



## FACULTY PERSONNEL COMMITTEE AGENDA

Friday, September 15, 2023 ~ 10:00 am – 12:00 pm\*, via [ZOOM](#)

### *Meeting Open to the Public 10:00 am – 11:15 am\**

- I. Welcome
- II. Approval of Minutes, 05/12/23 meeting
- III. President’s Charge to the FPC (*Provost Chairing meeting & charging the committee*)
- IV. Fall 2023 Personnel Process (*Faculty Services*)
  - Overview of Fall 2023 personnel process
  - File review and voting protocols (FIDO, Quorum, Simply Voting, etc.)
  - Role and responsibilities of Committee members
- V. Senate Proposal on Lecturer Reclassification (*Karen Kaplowitz, Faculty Senate*)
- VI. Lecturers serving on P & B Committees (*Angela Crossman*)
- VII. New Business and Announcements

### *Executive Session – Full Faculty Personnel Committee 11:15 am – 12:00 pm\**

#### Initial Appointments without Tenure (Fall 2023 & Spring 2024)

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit <http://johnjay.simplyvoting.com> before 9/15/23 to ensure your access is enabled. The FPC ballot will appear during Friday’s meeting.

#### Login Credentials

**Username:** *JJC email*

**Password:** *Password associated with your JJC email account*

### Upcoming FPC/FPAC Meetings

#### Fall 2023

Full FPC Friday, December 8, 2023

#### Spring 2024

Full FPC Friday, February 9, 2024 (*as needed*)

Faculty Personnel Appeals Committee Friday, February 16, 2024 \*\*

Faculty Personnel Appeals Committee Friday, March 8, 2024\*\*

Faculty Personnel Appeals Committee Friday, March 15, 2024\*\*

Full FPC Friday, April 12, 2024

Full FPC Friday, May 10, 2024

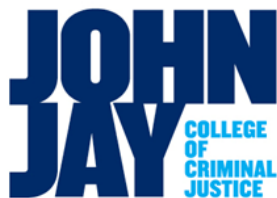
**Meeting ID:** 864 5353 1035

**Meeting Password:** 694014

09/7/2023

*\*All times are approximate*

*\*\*Appeals meetings are as needed.*



## FACULTY PERSONNEL COMMITTEE AGENDA

Friday, May 12, 2023 ~ 10:00 am – 10:30 am via ZOOM (*link below*)

*Meeting Convened: 10:11am*

*Meeting Adjourned: 10:43am*

*Open meeting attendees:*

*Rosemary Barberet, Teresa Booker, Claudia Calirman, Anthony Carpi, Shu Yuan Cheng, Angela Crossman, Susannah Crowder, Warren Eller, Robert Garot, Heath Grant, Maria Haberfeld, Jonathan Jacobs, Susan Kang, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Evan Mandery, Karol Mason, Adam Mckible, Jean Mills, Allison Pease, Lisandro Perez, Michael Pfeifer, Ellen Sexton, Lauren Shapiro, Andrew Sidman, Edward Snajdr, Katherine Stavrianopoulos, Denise Thompson, Robert Till, Daryl Wout, Tony Balkissoon*

### **Open Session 10:00 am – 10:10 am**

- Welcome
- Approval of Minutes (4/21/23)  
President Karol Mason motioned. Committee approved unanimously.
- New business:  
Rosemary Barberet requested John Jay's twitter account be reactivated. If the twitter account cannot be reinstated, she requested that the reasoning be shared. President Karol Mason planned to discuss with Kira Poplowski.

### **Executive Session 10:10 am – 10:20 am**

- Appointment with Tenure (2023- 2024)

### **Upcoming FPC Meeting**

Fall 2023 & Spring 2024: TBA

**Zoom Link:** <https://jjay-cuny.zoom.us/j/82123110601?pwd=VGpqcHVycXVFL1hOVzljUUtTTVAwZz09>

**Mobile Access:** (929) 205-6099

**Meeting ID:** 821 2311 0601 **Meeting Password:** 536616

## **FACULTY PERSONNEL PROCESS GUIDELINES OVERVIEW**

### **Faculty Personnel Process Guidelines (FPPG)**

The FPP Guidelines provides guidance to the faculty - both those on personnel committees and those considering or coming up for personnel actions - on the process, documentation, and assessment criteria involved in the reappointment, tenure, and promotion process at John Jay College of Criminal Justice.

The guidelines applies to members of the instructional staff in the following ranks: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Distinguished Lecturer, Lecturer, and faculty Emeritus/Emerita

### **Faculty Personnel Committee (FPC)**

The FPC reviews recommendations for appointments; promotions and reappointments with or without tenure; appeals related to personnel actions; and makes policy recommendations to the College Council. All personnel decisions are advisory to the President.

Members: President (Chair), Provost, Deans, Department Chairs, Faculty At –large and Alternates. There are 33 eligible voting members.

