

Faculty Senate Minutes #323

February 28, 2008

3:20 PM

Room 630 T

Present (22): Erin Ackerman, Simon Baatz, Spiros Bakiras, Teresa Booker, Elise Champeil, Edward Davenport, Virginia Diaz, Janice Dunham, Marcia Esparza, DeeDee Falkenbach, Gail Garfield, Amy Green, Karen Kaplowitz, Ma'at Lewis-Coles, Vincent Maiorino, James Malone, John Matteson, Nicholas Petraco, Rick Richardson, Tanya Rodriguez, Francis Sheehan, Thalia Vrachopoulos

Absent (15): Adam Berlin, Myrna Archer, Marvie Brooks, Dara Byrne, Kirk Dombrowski, Konstantinos Georgatos, P. J. Gibson, Heather Holtman, Tim Horohoe, Richard Kempter, Evan Mandery, Patrick O'Hara, Raul Romero, Nancy Ryba, Shonna Trinch

Guests: Professors Ned Benton, Gerald Markowitz, Harold Sullivan

Agenda

- 1. Adoption of the agenda**
- 2. Adoption of Minutes #322 of the February 13, 2008, meeting**
- 3. Consideration of further Charter revision proposals**
- 4. Review of proposed draft of the John Jay Personnel Process Guidelines**

1. Adoption of the agenda. Approved.

2. Adoption of Minutes #322 of the February 13, 2008, meeting

Minutes #322 of the February 13, 2008, meeting were approved.

3. Consideration of additional Charter revision proposals [Attachment A, B]

The Senate reviewed the most recent iteration of the draft Charter revisions, dated February 25, 2008 [Attachment A], and also a summary of major proposed amendments to the Charter to date, dated February 27, 2008 [Attachment B].

The issue of the Interdisciplinary Studies Program (ISP) was discussed. ISP has been treated like an academic department since its inception in the early 1980s: the chair sits on the College Faculty Personnel Committee, ISP has had a department representative on the Faculty Senate and College Council, and has always had a department representative on the Curriculum Committee. But it is not an academic department because no faculty members have appointment in ISP; all ISP faculty are officially appointed to other department. CUNY requires academic departments to have a minimum of seven full-time tenure track/tenured faculty members (with the exception of a few that are named for which there are automatic waivers). And furthermore ISP has no authority for hiring faculty members.

The Faculty Senate voted to propose that the status of the Interdisciplinary Studies Program (ISP) in terms of representation on College bodies be resolved by maintaining these historic characteristics of the program and incorporating language in the Charter that formalizes this arrangement.

Accordingly, the Executive Committee proposed that In Article II. Section I of the current Charter, at the end of the 3rd paragraph, the paragraph that starts with "In order to exist as a departmental entity . . ." the following sentences should be added: "The Interdisciplinary Studies Program (ISP) shall be treated as a department for purposes of representation by its full-time faculty on the College Council and on College Council committees and on other College bodies, including but not limited to the Faculty Senate and Council of Chairs. The Interdisciplinary Studies Program shall annually elect a Curriculum Committee and a Committee on Student Grade Appeals and shall establish bylaws for submission to and approval by the College Council Executive Committee."

This proposal was approved by a vote of 20-0-2.

The Faculty Senate also decided to agreed to having faculty alternates to faculty members on the College Council, in the same proportion as the number of student alternates and HEO alternates. That means there would be 8 faculty alternates. The Senate's endorsement is conditional on a provision whereby the alternates can vote and make motions upon the absence of any of the faculty members. The vote was 15-0-5.

The Faculty Senate also voted to recommend that academic department bylaws and graduate program bylaws be approved by the College Council Executive Committee, not just reviewed by that body.

Also, in keeping with the strongly held position of the Council of Chairs that departments be

permitted to elect untenured faculty members to a department's P&B Committee, the Senate agreed to a compromise whereby the Charter would provide for departments to be able to choose to elect a maximum of one untenured faculty member to a department's P&B committee, but no more than one. (Previously, the Senate had taken the position that no member of a department P&B committee may be untenured.)

Another proposal being considered by the Charter Revision Working Group is an administration proposal that members of the Curriculum Committee must be members of the John Jay faculty for a minimum of two years before they would be eligible to serve. Professor Ned Benton and Professor Harold Sullivan said the faculty's position on this question should be determined by the Faculty Senate. Senator DeeDee Falkenbach suggested that newly hired faculty may not understand the implications of curricula proposals and, therefore, agreed and Senators Amy Green and Marcia Esparza agreed with her. Others said that small departments may have difficulty finding a representative because of this rule and others said that even larger departments might have the same problem. A compromise was agreed to whereby faculty members must have been at the College as a full-time member of the faculty for at least one year to be eligible for service on the Curriculum Committee.

4. Proposed draft of JJ Faculty Personnel Process Guidelines [Attachment C]

The Senate reviewed the proposed draft of the John Jay Faculty Personnel Process Guidelines [Attachment C].

