of annual scholarly productivity. Rate of productivity – as well as faculty *rate of reporting* productivity to OAR – factor into the calculations. Hence it is important for all faculty to report annual productivity (even if there is nothing to report). Qualifying part-time faculty can also access support for scholarship through funds set aside by PSC-CUNY. See https://www.jjay.cuny.edu/sites/default/files/contentgroups/aboutjohnjay/teachingadjuncthandbook_april22.pdf.

Allocation

Funds to support full-time faculty travel to conferences (Academic Travel) are allocated once a year, typically in early summer, from Indirect Funds in the Office for the Advancement of Research directly to the academic Departments through the Research Foundation. Allocations to individual faculty members are made by the Department (Chairperson and/or Personnel & Budget Committee) according to Departmental policies, processes and/or priorities. Departmental travel funds are available only to full-time faculty as a way of supporting and encouraging their scholarly productivity in preparation for tenure or promotion. Academic travel funds typically support travel to conferences at which the faculty member is making a presentation or playing a key role in the conference as an organizer/moderator of a panel or by virtue of the office they hold in the organization sponsoring the conference. However, post-COVID, a broader array of expenses has been included (e.g., research travel) – if in doubt, faculty should ask their Chairperson or OAR@jjay.cuny.edu.

Authorization

Before a full-time faculty member travels (at least three weeks prior), they must complete the Travel Approval Form (TAF) available from the OAR website: http://www.jjay.cuny.edu/faculty-travel-guidelines or directly here. This form must be signed by the Department Chairperson before it is submitted.

The faculty member is not authorized to travel until this form is submitted, reviewed, and signed by the Associate Provost for Research or his designee. The amount listed on the TAF ("Estimated Cost") is considered to be the maximum amount the Department Chairperson allocated for the trip. If the faculty member overspends, there is no guarantee that the amount of the over-expenditure will be covered. If the Department wishes to increase the amount of funding after the trip has taken place, the Chair must sign a revised TAF, clearly marked "revised," or send a signed memo with the faculty member's reimbursement request, indicating the exact amount being approved.

Reimbursement

Faculty travel reimbursement guidelines are available at: https://www.jjay.cuny.edu/faculty-travel-guidelines. Note the Research Foundation's policy that all spending must comply with New York State travel guidelines (http://www.osc.state.ny.us/agencies/travel/travel.htm). Maximum hotel and meal reimbursement costs are limited by GSA (U.S.)/Dept. of State (International) and reference websites.

To request reimbursement after travel, the faculty member must complete the Research Foundation (RF) Travel Expense Voucher and Request for Payment form, available at: http://www.jjay.cuny.edu/sites/default/files/general/2_travel_reimbursement_master.pdf. The voucher requires only the faculty traveler's signature, but some Departments require that the voucher first be submitted to the Department for

internal record keeping. The faculty member should check with the Department. The completed RF Travel Voucher and accompanying documentation should be submitted directly to OAR within two weeks after travel is complete. See [here](#) for Travel forms and checklist of necessary documentation. Inquiries regarding faculty travel can be directed to OAR Administrator Angela Reyes (travel@jjay.cuny.edu; 212-621-3719).

Faculty Professional Development, Resources and Other College Services

Faculty Professional Development
Resources for faculty professional development are provided here: https://new.jjay.cuny.edu/academics/faculty-resources (or here: https://www.jjay.cuny.edu/faculty-development-resources). This includes information on how to create an individual account (free) with the National Center for Faculty Development and Diversity (NCFDD), which hosts webinars, writing challenges, and blogs on faculty development issues and topics for faculty across career levels. This resource is available to all faculty. In addition, the College invested **in LinkedIn Learning @ John Jay College**, with thousands of courses available for faculty development (https://www.jjay.cuny.edu/linkedin-learning-john-jay-college).