Composition: Full Committee; Review Committees; and Appeals Committee

Meeting Format: Open Meeting vs. Executive Session

Quorum: At least 80% of the members of the FPC must be present to conduct business, 27 out 33.

Meeting Schedule: Friday 9:30 am – 1:00pm; Schedules are created each spring in consultation with President’s Staff.

- Full Committee: Five meetings a year- September, December, February, April and May.
- Review Committees meet October, November March and April
- Appeals Committee meets one to four times in February -March depending on the number of appeals.

Calendar and Timeline of Actions: Sent to all members by third Monday in June

Robert’s Revised Rules of Order govern the proceedings of the FPC except that any motion to call the question when a committee is considering a personnel action shall be ruled out of order, as full and unimpeded discussion and debate are imperative.

### **Faculty Personnel Process Guideline Sections**

#### The Candidate’s File and the Form C (pgs. 3-7)

- Electronic vs Paper file
- File closes second Friday in September
- Form C
  - “Application” for personnel actions pertaining to reappointment, tenure with and without promotion, and promotion
- Letters of Evaluation
  - Four to six letters are required for all tenure and/or promotion actions.
- Annual Evaluation and Conference

- Conducted in the spring semester by the department chair for all full-time faculty except tenured full professors. The evaluation covers academic performance and professional progress in the areas of scholarship, teaching and service.
- Pre-Tenure Review
  - Personnel file review of tenure-track faculty's first three years of service. Reviews are conducted by the Deans, who provide guidance and support as faculty progress towards tenure. The review is added to the faculty's file at the end of their fourth year of service.

The Personnel Process (Pgs. 7 – 20)

- Review Committee meetings and FPC meetings in Executive Session are confidential
- Department chairs are empowered to discuss actions related to candidates in their departments. While they may share if the action received a negative or positive vote, voting tallies should never be disclosed.
- Discussions and voting should be based on the information in the candidate's file.
- Members of the review committee or FPC may recuse themselves from deliberations or vote when their participation would improperly influence the outcome.
- Members from the candidate's department are excused from discussions, deliberation and voting.
- Voting
  - Positive Action: absolute majority of eligible voting members
  - Negative Action: failure to receive absolute majority of eligible members
  - "No" votes, abstentions and absences have the same practical effect.
- Assistant Professors or lower rank may not vote on candidates for appointment or promotion to full professor.
- Untenured faculty are reviewed and voted upon every year until tenure is decided

***Sample Timetable for a Candidate Initially Appointed in Spring or Fall 2020***

<b>Year of Service</b>	<b>Action Date</b>	<b>Colloquial Name for Actions</b>	<b>Appointment Year</b>
<b>Initial Appt.</b>	Spring 20/Fall 20	Initial Appointment	1
<b>1st Year</b>	Spring 21	1st Reappointment	2
<b>2nd Year</b>	Fall 21	2nd Reappointment	3
<b>3rd Year</b>	Fall 22	3rd Reappointment.	4
<b>4th Year</b>	Fall 23	4th Reappointment	5
<b>5th Year</b>	Fall 24	5th Reappointment	6
<b>6th Year</b>	Fall 25	6th Reappointment	7
<b>7th Year</b>	Fall 26	7th Reappointment w/Tenure, effective Fall 24	8/T

- Departmental Personnel and Budget Committee (Dept. P&B)
  - Reviews all personnel actions
  - Members are voted on annually
  - Votes from P&B become part of the personnel file
  - P&B needs at least 4 out of 5 eligible members present to conduct committee business

- Review Committees
  - 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, CHS, SEEK
- When possible, Deans, At-large and alternates are assigned to committees closely aligned to their discipline
- Each committee has a Chair (selected at the first meeting of the fall) and Convener (Deans)
- Quorum is 80% of eligible voting members. Chairs and faculty affiliated with a candidate's department are not eligible to vote.
- Review committees vote on all personnel action items. Initial appointments through third reappointments are voted as a slate, except where an action did not receive a unanimously positive vote from the department or if a member makes a successful motion to review a candidate individually. All other actions are reviewed individually.
- Individual Reviews:
  - Primary Reporter and Secondary Reporter assigned. They present to review committee and appeals committee. Provides independent evaluation based on faculty file.
  - Chair makes presentation only in tenure cases. Chair may address questions from the committee on all personnel actions.
  - Department chair and members from affiliated departments are excused from discussion and voting.
  - Discussions are confidential
  - Actions are voted upon from most junior to senior actions. Cases for tenure and promotion are voted upon as separate actions, even for the same candidate.
- Appeals Process
  - Faculty have the right to appeal and must appeal within 14 calendar days of written notice of negative decision (non-reappointment, denial of tenure/CCE, and denial of promotion). They are permitted an additional 14 days to submit a letter to support appeal and updated materials that were originally added to the file by the official file close date.
  - Appeals Committee
    - Includes President, Provost, four FPC members recused from Review Committee assignment and one Review Committee Alternate.
    - The following persons are assigned or permitted to make presentation to the committee: Appeals Committee Primary and Secondary Reporter, Review Committee Primary or Secondary Reporter, Department Chairperson, and candidate
    - All decisions are advisory to the President
    - Faculty may appeal directly to the President if the Appeals Committee votes negatively on the action
    - The President makes the final recommendation the CUNY Board of Trustees
- Other Actions
  - Fellowship Leave (II.G.)
  - Special Leaves without Pay (II.H.)
  - Assignment to Secondary Program or Department (II.I.)
  - Distinguished Professor Nominations (II.J.) & Review (II.K.)
  - Professor Emeritus/Emerita Exceptions (II.L.)
  - Adjunct Promotion (II.M & III.H)

