



## FACULTY PERSONNEL COMMITTEE AGENDA

Friday, December 8, 2023 ~ 10:00 am – 12:00 pm\*, via [ZOOM](#)

*Meeting Open to the Public 10:00 am – 12:00 pm\**

- I. Welcome
- II. Approval of Minutes, 09/15/23 meeting
- III. Revised Senate Proposal on Lecturer Reclassification (*Karen Kaplowitz, Faculty Senate*)
- IV. New Business
  - Lecturers serving on P & B Committees (*Angela Crossman*)
  - Adjunct Promotion Policy and Procedure (*Angela Crossman*)
- V. Announcements

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### Upcoming FPC/FPAC Meetings

#### Spring 2024

Full FPC	Friday, February 9, 2024 ( <i>as needed</i> )
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

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**Meeting ID:** 864 5353 1035

**Meeting Password:** 694014



**FACULTY PERSONNEL COMMITTEE**  
**Friday, September 15, 2023 ~ 10:00 am – 12:00 pm\***, via [ZOOM](#)  
**Meeting Minutes, PENDING approval**

*Meeting Convened: 10:04am*

*Meeting Adjourned: 11:44am*

*Open meeting attendees:*

*Rosemary Barberet, Michael Brownstein, Claudia Calirman, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Angela Crossman, Susannah Crowder, Geert Dhondt, Gail Garfield, Robert Garot, Heath Grant, John Gutierrez, Maria Haberfeld, Shweta Jain, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Mak Maxwell, Evan Mandery, Karol Mason, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Andrew Sidman, Edward Snajdr, Katherine Stavrianopoulos, Robert Till, Daryl Wout, Karen Kaplowitz, Ned Benton*

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

- I. Welcome
- II. Approval of Minutes, 05/12/23 meeting  
Committee approved minutes.
- III. President's Charge to the FPC (*Provost Chairing meeting & charging the committee*)  
Interim Provost Pease urged committee members to read the Faculty Personnel Process Guidelines to adequately understand the guidance. Committee members were also strongly reminded to keep discussions of all personnel actions confidential.
- IV. Fall 2023 Personnel Process (*Faculty Services*)
  - Overview of Fall 2023 personnel process  
Kyeanna Bailey discussed:
    - the use of Dropbox with access to all committee members via both their @jjay.cuny.edu and/or @login.cuny.edu email addresses for general materials
    - importance of RCs choosing readers, chairs, and appeals member during their first meeting
  - File review and voting protocols (FIDO, Quorum, Simply Voting, etc.)  
Jennifer Dobbins discussed:
    - the use of FIDO and how to properly access it through VPN when off campus, she stressed that it must be done through the Cisco AnyConnect system administered by DOIT
    - reminded all committee members to review the FIDO Quick Guide
  - Kyeanna Bailey discussed:
    - P&Bs need a minimum for 4 votes on any given action and abstentions count as a no
    - members cannot vote on their own actions

Natalie Plaza discussed:

-all committee voting materials will be on Dropbox with exception of P&B voting results only being accessible to conveners/chairs via CUNY credentials; voting ballots are done by chairs via DOIT's simply voting system

-Academic Leave communication will be sent to P&B chairs next week

- Role and responsibilities of Committee members

Kyeanna Bailey reminded Committee members to consider the actions they will have coming up. For example, if they have a full professor promotion, but only have associate professors and a lecturer on the committee, a vote would not be possible and a separate committee would have to be created (approved by the Provost).

V. Senate Proposal on Lecturer Reclassification (*Karen Kaplowitz, Faculty Senate*)

Committee members requested a change in the language of the proposal. This revised documentation will be provided as material for the next FPC meeting in December, at which point the committee will hold a vote.

VI. Lecturers serving on P & B Committees (*Angela Crossman*)

At this time P&B members can only have one untenured person on their committee. Lecturers are considered untenured. Lecturers vote on anything except for full professor.

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

## Faculty Senate Proposal for a path for Lecturers to move to an assistant professorship line

Dear FPC Members:

Last spring, in April 2023, the Faculty Senate approved the following proposal for a way that John Jay Lecturers may move to the rank of Assistant Professor. The protocol for such a move currently described in John Jay's *FPC Guidelines* had been determined by College Legal Counsel to be illegal, based on NYS Law and CUNY Bylaws and his consultations with the CUNY Office of Legal Affairs.