Teaching and Learning Center (TLC)
All faculty are encouraged to take part in the various professional development opportunities available through John Jay's Teaching and Learning Center (TLC). The TLC regularly offers workshops, webinars, year-long faculty development seminars (which typically pay a stipend), and small program improvement grants for faculty. Perhaps the largest initiative is Faculty Development Day, which occurs approximately the day before classes begin each Fall and Spring semester. It is a campus-wide event that provides a wide range of professional development opportunities for faculty, most heavily focused on pedagogy. The TLC Director is Gina Foster (gifoster@jjay.cuny.edu).

Department of Online Education and Support (DOES)
The College's Department of Online Education and Support (DOES, http://www.jjay.cuny.edu/onlineeducation) offers a wealth of resources for all aspects of online instruction. This includes webinars, podcasts, Blackboard support, and individual support and assistance for faculty. This support could range from answering questions to providing individual course design consultation. Faculty wishing to teach online for the first time must take the CUNY Online Teaching Workshop.

Lloyd Sealy Library
John Jay's Lloyd Sealy Library (https://www.lib.jjay.cuny.edu/) provides a variety of information, resources and services. They have robust holdings (on campus and online) of books, videos and other materials. Many of the services and supports for faculty are shown here: https://www.lib.jjay.cuny.edu/resources-for/faculty. For instance, faculty can put materials on reserve, request materials through inter-library loan, request library instruction for a class or assistance designing an assignment to improve students' library research skills, upload materials to CUNY Academic Works (our institutional repository) and access resources to support faculty scholarship, funding and finding appropriate bibliometric measures of scholarly output for the tenure and promotion process.

College Stationery, Business Cards, Graphics, and Marketing
Faculty can access and download John Jay College and CUNY logos, as well as templates that include the College logo for College-related events (e.g., flyer/poster for speaker on campus; PowerPoint slides for conference talk) on the intranet. There are stationery, business card and newsletter templates as well, and information on official John Jay branding and graphics styles. There are also forms for faculty to request assistance from the Marketing and Communications Office (e.g., to add content to the Media Wall; for video production; social media posting). These resources can be found at: Inside John Jay (top of College website home page) → Resource Center → GENERAL SERVICES: MARKETING AND GRAPHIC RESOURCES (list is beneath this heading). Access requires login with JJ username and email password.

Use of the name or symbol of John Jay College or CUNY in an advertisement requires written permission of the College and/or CUNY. Officers and employees may not use their official titles or the names of the College or CUNY in solicitations or advertisements on behalf of political candidates or political parties.

Tuition Waivers
Full-time instructional faculty and staff are eligible for tuition waivers for courses they take at any CUNY campus after one year of service for undergraduate courses and without a service requirement for graduate courses. Tuition may be waived for an unlimited number of undergraduate credits and for no more than six graduate credits per semester. Tuition waivers are granted only for a fall or spring semester and are valid for one semester. Requests are made through the Human Resources.

Dining Facilities on Campus
Some dining facilities are open on campus, with MBJ providing limited food service. Food and beverage services will be offered in the Cafeteria (2nd floor, New Building, west side), Lil' Jay's (L3, New Building, corner of W58th St and 11th Ave), and the kiosk in Haaren Hall (2nd floor, central area walking toward New Building). Hours are posted at each location. Vending machines are available throughout campus and there are numerous dining options along 9th, 10th and 11th Avenues around the College.

Space Reservations on Campus
The Registrar's office manages the scheduling of classrooms for academic classes (schedule@jjay.cuny.edu). Conference rooms in Departments are generally managed and scheduled directly through those Departments. Faculty or staff wishing to reserve space on campus (e.g., for an event) can contact Christine Baerga (cbaerga@jjay.cuny.edu). Please refer to: https://www.jjay.cuny.edu/space-reservations for the Events Handbook and FAQs about space rental.

The Children's Center at John Jay College
Located in room L3.61.00 NB (just inside 11th Avenue entrance), the Children's Center at John Jay College provides a high-quality early childhood program to meet the needs of both young children and their families. The professional staff of teachers and aides provides a rich early childhood education program designed for children ages six months through pre-kindergarten (6 months – 5 years). Faculty and staff are welcome to submit an application for admission; however, priority for admission is given to John Jay student-parents. Admission is on a first come, first served basis. For more information or to apply, go to: http://www.jjay.cuny.edu/childrens-center or email ChildrensCenter@jjay.cuny.edu.

