



## FACULTY PERSONNEL COMMITTEE AGENDA

Friday, February 9, 2024 ~ 10:00 am – 11:00 am\*, via [ZOOM](#)

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

- I. Welcome
- II. Approval of Minutes, 12/08/23 meeting
- III. Revised FPP Guidelines: Lecturers (*Angela Crossman*)
- IV. New Business
- V. Announcements

---

### Upcoming FPC/FPAC Meetings

#### Spring 2024

Faculty Personnel Appeals Committee	Friday, March 8, 2024
Full FPC	Friday, April 12, 2024
Full FPC	Friday, May 10, 2024

---

**Meeting ID:** 871 6039 2463

**Meeting Password:** 645826

Spring 2024

### Revisions to FPPG for Compliance with CUNY Guidelines for Hiring: Lecturers

This revision relates to John Jay Lecturers who have interest in applying for a position at the rank of Assistant Professor. The current *Faculty Personnel Process Guidelines* (FPPG) were determined by College Legal Counsel to be out of compliance with NYS Law and CUNY Bylaws, based on consultations with the CUNY Office of Legal Affairs.

The following text is from JJ's current FPPG. The sections highlighted in yellow below are the parts of the *Guidelines* that are in violation of NYS Law and the CUNY Board of Trustees Bylaws or are otherwise inconsistent with the contract or CUNY policy:

#### Current language:

### 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 is the same as for Lecturers as explained in III.F.1.b above.

Spring 2024

...

### III.F.3. Waiver of Service Credit by Instructors and Lecturers

III.F.3.a. An Instructor or Lecturer who has been appointed in the title Assistant Professor shall, by August 31st preceding the first full-year appointment to the title of Assistant Professor, state in writing his/her preference regarding whether or not he/she wishes to waive the contractually-authorized two (2) years of service credit toward tenure.

III.F.3.b. If the employee wishes the service credit waived and the President or the President's designee approves, the service credit shall be waived irrevocably. If the employee wishes to have the service credit applied or does not state a preference, the service credit shall apply. Approval or denial of this request (to waive the service credit) is not grievable.

Link to John Jay's current FPP Guidelines:

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

### Proposed revisions to highlighted sections only – tracked changes:

#### III.F. Lecturers and Instructors

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

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.d.~~ 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 is the same as for Lecturers as explained in III.F.1.b above.

Deleted: ~~III.F.1.d.~~

Spring 2024

**Rationale**

The existing (highlighted) sections of the FPP *Guidelines* were 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. Any change would be governed by the PSC-CUNY contract, CUNY policy and NYS laws. The FPC cannot rely on exceptions to existing policy for our processes. The proposed revisions are intended to ensure the FPPG comply with existing CUNY, NYS and contractual guidelines. In addition, because there is no FPC action required, it is recommended that we remove the FPPG sections, as they are incorrect and do not provide accurate, actionable process information. The fact that any lecturer could, at any time, apply for an open assistant professor line is unchanged – and the fact that departments can make requests for lines to which a lecturer could apply is unchanged.

Spring 2024

**FYI: Relevant, current [PSC-CUNY Contract Provisions](#) are as follows:**

**Article 9**

**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]

**Article 11**

**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.

**Article 12**

**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

### AGENDA

**PENDING**

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

*Meeting Convened: 10:08am*

*Meeting Adjourned: 11:55am*

*Open meeting attendees:*

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

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

- I. Welcome
- II. Approval of Minutes, 09/15/23 meeting  
Committee approved minutes
- III. Revised Senate Proposal on Lecturer Reclassification (*Karen Kaplowitz, Faculty Senate*)
  - Committee did not approve proposal. Angela Crossman and Ned Benton will revise written proposal for re-discussion at next FPC meeting.
  - Interim Provost Allison Pease and Tony Balkissoon reminded committee that lectures currently have other pathways to professor lines: departments can have a search for lectures to apply to open assistant professor positions, also there is already a waiver policy in place to hire a lecturer to an open assistant professor line without having to do a search.
- IV. New Business
  - Lecturers serving on P&B Committees (*Angela Crossman*)
    - It is currently advised that P&Bs should only have one untenured person in their committee (either a lecturer or an untenured faculty member), further discussion on this at next FPC meeting.
  - Adjunct Promotion Policy and Procedure (*Angela Crossman*)
    - Discussion tabled for next FPC meeting.
- V. Announcements

---

### Upcoming FPC/FPAC Meetings

#### 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\*\*

12/08/2023

*\*All times are approximate*

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

Faculty Personnel Appeals Committee  
Full FPC  
Full FPC

---

Friday, March 15, 2024\*\*  
Friday, April 12, 2024  
Friday, May 10, 2024

**Meeting ID:** 864 5353 1035

**Meeting Password:** 694014