



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, May 10, 2024 ~ 10:00 am – 12:00 pm*, via [ZOOM](#)

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

- I. Welcome
- II. Approval of Minutes, 04/12/24 meeting
- III. Adjunct Reclassification Process 2024-2025
- IV. New Business
- V. Announcements

Executive Session- Full Faculty Personnel Committee 11:00 am – 11:30 am

- I. Distinguished Professor Reappointment (5)

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit <http://johnjay.simplyvoting.com> before 5/10/24 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 Meetings

2024 – 2025 Schedule TBA

Meeting ID: 871 6039 2463

Meeting Password: 645826



FACULTY PERSONNEL COMMITTEE MINUTES

PENDING APPROVAL

Friday, April 12, 2024 ~ 10:00 am – 12:00 pm*, via [ZOOM](#)

Meeting Convened: 10:08am

Meeting Adjourned: 11:42am

Open meeting attendees:

Rosemary Barberet, Michael Brownstein, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Glenn Corbett, Angela Crossman, Susannah Crowder, Geert Dhondt, Gail Garfield, Robert Garot, Heath Grant, Maria Haberfeld, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Maxwell Mak, Evan Mandery, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Edward Snajdr, Katherine Stavrianopoulos, Robert Till, Daryl Wout

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

- I. Welcome
- II. Approval of Minutes, 02/09/24 meeting
Motion approved
- III. Adjunct Reclassification (*Angela Crossman*)
Corrections will be made to this document in consideration to vote for the next meeting
- IV. FPC Schedule & Format 2024-2025 (*Kyeanna Bailey*)
Meetings chaired by the President (e.g. Faculty Personnel Committee & Faculty Personnel Appeal Committee) will convert to in-person sessions. P&B and Review Committee meetings can remain remote as desired.
- V. New Business
- VI. Announcements

Executive Session- Full Faculty Personnel Committee 11:00 am – 11:30 am

- I. Professor Emeritus Exception

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit <http://johnjay.simplyvoting.com> before 4/12/24 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 Meetings

04/01/24

**All times are approximate*

Spring 2024
Full FPC

Friday, May 10, 2024

Meeting ID: 871 6039 2463

Meeting Password: 645826

JOHN JAY COLLEGE
ADJUNCT PROMOTIONAL RECLASSIFICATION GUIDE
2024-2025

In May 2021 the Faculty Personnel Committee (FPC) approved an amendment (submitted by Faculty Senate and Department Chairs) to the 2017 Adjunct Promotion policy. In Spring 2024, an Ad Hoc Working Group of the FPC revisited the policy in light of experience to date to clarify language and processes for policy implementation. A summary of their recommended changes to the existing policy is below.

Summary of Changes: Adjunct Promotional Reclassification

This amendment revises the Faculty Personnel Guidelines (FPPG), sections II.M and III.H, which define the process and criteria for the promotional reclassification of adjunct faculty members. Most provisions and procedures remain unchanged. Important changes are:

- Use of the contractual terminology: promotional reclassification (vs promotion).
- Additional language to clarify the qualifications and criteria needed for reclassification.
- Creation of a *Candidate Reclassification Application and Narrative Form* to enhance portfolio consistency and provide guidance for candidates.
- Greater detail on the process for candidates, chairs, and program directors.
- Clarification of eligibility in the event of breaks in service at John Jay College.
- Inclusion of the reclassification process for an adjunct currently employed elsewhere at a higher rank.

Adjunct Promotional Reclassification Guidelines
(Faculty Personnel Process Guidelines, section II.M.)

II. THE PERSONNEL PROCESS

II.M.1. Adjunct appointments are informed by the CUNY Code of Practice, section 11.2 **Qualifications**, which states: For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer, assistant professor, associate professor, and professor appointed through the regular channels of the colleges or university.

II.M.2. In the case of a newly completed Ph.D. or other terminal degree in the field in which the adjunct is teaching, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. or terminal degree (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be reclassified with the title of Adjunct Assistant Professor. If reclassification is granted, its effective date is the first day of classes during the subsequent fall semester. Candidates submit their terminal degree verification

and updated CV to their Department Chair (or Program Director), who submits the materials to the Office of the Provost and Faculty Services to request reclassification, if appropriate.

II.M.3 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. Adjuncts who are newly promoted at another academic institution where they serve as full-time faculty may submit documentation of their promotion with updated CV to their Department Chair (or Program Director) who submits the materials to the Office of the Provost and Faculty Services as appropriate to request reclassification. If granted, its effective date is the first day of classes in the subsequent fall semester.