Lactation Room
A lactation room is available for nursing mothers on the 5th floor of Haaren Hall on the far-south side of the balcony that overlooks the gym (for map and information: https://www.jjay.cuny.edu/all-gender-facilities-and-lactation-room). You can also stop by the Women's Center for Gender Justice (L.67.00 NB) for further assistance accessing lactation room accommodations.

All-Gender Restrooms and Locker Rooms
For detailed information and directions to find all-gender restrooms and an all-gender locker room, please visit: https://www.jjay.cuny.edu/all-gender-facilities-and-lactation-room).

Women's Center for Gender Justice
The Women's Center for Gender Justice (L.67.00 NB; https://www.jjay.cuny.edu/womenscenter/genderjustice) provides numerous services and resources for students, including counseling and crisis intervention, campus events, and leadership and advocacy opportunities.

Student Life and Student Support
The College has a wide range of activities, resources and opportunities for students. Among many others, these include: the Children's Center (http://www.jjay.cuny.edu/childrens-center), the Center for Career & Professional Development (http://www.jjay.cuny.edu/Career-services), Apple Corps (which helps students explore public service, leadership and justice and equity issues in policing and community relations in NYC; http://www.jjay.cuny.edu/apple-corps), Immigrant Student Success Center (https://www.jjay.cuny.edu/immigrant-student-center), Military and Veteran Services (https://www.jjay.cuny.edu/military-and-veteran-services), Student Transition Programs (http://www.jjay.cuny.edu/student-transition-programs), Urban Male Initiative (http://www.jjay.cuny.edu/urban-male-initiative), and LGBTQ+ Resource Center (https://www.jjay.cuny.edu/lgbtq-resource-center). For more information on Student Life programs, go to: https://www.jjay.cuny.edu/student-life.

In addition, a wide array of resources is available to support students in a variety of ways across their academic careers (https://www.jjay.cuny.edu/student-resources). These include financial, technological, wellness, academic and other services and opportunities.

Faculty Responsibilities and Workplace Policies

Policies

Faculty members should read and become familiar with the college policies dealing with proper conduct as an employee of the college and especially the policies related to sexual harassment. The following Blackboard-based training is required on an annual basis: Employee Sexual Misconduct and Response Course (E-SPARC) and Workplace Violence Prevention Training (WVP). Faculty members are expected to complete these trainings in a timely manner. As well, faculty should submit required materials in a timely manner each semester (multiple position forms, verification of enrollment (VOE) rosters, grades) or year (productivity reporting, all personnel process forms, such as Form Cs). These requests will arrive via John Jay email along with the relevant deadlines.

Sexual Misconduct

CUNY is committed to maintaining an employment and academic environment free from all forms of exploitation, intimidation or harassment, including sexual harassment, sexual violence, intimate-partner/dating violence and stalking. These behaviors are illegal and prohibited by University policy. The University strives to foster a harassment-free environment — one in which all its members can work, study and learn in an atmosphere of courtesy and mutual respect. The college may be able to investigate off-campus incidents if occurring between members of the campus community. Even where the college may not have the ability to investigate, it can offer referrals to on- and off-campus supportive services. The CUNY Policy on Sexual Misconduct (PSM) may be found here on the John Jay website and on the CUNY website.

John Jay encourages all members of the community to report allegations of sexual misconduct to the college's Title IX Coordinator, Gabriela Leal (gleal@jjay.cuny.edu; 646-557-4674). Please note, the PSM designates certain employees as "Responsible Employees". Responsible Employees **must** report allegations of sexual misconduct that they become aware of to the Title IX Coordinator. This list of Responsible Employees can be found in section VI(B) of the PSM. All other employees are encouraged to report such allegations to the college's Title IX Coordinator, Gabriela Leal (gleal@jjay.cuny.edu; 646-557-4674). Individuals may also report allegations to: Oswald Fraser, Assistant Vice President of Administration (for faculty and staff complaints; ofraser@jjay.cuny.edu; 212-237-8704), Diego Redondo, Director of the Department of Public Safety (dredondo@jjay.cuny.edu; 212-237-8521), Danielle Officer, Dean of Students (for student complaints; deanofstudents@jjay.cuny.edu; 212-237-8211), and/or Jessica Greenfield, Gender-Based Violence Prevention and Response Advocate at the Women's Center for Gender Justice (for students; jgreenfield@jjay.cuny.edu; 646-557-4535). More generally, individuals can contact the Department of Public Safety at 212-237-8524, the New York City Police Department, and/or the New York State Police. In an *emergency* on campus, dial Ext. 8888.

