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## Memo

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

**To:** College Lab Technicians (CLTs) up for Reappointment or Tenure, Fall 2023

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

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

**RE:** Memo of Guidance for CLT Candidates –preparation of personnel files for Fall 2023 review

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You are receiving this memo because you are (a) up for reappointment or (b) are up for reappointment with tenure consideration in Fall 2023. College Lab Technicians who wish to be considered for reappointment or reappointment with tenure participate in the same review process as other full time faculty; their files are reviewed by the Departmental P&B, Faculty Personnel Committee and the President. However, the file preparation for CLT's is unique. This *Memo of Guidance* provides details and key dates for preparing your personnel file for Fall 2023 consideration.

### **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:**

**CLT Reappointment only (no tenure).** The only required addition to your file is your current Chair's Annual Evaluation. Your chair will be responsible for providing a hard copy to the Provost's office and for uploading the document to FIDO before the files are officially closed (see timetable below).

**CLT Reappointment with Tenure.** In addition to the current Chair's Annual Evaluation as indicated above, you will be asked to submit a cumulative statement regarding your work performance to date. Please consult your chair for guidance on content and format. You will be responsible for uploading the statement to FIDO to the Form C/Self Evaluation Category before the files officially close (see timetable below).

<b>Timeline for submission of materials to personnel file.</b>	
<p><b>FIDO upload access open to Faculty Candidates.</b> Candidates can begin uploading their relevant materials to FIDO as of this time until the file closes.</p>	<p><b>Monday, 6/5/2023 through Friday, 9/8/2023</b></p>
<p><b>Candidate’s Chair provides completed Chair’s Annual Evaluation Memorandum to Provost’s Office/ Faculty Services for inclusion in Provost Office electronic file.</b></p> <p><b>Candidate’s Chair uploads Annual Evaluation to FIDO.</b> Written by Chair, signed by both Candidate and Chair. <i>See FPPG, I.D: Annual Conference Memorandum</i></p>	<p><b>Monday, 6/5/2023 (recommended)</b> ---- <b>Friday, 9/8/2023 (required)</b></p>
<p><b>Contractual last day to add any materials to Candidate’s Personnel File.</b></p> <p><i>*The Provost expects submission of all relevant evidence for your reappointment, tenure/CCE/promotion as expressed in the Faculty Personnel Process Guidelines and the CUNY-PSC contract by the second week of September.</i></p>	<p><b>Friday, 9/8/2023</b></p>

**Accessing your personnel files** **Accessing your personnel files:** Your upload access to FIDO will be activated on Monday, 6/5/23. 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.

**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](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 virtual 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.

## ***CLT Candidates, Memo of Guidance Fall 2023 Preparation of Personnel Files***

- For guidance on preparing and presenting your cumulative statement to showcase your qualifications for reappointment and reappointment with tenure, contact your Chair.
- 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/AABEy14XIDJ4mpezwuT-xmpea?dl=0>
- **FIDO 4.0** <https://fido4.jjay.cuny.edu/>