The meeting was adjourned at 5:15 pm.

February 25, 2008 DRAFT

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
CHARTER OF GOVERNANCE**

ARTICLE I

SECTION 1. Powers

The College Council shall be the primary governing body of the John Jay College of Criminal Justice. It shall have authority to establish College policy on all matters except those specifically reserved by the Education Law or by the Bylaws of the Board of Trustees of the City University of New York to the President or to other officials of the John Jay College or of the City University of New York, or to the CUNY Board of Trustees.

SECTION 2. Representation

The College Council of the John Jay College of Criminal Justice shall be a representative body with members of the selected by the instructional staff faculty, higher education officers, students, administration, and non-instructional staff, and alumni.

SECTION 3. Allocation of Members

Membership in the College Council is fixed at ~~56~~ 69 and shall be allocated as follows:

a. Faculty~~Instructional Staff~~

~~The instructional staff is allotted 33 representatives.~~

~~1) Faculty~~

The faculty is allotted ~~28~~ 42 representatives.

The "faculty" consists of those all members of the instructional staff in the serving full-time in the and part-time titles of: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer. Lecturer, except those serving in visiting or substitute titles and

~~those on retirement leave;~~ and, for the purposes of representation on the College Council, ~~College Laboratory Technician. Full-time faculty in the~~ College Council. College Laboratory Technician. Full-time faculty in the ~~are subject to the actions of the College Personnel and Budget Committee. "Academic departments" are those departments whose~~ are subject to the actions of the College Personnel and Budget Committee. "Academic departments" are those departments whose ~~full-time faculty members are subject to the actions of the College Personnel and Budget Committee.~~

~~The basis of representation for academic departments shall be the number of full-time faculty in each academic department plus one-half the number of part-time faculty in each academic department as of the first of September preceding an election. Members of the administration and members of the non-teaching instructional staff are not included in this basis since they are represented on the Council separately.~~

~~-Each academic department shall have at least one elected representative, who shall be a full-time~~ full-time ~~member of the faculty as defined above. -~~ member of the faculty as defined above. - ~~The 28 representatives of the academic departments shall be reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank-ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and t~~ The ~~The remaining faculty seats shall be allotted according to any method duly adopted by the Faculty Senate. Other members shall be elected as prescribed in Article I, Section 6. The Faculty Senate may allot up to two (2) seats to part-time members of the faculty.~~

—2)

b. Higher Education Officers~~Non-Teaching Instructional Staff~~

~~-The higher education officers non-teaching instructional staff is~~ are ~~allotted five (5) representatives. These representatives shall be elected by the Higher Education Officer Council.~~

~~Non-teaching instructional staff (excluding those designated as "faculty in Section 3.a.1., and those in titles excluded from the PSC/CUNY bargaining unit) shall be elected at large.~~

Total Instructional Staff Seats.....33

cb. Students

The student body is allotted 13 representatives. These representatives shall be the four (4) Executive Officers of the Student Council, one (1) at-large student representative, two (2) graduate student representatives, two (2) senior class representatives, two (2) junior class representatives and two (2) sophomore class representatives. The graduate student representatives and the class representatives shall be the two (2) Student Council representatives from each category who receive the highest number of popular votes in the Student Council election.

Executive Officers of the Student Council.....4
 Graduate Students.....2
 Senior Class.....2
 Junior Class.....2
 Sophomore Class.....2
 Freshman Class.....2
 At Large.....1

Total Student Seats.....15

de. Administration

The administration is allotted eight (8) representatives. These representatives are the President, Provost and Senior Vice President for Academic Affairs, Senior Vice President for Finance and Administration, Vice President for Student Development, Vice President for Enrollment Management, Dean of Graduate Studies, Dean of Undergraduate Studies, and Dean of Research.

The President.....1
 The Provost and Vice President for Academic
 Affairs.....1
 The Vice President for Administrative
 Affairs.....1
 The Vice President for Student Development.....1

Dean of Graduate Studies.....1
 Dean for Admissions and Registration.....1
 Total Administration Seats.....6

d. Non-Instructional
 Staff.....1

e.
 Alumni.....1

Total Voting Council
 Membership.....56

f. Ex-Officio Members

Ex-officio membership is extended to those serving in the following capacities, who do not already hold membership on the College Council by virtue of their election or appointment. Ex-officio members have all the rights and privileges of Council membership, except the right to vote. They are not included in the Council quorum. The term of office for the representatives of the Faculty Senate and the Council of HEOs will coincide with that of the voting members of the College Council. Names of these representatives will be forwarded to the College Council by their respective bodies in the spring preceding their College Council term.

- 1) One officer or designee of the Executive Committee of the Faculty Senate
- 2) One officer or designee of the Executive Committee of the Council of HEOs
- 3) Dean of Undergraduate Studies
- 4) Director of Financial Affairs and Planning

e. Non-Instructional Staff

The non-instructional staff, as defined in Article XIV, Section 14.1 of the Bylaws of the CUNY Board of Trustees, is allotted one (1) representative.