John Jay Employees can access supportive confidential resources, including private counseling from CUNY's employee assistance program, CCA@YourService. To access the program, call the toll-free Helpline at 800-833-8707 or log on to the website, www.myccaonline.com and use the company code: CUNY. For more information on the PSM, preventative efforts, training and resources, please visit the college's website.

Policy on Equal Opportunity and Non-Discrimination

It is the policy of the CUNY Board of Trustees and of John Jay College to provide, for all persons, equal educational and employment opportunities in a working and learning environment in which students and employees are able to realize their full potential as productive members of the college community. To this end, it is the college's policy that its educational and employment programs will be administered without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. Further, in keeping with local, state, and federal mandates and recognizing the many benefits that accrue from a community of diverse experience and cultural heritage, the college pledges to act affirmatively in providing employment opportunities for qualified women, racial and ethnic minorities, veterans, and individuals with disabilities. CUNY's Policy on Equal Opportunity and Non-Discrimination can be found on the CUNY website and here on the John Jay website. Inquiries or complaints related to any equal opportunity and anti-discrimination laws and the CUNY non-discrimination policy should be addressed to the college's Chief Diversity Officer, Gabriela Leal (gleal@jjay.cuny.edu; 646-557-4674).

Campus and Workplace Violence Prevention Policy

The University has a long-standing commitment to promoting a safe and secure academic and work environment. All members of the University community are expected to maintain a working and learning environment free from violence, threats of harassment, intimidation, or coercion. In compliance with New York State law, all employees are required to complete workplace violence awareness training. The University has established a [Workplace Violence Prevention Policy](#) requiring each campus to have a [workplace violence prevention program](#) (faculty mandatory training available online through Blackboard). Workplace violence can be reported to Human Resources (Oswald Fraser, Assistant Vice President of Administration; ofraser@jjay.cuny.edu; 212-237-8704), the Department of Public Safety (212-237-8524) and/or the New York City Police Department. In an *emergency* on campus, you can dial Ext. 8888.

Intimate-Partner and Dating Violence in the Workplace

CUNY disapproves of violence against women, men or children in any form regardless of sexual orientation or gender identity, whether as an act of workplace violence or in any employee's personal life. Intimate-partner and dating violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism and increased employee turnover. John Jay College is committed to full compliance with all applicable laws governing intimate partner and dating violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end intimate partner and dating violence. Intimate partner and dating violence can be reported to the college's Title IX Coordinator, Gabriela Leal (gleal@jjay.cuny.edu; 646-557-4674), Diego Redondo, Director of the Department of Public Safety (dredondo@jjay.cuny.edu; 212-237-8521), the Department of Public Safety at 212-237-8524, the New York City Police Department, and/or the New York State Police. In an *emergency* on campus, dial Ext. 8888.

CUNY's domestic violence and the workplace policy and procedures can be found [here](#). CUNY policies and procedures concerning sexual assault, stalking and domestic and intimate partner violence against students can be found [here](#). Faculty can encourage students to contact, as appropriate, Danielle Officer, Dean of Students (deanofstudents@jjay.cuny.edu; 212-237-8211), Diego Redondo, Director of the Department of Public Safety (dredondo@jjay.cuny.edu; 212-237-8521), the Department of Public Safety at 212-237-8524, the New York City Police Department, and/or the New York State Police. To speak with someone confidentially, students may contact Jessica Greenfield, Gender-Based Violence Prevention and Response Advocate at the Women's Center for Gender Justice (jgreenfield@jjay.cuny.edu; 646-557-4535). Additional resources are available through the [Women's Center for Gender Justice](#), including counseling and crisis intervention. In an *emergency* on campus, dial Ext. 8888.