And, so, the Faculty Senate developed and adopted this proposal, and in May the Senate submitted it to the Council of Chairs and the PSC for their comment. The Council of Chairs endorsed the Senate's proposal and the PSC said they supported it. This semester, in September, when Karen Kaplowitz and Ned Benton presented this proposal to the FPC (Faculty Personnel Committee), two changes were recommended, both of which Karen and Ned agreed with. The first change was to eliminate the requirement that Lecturers hold a CCE in order to avail themselves of the pathway to an assistant professorship, and the second was to eliminate the requirement that Lecturers obtain letters of reference.

On November 2, 2023, the Faculty Senate approved these two revisions and is now resubmitting the proposal to the FPC for its approval.

The following text is from JJ's *Faculty Personnel Committee (FPC) Guidelines*. The sections highlighted in yellow, below, are the parts of the *Guidelines* that have been determined to be illegal because they are in violation of both NYS Law and the CUNY Board of Trustees Bylaws:

### III.F. Lecturers and Instructors

#### III.F.1. Lecturers III.

F.1.a. The title of Lecturer is used for full-time members of the faculty who are hired to teach and perform related faculty functions, but who do not have a research obligation.

III.F.1.b. The guidance for reappointment of Lecturers is the same as for Assistant Professors, in all areas, except for scholarship, which is not required.

III.F.1.c. Lecturers are eligible for a Certificate of Continuous Employment (CCE) after five years of continuous service.

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.

III.F.1.f. The Distinguished Lecturer title is a full-time, non-tenure-bearing, faculty title. Distinguished Lecturers are eligible for annual reappointment but may not serve in the title for more than a total of seven years. The guidance for reappointment for Distinguished Lecturers

**The link to John Jay's FPC Guidelines is [http://www.jjay.cuny.edu/sites/default/files/Academic\\_Affairs/faculty\\_personnel\\_process\\_guidelines.pdf](http://www.jjay.cuny.edu/sites/default/files/Academic_Affairs/faculty_personnel_process_guidelines.pdf)**

Senate Proposal: Lecturer Reclassification  
Revised DRAFT AS OF November 2, 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 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 except that letters of recommendation are not required. 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 and NYS 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 proposed 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 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.

**FYI: The relevant Contract Provisions are as follows:**

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.

## ARTICLE 22 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.**



**Faculty Personnel Committee**

**December 8, 2023**

**Supplemental Information (agenda item IV. *New Business*)**

***I. Adjunct Promotion policy clarifications:***

These are questions for FPC deliberation

- Is Chair initial gatekeeper such that it does not go to P&B if Chair does not agree they meet qualifications to apply? (This is independent of eligibility question.)
  - Policy indicates yes. Pg 31: “If Chair and Provost agree that the applicant meets qualifications to apply, a FIDO (or equivalent electronic platform) folder will be set up and made available to the candidate.”
- What should the Chair’s letter contain?
  - Is it an annual evaluation? Is it an evaluation of the qualifications of the adjunct for promotion? Is it a reference letter? Is it only a documentation of voting steps?
    - Most useful if it is an evaluation of the qualifications of the adjunct for promotion, not simply documentation of voting.
  - Does it need to have an explicit endorsement versus non-endorsement?
    - It is most useful if it is explicit endorsement or non-endorsement. (If Chair is gatekeeper, only relevant if Chair agrees candidate meets qualifications.)
- When should the Chair’s letter be written?
  - Before the P&B deliberates – as part of the documents? Or only after P&B deliberates – as a reflection of the group’s evaluation – submitted to the FPC?
    - Definitely before FPC.
    - Could be helpful to P&B, but perhaps easiest if it is after P&B votes on merits – and is then included in packet to FPC, indicating whether Chair endorses – **and** whether P&B voted in favor? (If Chair is gatekeeper, then it would only go to P&B if the Chair endorsed.)
- What if someone teaches for a graduate program (CRJ MA). Who writes letter and votes?
  - Should be the chair and P&B of the current graduate program director.
- The policy states that 10 semesters (5 years) of service is required for promotion.
  - How apply for promotion to Associate from Assistant with prior service (e.g., a lecturer who gets PhD after 2 years – do they need 5 years at Assistant? Or 3?)
    - Full-timers get up to 2 years of service credit, so perhaps up to 2 years? (From contract: “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.”)