II.M.4. 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 promotional reclassification 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. Note that, as is the case for full-time faculty, time in rank is not sufficient for promotional reclassification.

II.M.5. 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 promotional reclassification, consistent with disciplinary standards applied for full-time faculty.

II.M.6a. In the case that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by promotional reclassification, the application for reclassification is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:

- Assessment of eligibility by Faculty Services late in the fall semester.
- Eligible candidates submit an updated CV to their department chair signifying intent to apply for promotional reclassification. Confer with the Chair for feedback on whether they meet qualifications for reclassification late in fall semester/early spring.
- For adjuncts who primarily or only teach in programs, who are hired and supervised by Program Directors, and not directly overseen by a department/department chair, the Department Chair shall request feedback from the Program Director. Directors may send a confidential memo sharing feedback on the candidate's performance to the department Chair which should be included in the adjunct's dossier and shared with the department P&B.
- Submission of a file/dossier for promotional reclassification (See II.M.6b below) to the department chair;
- Review and vote by the Department Personnel and Budget Committee, after which the

Department Chair adds to the dossier a memo or checklist evaluating the candidate's dossier and assessing qualifications for promotional reclassification in light of the P&B discussion and decision;

- Review and 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.6b. The file/dossier for adjunct promotional reclassification 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 completed *Adjunct Promotional Reclassification Narrative Form* on which candidates detail and evaluate their work since their last appointment/classification at their current rank. Candidates will assess their scholarship, teaching, and service. In the discussion of teaching, reflect on development as a teacher and the innovations or improvements made in particular courses. The self-evaluation 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.
- Copies of supporting scholarly 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

**Application of Promotional Reclassification Criteria to Candidates from the Adjunct Faculty
(Faculty Personnel Process Guidelines, section III.H.)**

III. GUIDANCE FOR CANDIDATES AND PERSONNEL COMMITTEES

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.H identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotional reclassification.

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

- Promotional reclassification based on receipt of the Ph.D. or other terminal degree takes place per section II.M.2.
- Promotional reclassification from Assistant to Associate Professor shall not occur before five years or ten semesters of instructional service. If semesters are not consecutive, 10 of the last 12 semesters or no longer than 1 semester break qualify.
- Promotional reclassification 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 semesters are not consecutive, 10 of the last 12 semesters or no longer than 1 semester break qualify.

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

- Degree credentials for appointment or promotional reclassification 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 promotional reclassification to Full Professor shall be the same as for regular faculty in the same discipline.

III.H.5. Generic promotional reclassification timeline provided below.

Generic Adjunct Promotional Reclassification Process Timetable
(for Adjunct Assistant and Adjunct Associate Professors)

Deadline	Action
October 15	Faculty Services deadline for adjuncts to request information on their <i>eligibility</i> to apply for promotional reclassification.
November 15	Faculty services notifies adjuncts and Chairs/Program Directors whether the adjunct is <i>eligible</i> to apply for reclassification.
By December 15	Eligible adjuncts submit an updated CV to their Department Chair. Adjuncts confer with the Chair for feedback on whether <i>qualifications</i> for promotional reclassification are met. The Chair shall request feedback from Program Directors, when relevant.
February 15	File/Dossier for Promotional Reclassification as described above (CV, <i>Narrative Form</i> , Student Evaluations, examples of scholarship, Memo from Program Director (if applicable), etc. - see Section II.M.6b.) submitted to Department Chair – via email or Dropbox*, per Chair’s instructions.
February 15 – March 15	Department P&B meets and reviews Candidate’s File/Dossier
March 24	File/Dossier for Promotional Reclassification along with Chair’s note submitted to Provost’s Office/Faculty Services, via Dropbox*.
On or before April 28	The College’s Faculty Personnel Committee (FPC) votes
May 15	Provost notifies Candidate of Reclassification decision

*Until FIDO is upgraded to support Adjunct Personnel Actions, personnel materials will be shared and reviewed via the CUNY Dropbox. 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. (FIDO – Faculty Internet Document Organizer (online personnel file/action platform.)

What follows are the sections of the FPPG referenced above in the sections on adjunct promotional reclassification.

