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## Memo

**Date:** 03/24/23  
**To:** Faculty up for Tenure and/or Promotion in Fall 2023  
**From:** Kyeanna Bailey, Director of Faculty Services  
**C:** Angela Crossman, Interim Dean of Faculty  
**RE:** **Tenure and/or Promotion, *Memo of Guidance, Part I: External Evaluator Review Process for Fall 2023***

Obtaining **tenure** is a major milestone in your career, and the road to tenure can be fraught with both excitement and anxiety. Receiving a **promotion** is continued evidence of your scholarly productivity, pedagogical development, and commitment to service. Our faculty personnel process treats each of these actions discretely. If you are applying for tenure and promotion simultaneously, you'll find that much of the work will be done in tandem.

To support you in this phase of the journey, the Office of the Provost is offering you guidance in two memos. This Memo (Part I of II) deals expressly with your candidacy for tenure and/or promotion, and with the external evaluator review process as it pertains to both.

### **General guidance for all candidates:**

Faculty are expected to review and adhere to the guidance in the *Faculty Personnel Process Guidelines (FPPG)*, effective August 2022. A copy of the *FPPG* is attached to this e-mail; you will also find it posted with other relevant forms and memos regarding the tenure and promotion process on the Faculty Services website under Full-Time Faculty (<http://www.jjay.cuny.edu/full-time-faculty>).

Other resources you might find helpful include the PSC CUNY contract (<http://www.psc-cuny.org/contract>) and the CUNY bylaws (<http://policy.cuny.edu/bylaws>). You are always welcome to contact the Dean of Faculty ([acrossman@jjay.cuny.edu](mailto:acrossman@jjay.cuny.edu)) or Faculty Services ([facultyservices@jjay.cuny.edu](mailto:facultyservices@jjay.cuny.edu)) for guidance regarding policy, process and practice pertaining to your personnel actions.

In the next sections, we provide you with a detailed timeline of the steps to be taken in preparing for external evaluator review, and offer an overview of the supporting materials you might provide in your external evaluator packets.

**Tenure and Promotion Candidate Timetable:**  
**External Evaluator Packet Preparation**

Action Steps, Phase I: Evaluator Selection and Creation of Scholarship Packets	
<p><b>Candidates and their chairs confer re potential evaluators;</b>  <b>Chairs send out evaluation requests to 4-6 potential evaluators.</b>  <i>See FPPG, I.C: Outside Letters of Evaluation for complete details on evaluator selection.</i></p> <p><i>*Evaluation letters are due to Faculty Services by Monday, August 7, 2023*</i></p>	<p><i>before</i>  <b>Friday, 4/21/2023</b></p>
<p><b>Promotion/Tenure Candidate’s Department Chair electronically forwards the contact information for 4-6 External Evaluators to Kyeanna Bailey, Director of Faculty Services (<a href="mailto:kbailey@jjay.cuny.edu">kbailey@jjay.cuny.edu</a>), CCing the Candidate.</b></p> <p><u>Chairs must use the provided spreadsheet to submit contact information. Faculty Services is not responsible for finding addresses and contact information of evaluators.</u></p>	<p><b>Friday, 4/21/2023</b></p>
<p><b>Promotion/Tenure Candidate submits complete <u>electronic</u>* Evaluator Packets via e-mail to Faculty Services (<a href="mailto:facultyservices@jjay.cuny.edu">facultyservices@jjay.cuny.edu</a>).</b></p> <p>These packets should include the following materials:</p> <ul style="list-style-type: none"> <li>• Copy of recent CV (not Form C)</li> <li>• Examples of Scholarship and Professional Practice.</li> </ul> <p>Email subject line format:  <u><b>First initial, Last Name – [Insert Personnel Action] External Evaluator Materials.</b></u>  <i>Ex. K. Bailey – Tenure &amp; Promotion External Evaluator Materials</i></p> <p><i>See FPPG, I.C.2.f re Evaluation Packets. See FPPG III. C re Research &amp; Scholarship criteria.</i></p> <p><i>*Electronic formats accepted: email attachments, zip file, Dropbox link, and e-book link(s).</i></p>	<p><b>Friday, 4/28/2023</b></p> <p><i>*Anticipated submission to external evaluators:  <b>5/15 – 5/26 *</b></i></p>

The Office of the Provost/Faculty Services will handle the electronic transmission of digital materials to your external evaluators; we will track delivery of your digital materials and receipt of correspondence. We will advise your chair of any changes to an evaluator’s availability that affects their ability to provide your evaluation letter, and will notify your chair if requested external evaluator letters have not been received by our office by **August 16, 2023**.