- Must the instructional time be continuous? How long of a break in service restarts the time? (Is it 10 of 12 last semesters? What if taught 3 years, gone 5 years and comes back 2 more...?)
  - Need clarity – 10 of last 12 semesters was 3-year adjunct standard. (Full-timers have a break in service, typically, if not employed more than one year, unless bridged through agreement.) Perhaps break of 2+ years restarts time?
- What if someone teaches every other semester?
  - As long as they are *continuous* alternating semesters, just need 10 of 20?
- Clarification: Can Substitute faculty apply for adjunct promotion? Should there be any limitations or specifications?
  - Same standards should apply and count sub time as adjunct time.

## **II. Lecturer role on the FPC:**

We raise these issues for discussion/consideration because they could impact spring elections and membership on personnel committees. Greater clarity would be helpful.

- The College Charter (Article I, Section 3) states that, “For purposes of this Charter, the "faculty" consists of those serving full-time in the titles of Distinguished Professor, Professor, Associate Professor, Assistant Professor, **Instructor and Lecturer**, except those serving in visiting or substitute titles and those on retirement leave.”
- In Article II, Section 4, it states: “Each department shall establish a Committee on Faculty Personnel and Budget which shall be chaired by the chairperson of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, **shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i**, each of whom shall serve for one year. **At least four (4) of the committee members shall be tenured**. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.
- The College Charter differs from the CUNY Bylaws (which do not allow lecturers/instructors to serve on P&B or as chair) and takes precedence. However, for departments with fewer than four (4) tenured faculty members, Article 9.1 of the Bylaws of the CUNY BoT states, “In departments with fewer than four tenured faculty members, the president, after consultation with the departmental faculty, shall appoint an ad hoc committee **to make recommendations on appointments with tenure** in lieu of a committee on appointments or a departmental committee on personnel and budget.”
- Questions:
  - o Should we clarify (or suggest clarification) to Charter language?
    - [Seems wise to be clear before we have issues arise.](#)
    - [Would change need to be in Charter?](#)
  - o For P&B, “at least four (4) of the committee members shall be tenured”. If a department has at least four (4) tenured members available, do we allow untenured members (lecturer or otherwise)?
    - [Would avoid some voting issues and reliance on vulnerable faculty.](#)
  - o Should we distinguish between doctoral lecturers versus non-doctoral?
    - [Seems wise to distinguish to ensure some relevant research experience.](#)  
[Perhaps only doctoral lecturers eligible to serve? Or limitations on voting?](#)
  - o Should we limit voting by non-doctoral lecturers/instructors – such as for tenure/promotion to associate professor?

## New Business – Items for Discussion

- Depends in part on answer to question above but could make the argument that, if they do serve on P&B, MA-level individual should not vote on tenure/promotion to Associate.
- What if the doctoral lecturer is a JD?
- Should we consider all lecturers (even CCE) untenured since not eligible for tenure?
  - This would avoid issue of having more than one untenured individual on P&B at any point in time.
- New faculty appointments to the P&B. Do we permit new hires who have not yet started at the College to appear on the May ballot? Should departments wait until after the official faculty appointment date in August?
  - Better to wait until individuals are actually hired to elect to committees. Documentation is easier since we can't elect non-employees and more fair to the new hires.

*John Jay College Charter*

[https://www.jjay.cuny.edu/sites/default/files/governance/charter\\_bylaws\\_booklet.pdf](https://www.jjay.cuny.edu/sites/default/files/governance/charter_bylaws_booklet.pdf)

**ARTICLE I**

**SECTION 3 | Allocation of Members and Qualifications for Membership**

Membership in the College Council is fixed at fifty (50) and shall be allocated as follows: A. Faculty: The faculty is allotted thirty (30) representatives. i. For purposes of this Charter, the "faculty" consists of those serving full-time in the titles of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor and Lecturer, except those serving in visiting or substitute titles and those on retirement leave.