III.B. Teaching

III.B.1. Reappointment, tenure, and promotion depend upon the candidate having achieved clearly discernible effectiveness as a teacher. The two external criteria most frequently used in evaluating teaching effectiveness are student evaluations (written comments as well as numerical evaluations) and departmental peer observations. In addition, the candidate may present evidence of professional recognition for teaching in the form of awards and other professional honors. The candidate is also expected to demonstrate teaching effectiveness in the form C by providing evidence of achievement across a range of teaching-related activities.

III.B.2. Evidence that may be presented in making the case for the candidate's effectiveness as a teacher includes but is not limited to those activities listed below.

Evidence of Originality and Creativity in Teaching Practice:

- Development of new and well-received courses and innovative pedagogy (relevant syllabi should be included in the file);
- Development of effective techniques for teaching and academic support;
- Use of outcomes assessment strategies to measure student learning and enhance teaching;
- Effective use and incorporation of technology when appropriate.

Evidence of Mentoring:

- Sponsoring of students for awards, scholarships, student competitions; inclusion of students' writings in John Jay's *Finest* and other publications;
- Mentoring McNair or other undergraduate research scholars;
- Supervising senior theses, advising CUNY BA students, and directing independent studies;
- Seeking grants to promote research opportunities for students and to address students' academic needs (grant application/narrative must be in the file);
- Advising students (beyond major advisors who get released time for this activity);
- Mentoring and supervision of adjuncts and Graduate Teaching Fellows;
- Mentoring undergraduate and graduate students (including both master's and doctoral students) in scholarly and professional activities.

Evidence of Professional Development:

- Organizing and/or attending and participating in faculty development programs;
- Participating in the programs offered by the Center for the Advancement of Teaching and integrating the best practices learned into the courses taught; and
- Participation in and presentation at conferences on teaching and learning

Evidence of Teaching Breadth:

- Variety of courses taught;
- Engagement of students at differing levels of ability and preparation;
- Variety of teaching formats (e.g. hybrid, large lecture sections, small capstone seminar)

III.B.3. For faculty members in the Library Department, “teaching” is to be interpreted as “librarianship” to reflect the overall goals of the library including developing, organizing, preserving, maintaining, making accessible, and interpreting informational resources for teaching, learning, and research. This section addresses information literacy, collection development, reference and instruction, user services, information technology and application, library administration and management, special collections, and print and digital archives.

III.B.4. Department chairs are encouraged to incorporate discussion of the above factors when applicable into annual evaluations that can then be included in the candidate’s personnel file. Candidates are urged to discuss their teaching philosophy and effectiveness in the Form C self-evaluation narrative.

III.B.5. Factors which might negatively affect a personnel action and suggest that a candidate needs to pay more attention to his/her teaching are:

- below average student numerical evaluations for the discipline and course involved, or consistently negative written comments;
- peer observations indicating less than effective competence/interest in teaching;
- inattention to persistent problems in teaching;
- lack of co-operation in meeting departmental scheduling needs;
- being unavailable to students during posted office hours;
- a record of coming late to class, leaving early, giving finals early etc. as this is registered in writing to the chair, dean, or Provost; and
- late submission of grades or inattention to incomplete grades.

III.C. Research and Scholarship

III.C.1. General Criteria

III.C.1.a. Research/publication is expected to be related to the candidate's field and make a contribution to scholarship. In the creative and educational fields, as per the CUNY Bylaws, forms of excellence other than scholarly print publication are recognized. For non-print works, documentation in the form of audio or video recordings, visual presentations, web-publications, etc., shall be provided in appropriate format to the Provost's Office. The Provost's Office will make these accessible to the members of the FPC by providing the necessary equipment. These works will be judged by the same criteria listed below for scholarship.

III.C.1.b. Publications submitted in support of an application are to be in published form (with the exceptions for creative artists noted above) or in galleys or page proofs. Works not at that stage should not be listed as publications, but as Works in Progress. (For a journal article, if galleys are not available an acceptance letter from the editor of the journal would be acceptable.) In the Works in Progress section, candidates are encouraged to give as much specific information as possible as to the work’s status (for example, “under contract with manuscript delivery date of August 20xx” for a book, or “forthcoming in spring 20xx issue” or “invited to revise and resubmit” for a journal article). Please refer to section III.D, Glossary for Reporting Status of Publications and Works in Progress.