Guidance for Candidates and Personnel Committee (pg. 21-31)

- Guidance pertaining to teaching, research and scholarship, and service
- Faculty Ranks
  - Instructors
  - Lecturers (Certificate of Continuous Employment)
  - Distinguished Lecturers
  - Assistant/Associate/Full Professor (eligible for tenure)
  - College Lab Technicians (CLT)/Senior College Lab Technicians (eligible for tenure)

Document Submission in Support of Personnel Actions (pg. 32-38)

<b>TIMELINE: FIRST REAPPOINTMENT TO SECOND YEAR OF SERVICE</b>	<b>DATE</b>
<b>Candidates provide Department Chairs with updated CV; Candidate verifies that current Teaching Observations and Post Observations are on file with Department.</b>	<b>February</b>
<b>Department Personnel &amp; Budget votes</b> on 1 <sup>st</sup> reappointment actions are due to Provost's Office	<b>Early March</b>
<b>FPC Review Committee votes</b> on 1 <sup>st</sup> reappointments actions are due to the Provost Office	<b>Mid-March</b>
<b>Faculty candidates notified of outcome by letter</b>	<b>by April 1<sup>st</sup></b>

<b>PERSONNEL ACTION COMMITTEE REVIEW PROCESS</b>	
<b>Department Personnel &amp; Budget Committees meet to review Fall personnel actions. FIDO access opened to Faculty Personnel Committee (FPC)</b>	<b>September through October</b>
<b>Department Personnel &amp; Budget votes</b> on Reappointment/Tenure/CCE/Promotion due to Provost's Office	<b>September through November</b>
<b>FPC Review Committee votes</b> on Reappointment/Tenure/CCE/Promotion due to Provost's Office	<b>October through November</b>
<b>Faculty Candidates notified of outcome by letter.</b>	<b><u>prior to</u> December 1<sup>st</sup></b>

## Senate Proposal: Lecturer Reclassification

DRAFT AS OF March 27, 2023

Whereas, The FPC Guidelines say that lecturers can apply for promotion to assistant professor.

*III.F.1.d. The College has the option to convert a Lecturer line to an Assistant Professor line, and, if the Lecturer holds a Ph.D. or equivalent terminal degree, to appoint the Lecturer to the Assistant Professor line. The action is initiated by the department and is subject to approval by the Provost and President, consistent with other standards and procedures for the appointment of Assistant Professors. However, the College does not have an obligation to move a Lecturer who has obtained a Ph.D. or equivalent terminal degree to an Assistant Professor title.*

*III.F.1.e. A Lecturer with CCE may apply for appointment to the title of Assistant Professor. A Lecturer with CCE receives no service credit toward tenure. While working toward tenure in the Assistant Professor title, the lecturer with CCE is on leave from the Lecturer title and retains the right to return to the title with CCE.*

The Senate, having reviewed and deliberated about the above provisions, proposes that the above section be replaced with the following:

III.F.1.d. Lecturers can apply for appointment to new assistant professor lines authorized for search. The college may also authorize and post searches for one or several assistant professor positions, where eligibility for application is limited to John Jay College lecturers with certificates of continuing employment (CCE) who otherwise meet the qualifications for appointment to an assistant professor position.

III.F.1.e. For such searches, the college will designate the Faculty Personnel Committee (FPC) as the search committee, although this will not require the FPC to undertake special activities. Lecturer candidates must apply to their department personnel and budget committees, submitting the same application materials as a tenure-track professor applying for promotion. The applications are also posted for the open positions.

III.F.1.f. The expectation for a positive recommendation is “consistent with other expectations and procedures for the appointment of Assistant Professors.” The college has no “obligation to move a Lecturer who has obtained a Ph.D. or equivalent terminal degree to an Assistant Professor title.”