**ARTICLE II**

**SECTION 2 | Departmental Chairpersons**

The chairperson of each department shall be the chief executive officer. He or she must hold professorial rank, and shall be elected by secret ballot for a term of three (3) years by an absolute majority of all voting members of the full-time faculty of the department, as defined in Article I, Section 3.a.i, subject to the approval of the President and the CUNY Board of Trustees. Elections shall be held in May of the year in which the chairperson's term expires. The new chairperson shall take office as of July 1 of the year in which he or she is elected.

**SECTION 4 | Departmental Committee on Faculty Personnel and Budget**

Each department shall establish a Committee on Faculty Personnel and Budget which shall be chaired by the chairperson of the department. In addition, the full-time faculty of the department, as defined in Article I, Section 3.a.i, shall elect four (4) full-time members of the faculty, as defined in Article I, Section 3.a.i, each of whom shall serve for one year. At least four (4) of the committee members shall be tenured. If the department has fewer than four (4) tenured faculty members, the committee shall be established as set forth in Article 9.1 of the Bylaws of the CUNY Board of Trustees.

***CUNY BYLAWS***

<https://policy.cuny.edu/bylaws/text/>

***College FPC***

***SECTION 8.7. COMMITTEE ON FACULTY PERSONNEL AND BUDGET.***

- a. There shall be in each college a committee on faculty personnel and budget or equivalent committee. The chairperson of this committee shall be the president. The members of the committee may include the department chairs, the vice president of academic affairs and one or more deans designated by the president.
- b. This committee shall receive from the several departments all recommendations for annual appointments to full-time faculty titles, including annual appointments to the titles

distinguished lecturer, clinical professor, lecturer and instructor as well as titles in the college laboratory technician series, reappointments thereto, with or without tenure, and promotions therein, together with compensation; it shall recommend action thereon to the president. The committee may also recommend to the president special salary increments. The president shall consider such recommendations in making his/her recommendations on such matters to the chancellor.

c. Within the period prescribed by the chancellor, the president shall prepare the annual tentative budget and submit it to the committee for its recommendations. The committee shall make its recommendations within the period prescribed by the chancellor and submit them to the president. The president shall submit to the chancellor, within the period prescribed by the chancellor, such tentative annual budget, together with his/her comments and recommendations and any comments and recommendations of the committee.

***SECTION 8.9. PROCEDURE FOR COLLEGE COMMITTEES ON FACULTY PERSONNEL AND BUDGET OR THEIR EQUIVALENT.***

Each college committee on faculty personnel and budget or its equivalent shall keep minutes of its proceedings conforming insofar as is practicable to the most recent edition of Robert's Rules of Order. The actions of the committee shall be by secret ballot and the results of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the candidate's administration file, available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, promotions, and tenure. It shall be the duty and responsibility of the president, or his/her designee, to communicate to the candidate the action of the committee but no reason shall be assigned for the action taken. The affirmative recommendation of the committee shall be submitted to the president. A negative recommendation of the committee shall be final unless an appeal filed by the employee is successful.

***Department P&Bs***

***SECTION 9.1. DEPARTMENT ORGANIZATION.***

a. Each department, subject to the approval of the faculty or faculty council, where existent, and subject to the provisions of other sections of these bylaws, shall have control of the educational policies of the department through the vote of all of its members who have faculty rank or faculty status; and if it may also choose to permit a vote on departmental matters by persons in visiting professorial titles and other members who have been appointed on an annual salary basis for a first or second year of full-time service. The right to vote for the election of department chairpersons and the departmental committee on personnel and budget, referred to in some colleges as the departmental committee on appointments, shall be reserved to those with faculty rank.