III.C.1.c. It is recognized that different disciplines have different criteria by which to assess excellence, such as the role of multiple authorship and the length of articles, or the value and nature of the candidate's artistic or journalistic works. It is the responsibility of the candidate’s chair, in developing the annual evaluation, to assess

how the candidate's scholarship satisfies criteria of the candidate's department and discipline and how it demonstrates progress toward meeting the requirements for tenure relative to their time of service at the college. The candidate must also address these matters in the Form C.

III.C.3. Standards for Scholarship: Promotion to or Appointment as Associate Professor

As stated in the CUNY Code of Practice Regarding Instructional Staff Titles an Associate Professor must "possess a record of significant achievement in his/her field or profession, or as a college or university administrator. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community."

The expectations of candidates for promotion to or tenure as an Associate Professor are, of course, not as rigorous as those for subsequent promotion to full Professor. Candidates for promotion to Associate Professor can demonstrate significant scholarly achievement and outside recognition through such publications as a scholarly book, articles in peer reviewed journals based on original research, and other scholarly and/ or professionally recognized publications and activities during the time the candidate has been an assistant professor.

Generally the best way for candidates for promotion to or tenure as an Associate Professor to demonstrate significant scholarly achievement is through publication of peer reviewed articles. As an alternative, a scholarly book published by a reputable academic publisher may by itself establish the necessary record of "significant achievement." In the absence of either a scholarly book or peer reviewed articles, other scholarly publications or creative works, or other significant academic contributions from among those listed below for full Professor may serve to demonstrate a record of scholarly achievement to be considered for promotion to Associate Professor. The burden is on the candidate to demonstrate the significance of her/ his contributions in the Form C self-evaluation section. Reputation in the field will be documented in part by the letters of external evaluation.

III.C.4. Standards for Scholarship: Promotion to or Appointment as Full Professor

General criteria for promotion to full Professor are stated in the CUNY Code of Practice Regarding Instructional Staff Titles. The CUNY Code of Practice Regarding Instructional Staff Titles requires of a full Professor, a "record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline." The burden is on the candidate to demonstrate that excellence by a substantial and ongoing quantity and quality of research/publication.

III.C.4.a. For scholars (as opposed to creative artists), a scholarly book or the equivalent in scholarly peer-reviewed publications, based on original research is generally expected.

III.C.4.b. To assess the quality of the scholarship put forth by the candidate for promotion to full Professor, the following will serve as guidelines for evaluation:

- The topic of the publication is significant to the academic community or the discipline involved.
- The research is original and/or the work contains new (original) ideas or significant new interpretations.
- The work meets appropriate scholarly standards: surveys the literature, uses serious methodology, contains complex ideas, moves the field or discipline ahead.
- The publisher has a reputation for scholarly publishing and subjects manuscripts to a pre-publication review

process.

- While the length of a piece of work is not, by itself, an indication of quality, the burden is on the candidate to demonstrate that his/her body of work is "substantial."
- Scholarly or professional reviews, citations of work in the discipline, and scholarly funding are several ways of judging scholarly contribution. If a book has received reviews, either pre- or post-publication, these should be part of the candidate's file. Similarly, citations of one's work may be noted, both in the self-evaluation part of the Form C and, if desired, in an addendum to Form C called Citations.

If the work, at any stage, has been funded by a scholarly funding agency, a government or private grant, or a practitioner group, this should be noted in the file.

III.C.4.c. For candidates for full Professor, an "established reputation for teaching and scholarship" can be demonstrated by publications other than a scholarly book. Guidelines regarding quality will be the same as those asked about a book. In terms of quantity, the equivalent of several substantial scholarly pieces since the last promotion is a general guideline. Work considered appropriate in this category might include but are not limited to:

- book chapters;
- co-authored books (It is the responsibility of the candidates to explain their role in the co-authored work);
- scholarly articles, including articles in the scholarship of teaching (substantial articles published in journals in the candidate's field with a national reputation and external review process);
- edited books (nature of the editing should be clearly stated and address the questions of originality of conception, editor's role in conceptualizing the project, integration of the articles with an introduction, extensive editing, etc.);
- textbooks in the candidate's field (The appropriate weight given to a textbook can be established through evidence in the form of either pre-publication or post-publication reviews attesting to the book's quality, demonstrated familiarity with the literature in the field, and/ or innovative approaches and/ or through a record of adoptions of the text by significant academic institutions and/ or inclusion in major university libraries and/ or through publication of later editions.);
- scholarly and educational grant applications (information on the outcome of the application and the narratives from the application should be included in the file. For applications that were not funded, the candidate may wish to supply positive reviews).