III.F.1.g. If the Department Personnel and Budget Committee recommends the candidate, the record is presented to the Faculty Personnel Committee (FPC) in the normal manner for a promotion, including review committee action. The FPC, if it eventually votes to support the application, would be acting as the search committee for the open positions. The candidate and application would be advanced to the Provost and the President as a finalist or one of several finalists for the assistant professor position. The President makes an independent decision offer an appointment and submit the appointment to the university.

III.F.1.h. Lecturers with CCE who are appointed to assistant professor lines are eligible to receive two years of service credit. While working toward tenure in the Assistant Professor title, the lecturer with CCE is on leave from the Lecturer title and retains the right, at any point in the reappointment process, to return to the lecturer title with CCE.

### **Rationale**

The existing sections of the FPC Guidelines have been determined by College Legal Counsel to not comply with applicable university regulations and contractual provisions. The college cannot reclassify a lecturer to an assistant professor by converting the line from a lecturer line to an assistant professor line.

This process enables the reclassification of a lecturer to an assistant professor, in a manner that conforms with university rules and labor contract provisions which do not permit promotion of lecturers to the assistant professor rank,

but which do allow lecturers to apply for open assistant professor lines if they meet the qualifications, and which allow the college to set employment as a John Jay College lecturer with a CCE as a qualification in the position vacancy notice.

When the college authorizes and posts the assistant professor line(s) intended for lecturers, the fiscal impact would be acknowledged. However, the net cost is limited to any salary increase eventually awarded, and the cost of adjunct coverage to offset the reduced teaching load. The salary of the candidate as an assistant professor would be offset by the salary saving of the temporarily vacated (by leave) lecturer line.

### **Contract Provisions**

9.8 Instructors and non-certificated Lecturers with **four or more years of continuous full-time service in those titles** immediately preceding appointment to the rank of Assistant Professor **shall receive two years of service credit toward the achievement of tenure in the title Assistant Professor.**

By August 31, preceding the first full-year appointment to the title Assistant Professor, **the employee shall state, in writing, his/her preference regarding whether or not he/she wishes to waive the service credit toward tenure provided in the previous paragraph.** In the event the employee wishes the service credit waived and the President or the President's designee approves, the service credit shall be **waived irrevocably.** In the event that the employee wishes to have the service credit applied or **does not state a preference, the service credit shall apply.** Approval or denial of the request shall not be subject to the provisions of Article 20. [complaint, grievance, arbitration]

11.1 The title Lecturer shall be a tenure-bearing (certificate of continuous employment) title used for full-time members of the faculty who are hired to teach and perform related faculty functions, but do not have a research commitment. A certificate of continuous employment shall be granted in accordance with the provisions of Article 12. Persons appointed to this rank shall be entitled to all faculty retirement and other fringe benefits and shall be scheduled in accordance with the provisions of Article 14. In the Schools of General Studies, Lecturers who are employed primarily to perform professional library functions shall not be required to perform guard duty or maintenance duties.

12.1 Members of this unit in the title Lecturer shall be **eligible for a certificate of continuous employment upon a sixth full-time appointment** in the title of Lecturer immediately preceded by five years of continuous full-time service in the title of Lecturer. In computing eligible time in service, such time shall commence with the first September of appointment.

12.2 When service has been continuous and a break in full-time service has occurred by virtue of a reduced schedule, such less than full-time service shall be prorated towards its equivalency in full-time service.

12.3 The certificate of continuous employment shall be valid only in the college or in the Educational Opportunity Center which makes the certificate or sixth appointment and shall carry with it the guarantee of full-time reappointment subject to continued satisfactory performance, stability in academic program, sufficiency of registration and financial ability.

12.4 The terms of this article do not apply to service in any title other than Lecturer.

12.5 Effective one year after initial appointment, no member of this unit in the title Lecturer shall be denied reappointment on the basis of professional incompetence unless he or she has been evaluated during at least three semesters (including the first year of appointment) according to the provisions contained in this Agreement, Article 18 and unless two of the last four evaluations indicate unsatisfactory professional performance.

12.6 An Instructor may be appointed in the title Lecturer immediately preceded by five years of continuous full-time service as an Instructor in the same department, in which case he or she shall receive a Certificate of Continuous Employment as a Lecturer.



## INCREASED PROMOTIONAL OPPORTUNITIES

22.1 In order to increase promotional opportunities for members of the Instructional Staff in the titles Professor, Associate Professor, Assistant Professor and Instructor, and in an effort to reach goals of 30-30-30-10 expressed in Article XXX of the expired contract between the Board and Legislative Conference, the University agrees that budgetary considerations shall not constitute a ground for withholding promotions of qualified persons recommended for promotion to such titles in accordance with established criteria and procedures.

22.4 The University agrees that **budgetary considerations shall not constitute a ground for withholding appointment to the rank of Assistant Professor** of a certificated Lecturer who has **earned a doctorate and has been recommended as qualified for such appointment in accordance with established criteria and procedures.**