...

e. Each department shall operate as follows, unless the governance plan provides otherwise: There shall be in each department a department committee on personnel and budget, referred to in some colleges as a department committee on appointments, consisting of the department chairperson and where possible, of four other members who must have faculty rank. The number

of members of faculty rank shall not affect provision for student membership, if a college governance plan so provides. Four of the faculty members of the committee must be tenured, except if the department has fewer than four tenured faculty members. The department chairperson shall be the chairperson of the committee. The four faculty members shall be elected by a majority vote of those persons in the department having faculty rank. Election shall be held at the same time that the department chairperson is elected. A vacancy in the office of the chairperson prior to expiration of his/her term when such vacancy necessitates an election for a new chairperson shall not affect the term of the committee. A president may remove a member of the personnel and budget committee, for good cause, at the request of a majority of the members of such committee. Such request shall be in writing, and the member whose removal is sought shall have an opportunity to respond. If a member of the personnel and budget committee is removed by the President, an election shall be held to fill the vacancy.

In departments with fewer than four tenured faculty members, the president, after consultation with the departmental faculty, shall appoint an ad hoc committee to make recommendations on appointments with tenure in lieu of a committee on appointments or a departmental committee on personnel and budget.

#### ***SECTION 9.2. PROCEDURES FOR DEPARTMENT COMMITTEES.***

Each department committee shall keep minutes of its proceedings conforming insofar as is practicable to the most recent edition of Robert's Rules of Order. It is the responsibility of the department chairperson, except as specified below, to circulate the minutes of each departmental committee to all members of the department.

The actions of the appropriate committee concerned with instructional staff appointments, reappointments, reappointments with tenure, and promotion shall be by secret ballot, and the result of the balloting shall be duly recorded in its minutes. All records of the proceedings with respect to a candidate shall be filed in the candidate's administration file, available only to the committees and individuals responsible for the review and recommendation of appointments, promotion, and tenure. It shall be the duty and responsibility of the department chairperson to communicate to the candidate the action of the committee, but no reason shall be assigned for the action taken. The affirmative recommendations of the committee shall be submitted by the department chairperson to the president and appropriate college committee on personnel and budget in accordance with procedures set forth in the bylaws of the board.

#### ***SECTION 9.5. APPOINTMENTS.***

a. Recommendations for full-time appointments in a department shall be initiated (1) by the department or (2) to a professorial title by the president pursuant to his/her responsibilities in accordance with section 11.4. of these bylaws. The president may recommend that such appointee be designated as department chairperson. Such recommendation by the president for appointment and designation as department chairperson may be made either at the time of election of department chairperson or at such other time as the educational interests of the college may require. Before recommending such appointment or designation, the president

shall confer with the members of the department and with the college committee on faculty personnel and budget.

b. All full-time appointments, reappointments, and reappointments with tenure to a department, except as above specified, shall be recommended to the college committee on faculty personnel and budget or its equivalent by the chairperson of the department after consultation with the president in accordance with the vote of the majority of the members of the department's committee on personnel and budget, save that a minority of any committee on appointments or departmental committee on personnel and budget shall have power to submit a minority recommendation to the college committee on faculty personnel and budget.

#### **SECTION 9.6. PROMOTIONS.**

a. Each college shall select one of the following plans for promotions:

PLAN NO. ONE. Promotions to the rank of associate professor shall be recommended only after an affirmative vote of a majority of all associate professors and professors in the department. In departments where every professorial rank is not represented, recommendations for promotion shall be initiated by the department personnel and budget committee. This plan shall not apply in the case of promotion to a professorship. No faculty member shall vote on his/her own promotion. A minority of any departmental committee on personnel and budget or any committee under this plan shall have the power to submit a minority recommendation to the college committee on faculty personnel and budget.

**PLAN NO. TWO.** All promotions to the rank of associate professor shall be recommended to the college committee on faculty personnel and budget by the chairperson of the department only after a majority affirmative vote of the departmental committee on personnel and budget; provided, however, that no member of such committee shall vote on his/her own promotion. This plan shall not apply in the case of promotion to a professorship.

b. Promotion to the rank of professor shall be recommended by the faculty committee on personnel and budget only after an affirmative vote of a majority of all associate professors and professors on the committee.

c. The president shall have the power to make an independent recommendation for promotion in any rank to the board, after consultation with the appropriate departmental committee and with the faculty committee on personnel and budget. In all instances no final action of departmental committees with regard to promotions shall be taken without consultation with the president.