***For faculty applying for both tenure and promotion:*** Each external evaluator will provide one letter that addresses both tenure and promotion. *Faculty Personnel Process Guidelines (FPPG, I.C)*

### ***Overview: Scholarly Materials for External Evaluator Review***

Please refer to *FPPG, I.C.2.f* regarding the period of your scholarly work that should be reflected in your evaluator packet. Supporting materials provided by candidates in prior years have included, but are not limited to the following:

- Peer Reviewed Scholarly Books
- Peer Reviewed Articles or Equivalent Works (such as peer reviewed performances, exhibitions, etc.)
- Law Review Articles
- Peer Reviewed Book Chapters
- Edited Books
- Scholarly Articles Published in Non-Refereed Journals
- Reviews
- Translations
- Other Books
- Encyclopedia Articles
- Articles in Non-Scholarly Print (i.e. Magazines, Newsletters, Non-Scholarly Journals, etc.)
- Reports (In-House, for Agencies, etc.)
- Custom Published works/self-published works
- Reprints or performances
- Other scholarly technological products or creative works

#### *Additional Resources:*

<https://www.lib.jjay.cuny.edu/resources-for/faculty>

<https://guides.lib.jjay.cuny.edu/ebooks>

We recommend that you consult with your chair to identify those materials that will best support your external evaluators' review. You'll want to review *FPPG, III* regarding the criteria for teaching, scholarship and service as it pertains to each action. If you seek further guidance or assistance with this part of the process, you are encouraged to get in touch:

- For guidance on preparing and presenting your materials to showcase your qualifications for tenure and/or promotion, contact **Angela Crossman, Interim Dean of Faculty** ([acrossman@jjay.cuny.edu](mailto:acrossman@jjay.cuny.edu)).
- For logistical questions and concerns about the application process, contact **Kyeanna Bailey, Director of Faculty Services** ([kbailey@jjay.cuny.edu](mailto:kbailey@jjay.cuny.edu)).



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## Memo

**Date:** Friday, May 26, 2023

**To:** Faculty up for Reappointment in Fall 2023

**From:** Kyeanna Bailey, Director of Faculty Services

**C:** Angela Crossman, Interim Dean of Faculty

**RE:** Memo of Guidance for Reappointment (2<sup>nd</sup> – 6<sup>th</sup>), Tenure and Promotion Candidates:  
Preparation of personnel files for Fall 2023 review

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Each reappointment, tenure or promotion at John Jay is a sign that you remain an integral part of our academic community. We recognize that coming up for a personnel action requires thought and preparation. This *Memo of Guidance* describes the steps to be taken in preparation for Fall 2022 review of your personnel action(s).

### **General guidance for all candidates:**

Faculty are expected to review and adhere to the guidance in the *Faculty Personnel Process Guidelines (FPPG)*, effective Fall 2022. A copy of the *FPPG* is available in the [2023 -2024 Memo of Guidance Dropbox folder](#); you will also find it posted with other relevant forms and memos regarding the reappointment process on the Faculty Services website under Full-Time Faculty (<http://www.jjay.cuny.edu/full-time-faculty>). Other resources you might find helpful include the PSC CUNY contract (<http://www.psc-cuny.org/contract>) and the CUNY bylaws (<http://policy.cuny.edu/bylaws>). You are always welcome to contact the Office of the Provost/Faculty Services for guidance regarding policy, process and practice pertaining to your personnel actions.