Research Misconduct Policy

A fundamental purpose of the University is to foster an environment that promotes the responsible conduct of research (RCR), discourages research misconduct, and deals promptly with any allegations or evidence of possible research misconduct. It is the University's basic expectation that all research conducted by members of the University community will adhere to the highest ethical and moral standards. [CUNY's Research Misconduct (RM) Policy](#) describes the procedures to be followed by the University in connection with any allegation that University faculty, staff, post-doctoral associates, and/or students, whether paid by the University or through other funding sources, may have engaged in research misconduct. The President of each CUNY College designates a Research Integrity Officer (RIO) for their campus. Each RIO is responsible for promoting RCR through training and education at the college and for implementing CUNY's RM policy. The John Jay RIO is Lynda Mules (lmules@jjay.cuny.edu, 212-237-8914), Director of Research Compliance and Integrity in the Office for the Advancement of Research. More information about research integrity and the RM policy and procedures is available on the [CUNY Research Integrity and Compliance website](#).

Conflict of Interest Policy

All College activities are to be conducted in accordance with the highest standards of integrity and ethics and in a manner that will not reflect or appear to reflect adversely on the College or CUNY's credibility, objectivity, or fairness. The CUNY Conflict of Interest Policy sets forth the general standards of conduct and the rules regarding hiring, employment, and contracting decisions and supervisory responsibility involving certain family members; these standards and rules apply to any individual who is, or at any time becomes, an officer, full-time or part-time employee, or post-doctoral associate at the College or CUNY, and to any student engaged in faculty-directed research at the University other than as part of his or her course work, whether or not the student is paid for the engagement. The policy also sets forth specific obligations of covered individuals who are involved in sponsored projects at the University, including the requirement for each

Investigator, as defined in the policy, to submit to the College Conflicts Officer any significant financial interests, and the University's procedures for managing conflicts of interest that may arise in connection with those projects. The President of each CUNY College designates a College Conflicts Officer (CCO) for their campus. Each CCO is responsible for promoting the need to disclose significant financial interests and for reviewing all disclosures at their College in accordance with this policy. The John Jay College Conflicts Officer is Eric Doering (edoering@jjay.cuny.edu, 212-887-6202), Research and Legal Compliance Associate in the Office for the Advancement of Research. The complete policy is on the CUNY website at https://policy.cuny.edu/general-policy/article-vi/ (Manual of General Policy, section 6.01).

Americans with Disabilities Act (ADA) CUNY Accommodations Policy

It is the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities and employees who have pregnancy or childbirth-related medical conditions. To request a reasonable accommodation, please speak to your supervisor or contact Oswald Fraser, Assistant Vice President of Administration ofraser@jjay.cuny.edu; 212-237-8704. For more information on reasonable accommodations please review CUNY's Reasonable Accommodations and Academic Adjustments Policy. Inquiries or complaints related to this Policy, discrimination or harassment, should be addressed to the college's ADA/504 Coordinator and Chief Diversity Officer, Gabriela Leal (gleal@jjay.cuny.edu; 646-557-4674).

CUNY Policy on Religious Accommodations

CUNY is committed to providing reasonable accommodations for religious observances for all members of our community, consistent with CUNY's Equal Opportunity and Non-Discrimination Policy (above) and the CUNY Policy on Religious Accommodations (https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/vi-religious-accommodations/). Students requesting religious accommodations should contact the Office of Student Affairs at deanofstudents@jjay.cuny.edu. While this is not an exhaustive list, faculty are encouraged to consult CUNY's All Religions & Ethnic Holiday Calendar in scheduling events and/or course deadlines. For questions or to report a concern regarding this policy, contact Gabriela Leal, Chief Diversity Officer and Interim Director of the Office of Compliance & Diversity (gleal@jjay.cuny.edu or 646-557-4674).