III.C.4.d. In addition to the above, other evidence of scholarly achievement might include but not be limited to:

- presentations of scholarly papers at conferences in candidate's field;
- editorship of a scholarly or professional journal;
- positions as discussant or chair of panel at regional, national, or international meetings in the candidate's field;
- papers included in conference proceedings (note if proceedings were refereed);
- professional positions in one's field, i.e. officer of national or regional association;
- leadership in training workshops in candidate's field;
- invited talks in candidate's field (these should be included in file to be considered);
- special exhibits organized by the candidate;
- organization of scholarly conferences;
- research notes, published letters to editors of scholarly journals, reviews, newsletter articles, media

appearances, etc.;

- Instructional material or techniques that incorporate new ideas or scholarly research.

III.D. Glossary for Reporting Status of Publications and Works in Progress

The candidate is responsible for describing the status of publications and work in progress as explained in Section III.C.1.b. The following categories will be useful in characterizing the various stages of a work.

- **Published:** Indicate venue/press, date, page numbers
- **In Press:** Currently being physically or digitally produced for publication
- **Forthcoming:** This category is reserved for work that does not require any content revision by the author and does not require any further evaluation. It describes a state before the work is in press and includes fully accepted, fully complete works right before they go to press and works for which the author is reviewing proofs or preparing an index.
- **Revise and Resubmit:** The work has been evaluated and not yet accepted; the author has been asked to revise it and resubmit it to the journal or publisher that recommended revisions. The author should indicate whether he/she is in the process of revising or has already revised and resubmitted. This category excludes work that has been rejected, which the author is now revising with a view to submitting elsewhere. Work being revised for resubmission elsewhere should be indicated as “in progress.”
- **Submitted:** The manuscript has been sent to a journal/publisher; the author is awaiting response.
- **Under Contract:** The author has a signed contract from a press with a manuscript delivery date.
- **Proposed:** A book project in very early stage, manuscript not yet drafted, but publisher is evaluating the proposal.
- **In Progress:** The project is underway, but has not yet been submitted to or evaluated by a journal or press.

III.E. Service

III.E. 1. Department, college, and university service, as well as service to students outside of teaching and mentoring, is recognized as important in considering a candidate for reappointment, tenure, C.C.E. or promotion to either Associate or full Professor. The expectation for service increases as one moves up the ranks. While candidates for C.C.E., tenure, and Associate Professor are expected in their first year and in subsequent years to provide effective service that supports students, departments, the college, and/or university, candidates for full Professor should have an established record of continuing and increasingly significant service and leadership to the college community and/or university as well as the candidate’s scholarly or professional community of practice.

III.E.2. Service that supports students may include, but is not limited to, advising of student clubs, student advising or other activities outside of teaching and mentoring that support student engagement and success. Service that supports departments may include, but is not limited to, serving on department committees such as program assessment or personnel & budget committees, development of curriculum, or other activities necessary for the governance and continued development of a department. Service that supports the college may include, but is not limited to, serving as a member of the faculty senate, the UCASC, or other chartered committees, development of an academic program, or any other activity that supports the governance and development of the college. Service that supports the university may include, but is not limited to, representing the college on a university-wide committee, or supporting other university-wide projects or any activity that supports the governance or development of the university. Service leadership may include chairing committees or departments, coordinating majors or academic programs, representing the PSC-CUNY at any level or any

other activity in which one takes on responsibility for the running of a college or university entity.

III.E.3. Candidates should clearly document the nature and time commitment of their service on the Form C, and include it also in the self-evaluation narrative. Any published materials resulting from such service, for which the candidate is responsible, may be included in the file.

III.E.4. Service is evaluated in terms of level of work involved, attendance, participation, and contribution.

III.E.5. A candidate may offer evidence of pertinent and significant community and public service in support of reappointment, tenure or promotion. Evidence of such service may include, but not be limited to:

- Service provided to community organizations with purposes broadly related to the mission of the college and the areas of focus of the college's academic programs;
- Service to professional organizations related to the candidate's discipline or area of professional expertise;
- Providing public information and education through the news media;
- Providing public education by appearing in public events, documentaries, and other means of public information;
- Service to the federal, state, and local government in special roles such as an advisor, expert, mediator, or compliance monitor; and
- Service as an elected or appointed public official or as a governance board member for an independent organization, provided that the service can be rendered in a manner that complies with applicable CUNY regulations.