### **Specific guidance:**

Your next steps will include updating entries and crafting a strong narrative for your Form C, gathering the documentation that best supports your personnel actions, and submitting/uploading your materials to your personnel file. The following documents will support you through this work:

- ***Form C Template, update 2019*** – the personnel form required for consideration of all faculty personnel actions.
- ***FIDO Quick Guide for Faculty*** – step-by-step instructions for uploading your digital materials to the Faculty Internet Document Organizer. Instructions for the updated platform (FIDO 4.0).
- ***SEOF Guide: How to Print and Save Your MyClassEvaluation Results***– for adding SEOF reports directly to your FIDO profile.
- ***Fall 2023 Timeline*** –reflects critical steps in the personnel action review process.

**Reappointment, Tenure and/or Promotion Candidates, Memo of Guidance Fall 2022:  
Preparation of Personnel Files**

**PREPARING YOUR MATERIALS FOR INCLUSION IN YOUR FILE**

As a candidate, you'll be expected to submit the following materials to your personnel file for reviewer consideration:

**Your updated Form C.** Every candidate up for a personnel action is required to submit an updated Form C. Your Form C is the document in which you present evidence of your sound teaching and teaching improvement; your research and publication progression, depth and value in the field(s); and your contributions in service-oriented tasks and/or administrative assignments at the department, college, university and professional level.

Section I.B of the *Faculty Personnel Process Guidelines (FPPG)* describes in detail how your Form C should be organized; please make special note of the following sub sections:

Section 1.B.2 addresses the order in which entries should be made, based on your personnel action(s).

Section I.B.3 provides examples of materials that can be included in the *Publications* category.

Section III. D provides the correct categorization and terminology to describe the status of your work (very important to your reviewers).

Please note that Form C item 25 -- the Self Evaluation -- serves a special purpose. This is your space to place all your Form C entries into context as it pertains to your action; it's also an opportunity to map out for your reviewers your road towards future reappointments, CCE (lecturers) and post tenure and/or promotion. You'll want to spend some time on this narrative and to share drafts with your colleagues and your chair. Please refer to section I.B.5, *FPPG* for guidance.

**Evidence of your teaching, service and scholarship.** The following sections of the *FPPG* are particularly helpful in identifying what your reviewers will be looking for when considering your personnel action(s):

Section III. B. Teaching

Section III.C. Research and Scholarship – not required for Lecturer & CLT reappointment

Section III.E. Service

**SUBMITTING MATERIALS FOR INCLUSION IN YOUR DIGITAL PERSONNEL FILE**

As the candidate up for action, you are responsible for ensuring that your personnel file is updated and complete in terms of documenting your achievements and activities. Your departmental chair is responsible for providing the finalized Annual Evaluation and Peer Observation(s) of Teaching; Faculty Services/Office of the Provost will ensure other critical documents (pre-tenure review letters and responses, etc.) are in place.

**For Fall 2023 consideration, you will be able to update, augment and reorganize your personnel file starting Monday, 6/5/2023 and ending Friday, 9/8/2023. After 9/8/2023, faculty personnel files will be closed and no further revision can be made.**

## ***Reappointment, Tenure and/or Promotion Candidates, Memo of Guidance Fall 2022: Preparation of Personnel Files***

**About your personnel file:** For Fall 2023—Spring 2024, FIDO 4.0 will be the platform for submitting and review faculty personnel items. If you were up for an action in 2020-2023, non-duplicate items were scanned from your hard personnel file and uploaded to FIDO under a new category labeled “Hard Copy Personnel File materials”. Items uploaded to FIDO 4.0 will provide your reviewers with a detailed overview of your activities, scholarship and accomplishments as they pertain to your proposed personnel action(s). The FIDO Document Reference Table, included in the *FIDO Quick Guide (Appendix B)*, outlines the items faculty are responsible for uploading. Items include (but not limited to):

- Your Form C
- Your updated CV (required if you are under consideration for Tenure and/or Promotion; optional but recommended if you are under consideration for Reappointment only).
- Student Evaluations,
- Scholarly Works, *where applicable* (Completed & In progress)
- Grants, *where applicable* (Awarded, Submitted & Under Review)
- Letters of Commendation
- Letters of Service

Your Department Chair will upload:

- Current Chair’s Annual Evaluation Memo
- Current Peer Observations of Teaching

Your Student Evaluation of Faculty (SEOF) results are included as part of your faculty personnel file, and so are considered by your reviewers when you are up for key personnel actions. Results from SEOFs administered online (2015 to the present) will be available to your reviewers directly via *MyClassEvaluation*. However, some faculty prefer to upload their SEOF reports to their FIDO profile so that all their information is in one place. The *How to Print and Save Your MyClassEvaluation Results* and *FIDO Quick Guide*, available in [Dropbox](#), provide simple instructions for converting your online SEOF reports to pdf and then uploading them to your FIDO profile.

**Accessing your personnel files:** Your upload access to FIDO will be activated on Monday, 6/5/2023 The *FIDO Quick Guide for Faculty (23-24)* provides instructions on how to log in, access your personalized faculty page and then upload, replace and/or remove documents. We encourage you to upload as many of your relevant documents before the personnel file formally closes on Friday, September 8, 2023.

All requests to review your hard copy personnel file must be made at least two (2) business days before your desired date.

- a. Send requests to [facultyservices@jjay.cuny.edu](mailto:facultyservices@jjay.cuny.edu). **Subject line:** Last Name – Hard Copy File Review, **Body:** Include day and time
- b. We will limit overlapping appointments for social distancing purposes.
- c. Appointment time frames: Tuesday, June 6 – Friday, September 8; Tuesday – Friday; 9:30 am – 4:00 pm (except holidays and Summer Fridays)
- d. No drop-ins.

**FIDO Faculty Internet Document Organizer (FIDO)** is a user-friendly document upload system that provides you and your reviewers with digital access to key components of your personnel file, without the need for intensive data entry. You’ll upload key documents pertaining to your Fall 2023 personnel

## ***Reappointment, Tenure and/or Promotion Candidates, Memo of Guidance Fall 2022: Preparation of Personnel Files***

action(s); your reviewers will access them during the course of your personnel review. FIDO is housed on an internal John Jay server under the auspices of DOIT and conforms to all CUNY IT security protocols.

As a security feature, FIDO 4.0 can only be accessed through VPN (Virtual Private Network) when off campus. If you don't have VPN installed, contact the DoIT Help Desk ([helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu)) for assistance.

After you log into FIDO 4.0 for the first time, double check your FIDO faculty profile and previously uploaded documents for accuracy. If you see anything missing or incorrect on your Faculty Profile, contact Faculty Services and we'll fix it for you. If you previously uploaded documents to an older version of FIDO, they'll be in FIDO 4.0, but may have shifted position. Refer to *FIDO Quick Guide* (Managing Your Uploaded Files, p. 7) for instructions on moving and reordering your files as needed.

***In need of consultation?*** Faculty Services/Office of the Provost will offer workshops for faculty who'd like additional support in preparing for their upcoming personnel action(s): creating effective Form Cs, expectations and guidelines at different action levels, working with FIDO, etc. Stay tuned for e-mailed announcements regarding upcoming workshops.

- For guidance on preparing and presenting your materials to showcase your qualifications for reappointment, contact **Angela Crossman, Interim Dean of Faculty** ([acrossman@jjay.cuny.edu](mailto:acrossman@jjay.cuny.edu)). Angela is also available for individual consultation in-person and via Zoom.
- For logistical questions and concerns about updating your personnel files in preparation for Fall 2023 consideration, contact **Kyeanna Bailey, Director of Faculty Services** ([kbailey@jjay.cuny.edu](mailto:kbailey@jjay.cuny.edu)).

### **Additional Resources:**

- **Dropbox 2023-2024 Personnel Process:** <https://www.dropbox.com/sh/veqqk33s7d54oqf/AABEy14XlDJ4mpezwuT-xmpea?dl=0>
- **E-Books (JJC Library)** <https://guides.lib.jjay.cuny.edu/ebooks>
- **FIDO 4.0** <https://fido4.jjay.cuny.edu/>
- **JJC Library (Faculty Resources)** <https://www.lib.jjay.cuny.edu/resources-for/faculty>