#### **SECTION 9.7. TIE VOTES.**

A tie vote in a case affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail. Tie votes in the election of a department chairperson or for representation on departmental committees on personnel and budget or committees on appointments or on the faculty council or faculty senate shall be resolved by action of the president.



**SECTION 9.9. COLLEGE GOVERNANCE PLANS.**

The provisions in a duly adopted college governance plan shall supersede any inconsistent provisions contained in this article.

**FACULTY PERSONNEL PROCESS GUIDELINES**

<https://new.jjay.cuny.edu/sites/default/files/2023-08/FPPG%202021-2022%2C%20v3.0-F.pdf>

**SECTION II.M. ADJUNCT PROMOTION POLICY**

II.M.1. The policy of the college is that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by the promotion of adjunct faculty members, just as is the case for full-time faculty. The standard of review is defined in Sections III.B, III.C.3, III.C 4, III.D, and III.E.

II.M.2. Consistent with III.C.1.c, the college recognizes that different disciplines have different criteria by which to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.H identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.

II.M.3. In the case of a newly completed Ph.D. or other terminal degree in the field, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be promoted to the title of Adjunct Assistant Professor. If a promotion is granted, its effective date is the first day of classes during the subsequent fall semester.

II.M.4 In the case of initial appointment of an adjunct faculty member who has been or is currently appointed to a full-time tenure-track faculty position at another academic institution, and the rank is at the Associate Professor or Full Professor level, the Provost shall authorize appointment at the same rank as an adjunct faculty member.

II.M.5a. In the case that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by promotion, the application for promotion is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:

- Submission of a file/dossier for promotion (See III.L.5 below) to the department chair;
- Review and vote by the Department Personnel and Budget Committee;
- Review a vote by an FPC Review Committee designated by the Provost; and
- Review by the President who makes an independent determination in consultation with the Provost.
- There is no appeal process.

II.M.5b. The file/dossier for adjunct promotion consists of the following:

- Curriculum Vitae listing all scholarly and/or creative accomplishments, activities within the field, and if there is any grant activity.
- A letter to the Department P&B that details and evaluates work since the last appointment/promotion. In a narrative of no more than two pages, assess teaching, scholarship, and service. In the discussion of teaching, reflect on development as a teacher and the innovations or improvements made in particular courses. The overall narrative should explain how activities have contributed to the success of the candidate's department, the college, or the university and to the candidate's standing in the broader scholarly or creative community.
- A summary of student evaluations at John Jay in the past six semesters or, if shorter, since the last appointment/promotion.
- Other supporting materials pertinent to the application, including but not limited to:
  - peer-reviewed scholarly books
  - peer-reviewed articles or equivalent works (such as peer-reviewed performances, exhibitions, etc.)
  - papers presented at academic conferences performances/exhibitions or curatorial work recordings of performances
  - portfolios of artistic work
  - 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

**SECTION II.H. A**

***APPLICATION OF PROMOTION CRITERIA TO CANDIDATES FROM THE ADJUNCT FACULTY.***

III.H.1. Consistent with III.C.1.c., the college recognizes that different disciplines have different criteria to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.G identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.

III.H.2. The following time limitations apply:

- Promotion (change of title) based on receipt of the Ph.D. or other terminal degree takes place per section II.L.3.
- Promotion from Assistant to Associate Professor shall not occur before five years or ten semesters of instructional service.

Promotion from Associate to Full Professor shall not take place before five years or ten semesters of instructional service at the rank of Associate Professor.

If FIDO (or equivalent electronic platform) is used, the timeline will adjust to permit candidates an opportunity to upload their materials before the departmental P&B review.

II.H.3. The College recognizes that different disciplines have different criteria by which to assess excellence. For promotion from Assistant to Associate Professor, the following guidance can be applied:

- Degree credentials for appointment or promotion are the same as for full-time faculty in the same disciplines.
- Expectations for teaching quality are the same as for full-time faculty.
- Scholarship: Substantial weight can be given to artistic, literary, professional, and technical works and reports in the candidate's field, which are not ordinarily peer-reviewed.
- Service: Substantial weight can be given to professional and community service beyond the college in the candidate's field.

III.H.4: Expectations and criteria for promotion to Full Professor shall be the same as for regular faculty in the same discipline.