Adjunct Faculty Promotional Reclassification – Proposal B

In May 2021 the Faculty Personnel Committee (FPC) approved an amendment (submitted by Faculty Senate and Department Chairs) to the 2017 Adjunct Promotion policy. In late Spring 2024, at the completion of the current cycle of voting, the Ad Hoc Working Group of the FPC revisited the policy (and its prior recommendations) in light of experience to date. Given concerns about fairness to adjunct colleagues, incongruity between the criteria, position requirements and materials submitted for consideration, and onerousness of the process, the Working Group is offering this streamlined proposal. A summary of Proposal B's suggested changes to the existing policy is below.

Summary of Changes: Adjunct Promotional Reclassification Review – Proposal B

This proposal would revise the Faculty Personnel Guidelines (FPPG), sections II.M and III.H (see Appendix B), to streamline the process for the promotional reclassification of adjunct faculty members. Important changes are:

- Use of the contractual terminology: promotional reclassification (vs promotion).
- Additional language to clarify the qualifications and criteria needed for reclassification.
- Removal of time-related eligibility requirements since the appropriate classification should be completed as soon as is appropriate. This includes reclassification as reciprocity for achieving a higher rank elsewhere.
- Creation of a brief *Adjunct Faculty Promotional Reclassification Review Request Form* to initiate reclassification review (by a candidate or Program Director or Chair).
- Simplify the process to include Chair approval (in consultation with Program Director, if appropriate), department P&B vote, and Provost Review Committee approval.
- The Provost committee is undefined – perhaps it could be members of the Faculty Personnel Appeals Committee, which includes reps from each review committee?

Below in [Appendix A](#) is a draft “*Adjunct Faculty Promotional Reclassification Review Request Form*”. [Appendix B](#) is a clean version of the proposed revised policy for the FPPG, and [Appendix C](#) is a tracked changed revision to the existing policy as found in the current FPPG (yellow highlights are edits made following the FPC discussion on April 12).

RELEVANT CONTRACT LANGUAGE:

22.3 Qualified members of this unit in adjunct titles who are recommended for **reappointment and promotional reclassification** in accordance with established criteria and procedures shall be so reclassified, subject to Board approval. [https://2022.psc-cuny.org/sites/default/files/PSC-CUNY_2017-2023_Agreement.pdf]

APPENDIX A: Adjunct Faculty Promotional Reclassification Review Request Form

Instructions: Request for promotional reclassification review can be initiated by an adjunct faculty member, Program Director or Department Chair. Candidate should submit this form, along with an updated CV, to the Department Chair by **November 30**. If approved by the Chair (in consultation with Program Director, as appropriate), Chairs submit this form, department P&B *SimplyVoting* record, and the candidate's CV, to Maria Jeremy in Faculty Services (mjeremy@jjay.cuny.edu) for Provost Committee review by **March 15**.

ADJUNCT CANDIDATE INFORMATION

1. Adjunct faculty member name:
2. Department or Program in which Adjunct teaches and/or Promotional Reclassification is requested: *If individual teaches in more than one department/program, list other(s) as well:*
3. Current rank: Adj Assistant Prof Adj Associate Prof
4. Basis for this review request:
 Scholarly production Reciprocity (earned higher rank elsewhere; include documentation)
 Other: _____

Candidate Signature

Date

CHAIR REVIEW: Adjunct appointments are informed by the [CUNY Code of Practice](#), section 11.2 **Qualifications**, which states: For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer, assistant professor, associate professor, and professor appointed through the regular channels of the colleges or university.

Chair evaluation: Based on your review of the candidate's CV (in consultation with the Program Director, if applicable), does the candidate meet the qualifications or professional achievement and training comparable to full-time faculty at the rank sought? That is, would you hire this candidate at the rank they are seeking?

YES NO

Department Chair Signature

Date

Chairs: Please submit Department P&B Voting documentation (*SimplyVoting* results) with this form.

Provost Review Committee: Reclassification Approved Reclassification Not Approved

Provost (or Designee) Signature

Date

APPENDIX B: Revised FPPG – Clean Copy

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. Adjunct appointments are informed by the CUNY Code of Practice, section 11.2

Qualifications, which states: For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer, assistant professor, associate professor, and professor appointed through the regular channels of the colleges or university.