Family Educational Rights and Privacy Act (FERPA) or the Buckley Amendment

Student records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Students who are currently enrolled or formerly enrolled regardless of their age or financial dependency status are protected under FERPA. An institution is answerable to a student's parents until the student reaches 18 years of age and thereafter, is answerable to the student. FERPA protections stipulate that student information may be released only to those college employees who have a 'legitimate educational interest' in it (e.g., academic advising, writing letters of recommendation for a student). Student written consent is required for the college to disclose any identifiable information about that student, except directory information (unless restricted by the student).

Individuals in receipt of student information may not release that information to a third party. For faculty, below are some suggestions for complying with FERPA privacy requirements:

- Do not release information about students to other persons.
- Do not release information about grades to parents, spouses or any other family members of students.
- Do not publicly display student scores or grades with names, ID numbers or other personal identifiers.
- All assignments with student names and grades should be secured (e.g., in Blackboard's password-protected grade center). Students should not have access to the scores and grades of others in the class.
- Do not release information that could be easily traced to an individual student.
- Do not give account passwords to others and do not store written passwords in a desk.
- Keep a computer monitor and any printed documents out of view of those who may enter your work area.
- Do not leave a computer unattended when logged in to CUNYFirst.
- Shred all printed documents that are no longer needed (see Records Retention and Disposition policy above).
- When in doubt, err on the side of caution and do not release student educational information.
- Refer all requests for student directory information to the Office of the Registrar. Direct questions about FERPA requirements to the Office of the Registrar (Daniel Matos, Registrar, registrar@jjay.cuny.edu) as well.

Reporting a Complaint

All members of the John Jay community should report safety hazards, crimes, loss of property, illness or injury. Proper reporting facilitates apprehension of wrongdoers and assists in making John Jay College a safer place. If a faculty member observes any crime, or if any person reveals that they learned of, or were the victim of, or witness to any crime, immediately contact the Department of Public Safety at 212-237-8524 (x 8524), the emergency extension 8888, any Public Safety desk, or by visiting the Department of Public Safety in L2.61 NB. This applies to crimes at any of John Jay's buildings, public property adjacent to each of those buildings and locations at which other College activities are taking place, such as athletic fields used by John Jay College. Faculty should be sure to provide complete information based on the facts that they possess. They should not investigate the crime but make the report to the Department of Public Safety or call 9-1-1. Resources on campus to hear and investigate complaints of inappropriate conduct and to provide support to those who may be affected by such conduct can be found on the Department of Public Safety website.

Grievance Procedures

CUNY and John Jay policies on workplace violence and sexual harassment and the PSC's contractual obligations by and for faculty and staff address the importance of non-discrimination; the right of all John Jay faculty, staff and students to work and learn in a harassment-free environment that upholds individual contracts as well as the need for tolerance and civility (see John Jay's policies and procedures on conduct). When all goes well, problems can be resolved without recourse to formal complaints, arbitration procedures, and disciplinary actions. The Office of the Legal Counsel to the President and Labor Designee often assist Department Chairs in dealing with issues that arise under the PSC/CUNY collective bargaining agreement. Faculty may also confer with the John Jay College PSC Grievance Officer. The most pertinent information on those matters can be found in the PSC-CUNY contract, articles 20 and 21. The Office of the Legal Counsel to the President and Labor Designee also assist in dealing with legal issues. Incidents of workplace violence must be reported promptly to the Department of Public Safety. Reports of discrimination, harassment or sexual misconduct should be made to the Chief Diversity Officer/Title IX Coordinator, Gabriela Leal (gleal@jjay.cuny.edu).

Additional Policies and Resources

As part of a large University, John Jay College faculty are beholden to a number of contracts, policies and procedures. The following is a list of online resources where the majority of contracts, policies and procedures can be found.

CUNY Bylaws

CUNY Manual of General Policy

CUNY Policies and Procedures

CUNY Research Integrity and Compliance

Department of Public Safety Policies and Procedures

John Jay Human Resources

Inside John Jay Policies and Procedures Compendium (access requires login with JJ username and email password)

PSC-CUNY Contract: https://psc-cuny.org/cuny-contract

PSC-CUNY website: https://psc-cuny.org/