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Memo

Date:	Friday, May 26, 2023
To:	Faculty up for Certificate of Continuous Employment (CCE), Fall 2023
From:	Kyeanna Bailey, Director of Faculty Services
C:	Angela Crossman, Interim Dean of Faculty
RE:	Memo of Guidance for CCE Candidates –preparation of personnel files for Fall 2023 review

Obtaining your **Certificate of Continuous Employment** is a major milestone in your career. As a CCE candidate, much of your portfolio has been developed through successive reappointments; this final year will be your opportunity to frame your work as it pertains to teaching and service. We recognize that coming up for CCE requires thought and preparation. This *Memo of Guidance* describes the steps to be taken in preparation for Fall 2023 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. Attached to this e-mail are the documents to 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.

<u>PREPARING YOUR MATERIALS FOR INCLUSION IN YOUR FILE</u>

As a candidate for reappointment with CCE, 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 and your contributions in service-oriented tasks and/or administrative assignments at the department, college, university and professional level.

<u>Section I.B</u> of the *Faculty Personnel Process Guidelines* (*FPPG)* describes in detail how your Form C should be organized. Please note the sections that address teaching and service (*demonstration of research and scholarship is not required for CCE consideration).*

Please note that Form C item 25 – the <u>Self Evaluation</u> – serves a special purpose. This is your space to place all your Form C entries into context as it pertains to your reappointment; it's also an opportunity to summarize the past five years of teaching and service. 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 and service. The following sections of the *FPPG* are particularly helpful in identifying what your reviewers will be looking for when considering your personnel action(s):

> <u>Section III. B</u>.   Teaching
>
> <u>Section III.E.</u>   Service

<u>SUBMITTING MATERIALS FOR INCLUSION IN YOUR DIGITAL PERSONNEL FILE</u>

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 are in place.

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

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

- 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. **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 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) 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). 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).

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