II.M.2. In the case of a newly completed Ph.D. or other terminal degree in the field in which the adjunct is teaching, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. or terminal degree (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be reclassified with the title of Adjunct Assistant Professor. If reclassification is granted, its effective date is the first day of classes during the subsequent fall semester. Candidates submit their degree verification and updated CV to their Department Chair (or Program Director), who submits the materials to the Office of the Provost and Faculty Services to request reclassification, if appropriate.

II.M.3 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. Adjuncts who are newly promoted at another academic institution where they serve as full-time faculty may submit documentation of their promotion with updated CV to their Department Chair (or Program Director) with the *Adjunct Faculty Promotional Reclassification Review Request Form*. Once approved, the Chair submits the materials to the Office of the Provost and Faculty Services to request reclassification. If granted, its effective date is the first day of classes in the subsequent fall semester.

II.M.4. 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 promotional reclassification 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. Note that, as is the case for full-time faculty, time in rank is not sufficient for promotional reclassification. Please see section III.H.2 for guidance on scholarly and/or creative accomplishment.

II.M.5. 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 adjunct faculty requests for promotional reclassification review are assessed.

II.M.6a. In the case that promotional reclassification is appropriate, the application for reclassification review is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:

- Candidates submit an updated CV to their department chair along with an *Adjunct Faculty Promotional Reclassification Review Request Form* (and any required documentation, such as a documentation of a promotion elsewhere). It is recommended that individuals first confer with the Chair for feedback on whether they meet qualifications for reclassification.
- For adjuncts who primarily or only teach in programs, who are hired and supervised by Program Directors, and not directly overseen by a department/department chair, the Department Chair shall consult with the Program Director regarding the candidate's qualifications for the rank sought.
- Submission of a file/dossier for promotional reclassification (See II.M.6b below) to the department chair;
- Review and vote by the Department Personnel and Budget Committee;
- Review and vote by a Provost Review Committee of FPC appeals committee members; and
- Review by the President who makes an independent determination in consultation with the Provost.
- There is no appeal process.

II.M.6b. The file/dossier for adjunct promotional reclassification review 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 completed *Adjunct Faculty Promotional Reclassification Review Request Form*.
- Copies of supporting scholarly materials (see II.H.2) 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. APPLICATION OF PROMOTIONAL RECLASSIFICATION 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 this section (III.H) identifies how adjunct faculty requests for promotional reclassification review are assessed.

II.H.2. The College recognizes that different disciplines have different criteria by which to assess excellence. For promotional reclassification from Adjunct Assistant to Adjunct Associate Professor, evaluation should be based on whether the candidate would be appointed at the rank of Adjunct Associate Professor if hired by the department/program anew. Note that scholarship for adjunct faculty may differ in nature from full-time faculty and the following guidance can be applied:

- Degree credentials for appointment or promotional reclassification are the same as for full-time faculty in the same disciplines.
- Expectations for teaching quality are the same as for any other adjunct reappointment.
- 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.3: Expectations and criteria for promotional reclassification to Full Professor shall be the same as for regular faculty in the same discipline.

III.H.4. Generic promotional reclassification timeline provided below.

Generic Adjunct Promotional Reclassification Process Timetable
(for Adjunct Assistant and Adjunct Associate Professors)

Deadline	Action
November 30	Candidate submits <i>Adjunct Faculty Promotional Reclassification Review Request Form</i> form, along with an updated CV, to the Department Chair by November 30 . (If based on reciprocity, include relevant documentation of higher rank elsewhere)
November 30 – February 15	Chair reviews qualifications and determines whether <i>qualifications</i> for promotional reclassification are met. The Chair shall request feedback from Program Directors, when relevant.
February 15 – March 15	Department P&B meets and votes on candidate’s reclassification. Request for promotional reclassification review form, candidate CV, and Department P&B vote submitted to Provost’s Office/Faculty Services by March 15 .
On or before April 28	The Provost’s Review Committee votes.
May 15	Provost notifies candidate of reclassification decision.

APPENDIX C

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. Adjunct appointments are informed by the CUNY Code of Practice, section 11.2

Qualifications, which states: For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer, assistant professor, associate professor, and professor appointed through the regular channels of the colleges or university.

II.M.24. In the case of a newly completed Ph.D. or other terminal degree in the field in which the adjunct is teaching, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. or terminal degree (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be ~~promoted~~ reclassified with the title of Adjunct Assistant Professor. If ~~a promotion~~ reclassification is granted, its effective date is the first day of classes during the subsequent fall semester. Candidates submit their degree verification and updated CV to their Department Chair (or Program Director), who submits the materials to the Office of the Provost and Faculty Services to request reclassification, if appropriate.

II.M.35. 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. Adjuncts who are newly promoted at another academic institution where they serve as full-time faculty may submit documentation of their promotion with updated CV to their Department Chair (or Program Director) with the Adjunct Faculty Promotional Reclassification Review Request Form. Once approved, the Chair submits the materials to the Office of the Provost and Faculty Services to request reclassification. If granted, its effective date is the first day of classes in the subsequent fall semester.

II.M.41. 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 promotional reclassification 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. Note that, as is the case for full-time faculty, time in rank is not sufficient for promotional reclassification. Please see section III.H.2 for guidance on scholarly and/or creative accomplishment.

II.M.52. 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 requests for promotional reclassification review, consistent with disciplinary standards applied for full-time faculty, are assessed.~~

II.M.65a. In the case that ~~scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by~~ promotional reclassification is appropriate, the application for ~~promotion~~ reclassification review is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:

- ~~Assessment of eligibility by Faculty Services late in the fall semester. Eligible candidates~~ submit an updated CV to their department chair along with an Adjunct Faculty Promotional Reclassification Review Request Form (and any required documentation, such as a documentation of a promotion elsewhere) ~~signifying intent to apply for promotional reclassification. Confer. It is recommended that individuals first confer~~ with the Chair for feedback on whether they meet qualifications for reclassification ~~late in fall semester/early spring.~~
- For adjuncts who primarily or only teach in programs, who are hired and supervised by Program Directors, and not directly overseen by a department/department chair, the Department Chair shall ~~request feedback from~~ consult with the Program Director regarding the candidate's qualifications for the rank sought. ~~Directors may send a confidential memo sharing feedback on the candidate's performance to the department Chair which should be included in the adjunct's dossier and shared with the department P&B.~~
- Submission of a file/dossier for promotional reclassification (See II.M.6b below) to the department chair;
- Review and vote by the Department Personnel and Budget Committee, ~~after which the Department Chair adds to the dossier a memo or checklist evaluating the candidate's dossier and assessing qualifications for promotional reclassification in light of the P&B discussion and decision;~~
- Review and vote by ~~an FPC Review Committee designated by the~~ a Provost Review Committee of FPC appeals committee members; and
- Review by the President who makes an independent determination in consultation with the Provost.
- There is no appeal process.

II.M.65b. The file/dossier for adjunct promotional reclassification review 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 completed Adjunct Faculty Promotional Reclassification Review Request Form. ~~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.~~ Copies of supporting scholarly materials (see II.H.2) pertinent to the application can be submitted, 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. APPLICATION OF PROMOTIONAL RECLASSIFICATION 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 this section (III.H) identifies how ~~the standard criteria for promotion are assessed for adjunct faculty candidates requests for promotional reclassification review are assessed.~~ 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.23. The College recognizes that different disciplines have different criteria by which to assess excellence. For promotional reclassification from Adjunct Assistant to Adjunct Associate Professor, evaluation should be based on whether the candidate would be appointed at the rank of Adjunct Associate Professor if hired by the department/program anew. Note that scholarship for adjunct faculty may differ in nature from full-time faculty and the following guidance can be applied:

- Degree credentials for appointment or promotional reclassification are the same as for full-time faculty in the same disciplines.
- Expectations for teaching quality are the same as for ~~full-time faculty~~ any other adjunct reappointment.
- 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.34: Expectations and criteria for promotional reclassification to Full Professor shall be the same as for regular faculty in the same discipline.

III.H.4. Generic promotional reclassification timeline provided below.

Generic Adjunct Promotional Reclassification Process Timetable
(for Adjunct Assistant and Adjunct Associate Professors)

Deadline	Action
----------	--------

November 30	Candidate submits <i>Adjunct Faculty Promotional Reclassification Review Request Form</i> form, along with an updated CV, to the Department Chair by November 30 . (If based on reciprocity, include relevant documentation of higher rank elsewhere)
November 30 – February 15	Chair reviews qualifications and determines whether <i>qualifications</i> for promotional reclassification are met. The Chair shall request feedback from Program Directors, when relevant.
February 15 – March 15	Department P&B meets and votes on candidate's reclassification. Request for promotional reclassification review form, candidate CV, and Department P&B vote submitted to Provost's Office/Faculty Services by March 15 .
On or before April 28	The Provost's Review Committee votes.
May 15	Provost notifies candidate of reclassification decision.