SECTION 4. Qualifications for College Council Membership

a. FacultyInstructional Staff

~~Any~~Each member of the faculty, as defined in Article I, Section 3a,
~~instructional staff of the College is eligible for election to the College~~
Council as a department representative. The Faculty Senate may allot up to
two (2) faculty seats to part-time members of the faculty.

b. Higher Education Officers

Each full-time higher education officer is eligible for election to the College
Council.

~~c~~b. Students

~~Any student, whether part time or full time, who is in good standing is~~
~~eligible for election to the Council. Any~~

Each student is eligible for election to the College Council if matriculated in
a degree or credit-bearing certificate program at the College and if the
student meets the following qualifications:

- i. Full-time undergraduate students must carry a minimum of 12
credit hours and must have a minimum cumulative grade point
average of 2.5 to be eligible for election to the College Council as
an undergraduate class representative, executive officer, at-large
representative or alternate.
- ii. Part-time undergraduate students must carry a minimum of six (6)
credit hours and must have a minimum cumulative grade point
average of 2.5 to be eligible for election to the College Council as
an undergraduate class representative, executive officer, at-large
representative or alternate.
- iii. Graduate students must carry a minimum of three (3) credit hours
and must have a minimum cumulative grade point average of 3.0
to be eligible for election to the College Council as a graduate
student representative, executive officer, at-large representative.
- iv. In order to serve each semester, a student must have completed and
earned passing grades in at least 50% of the credits for which she
or he registered the prior semester, but in no event fewer than three
(3) credits.
- v. Any student member of the College Council whose grade point
average and/or course load falls below the minimum levels set

forth above during his or her term of office must resign his or her seat on the College Council.

~~student member of the Council placed on academic probation during his or her term of office must resign his or her seat.~~

~~and may stand for re-election only on being returned to good standing.~~

de. Non-Instructional Staff

~~Each~~Any full-time member of the ~~permanent~~-non-instructional staff, as defined in Article XIV, Section 14.1 of the Bylaws of the CUNY Board of Trustees, is eligible for election to the College Council.

d. Alumni

~~Any recipient of a John Jay College degree not enrolled in the College is eligible for election to the Council as an alumni representative.~~

e. General

Each election unit shall be the judge of the qualifications of candidates from its constituency. ~~The Judicial Committee shall arbitrate disputes. The President shall appoint an election dispute committee where no other formal method of resolution exists.~~

f. Dual Membership

No person shall simultaneously hold more than one membership on the College Council.

SECTION 5. Qualifications for Voting

a. Faculty Instructional Staff

Each ~~full-time~~ member of the faculty as defined in Article I, Section 3a, ~~instructional staff~~ shall be allowed one vote in the department ~~an election for~~ of the College Council members ~~representative of his or her department, and each part time member, one-half vote.~~

b. Higher Education Officers

Each full-time higher education officer shall be allowed one vote in the election for the College Council members representing this constituency.

cb. Students

EachAny full-time or part-time student; full time _or part time e-matriculant matriculated in a credit-bearing degree or certificate program at or qualifying non-matriculant, who is registered for study in the College at the time of an election for student representatives of the College Council members may vote in such an election. The class with which a qualifying non-matriculant will vote shall be determined by the number of credit hours he or she will have completed at the end of the semester in which the election is held.

de. Non-Instructional Staff

Each Any full timefull-time member of the permanent-non-instructional staff, as defined in Article XIV, Section 14.1 of the Bylaws of the CUNY Board of Trustees shall be allowed one may-vote in an election for the College Council members representing this constituency.

d. Alumni

Any recipient of a John Jay College degree not enrolled in the College may vote as an alumnus, alumna in an election for Council members.

SECTION 6. Elections

a. Time and Place

The initial election of members of the Council shall be at a time and place designated by the president except that the time shall be not more than 30 days after this Charter is approved by the Board of Trustees. Thereafter Elections to the College Council and to all Council committees shall be held annually in the spring semester, the time and place to be designated by the Executive Committee of the College Council.

b. Nominations and Voting

Unless otherwise set forth in the Charter and/or its Bylaws, eEach constituency eligible to elect members to the College Council shall determine its own method of nominating candidates and electing representatives, subject to approval of the College Council. ~~Should a constituency fail to nominate candidates, the Executive Committee of the College Council shall serve as the nominating committee for such constituency.~~

~~Nominations for elective instructional staff committee members at large shall be made by the instructional staff members of the Executive Committee.~~

~~Nominations for elective student committee members shall be made by the student delegation to the College Council.~~

e. Voting

~~No representative except the alumni representative shall be entitled to a seat on the Council unless at least 30 percent of his or her constituency votes in the election. When the number of participants in an election falls short of the required percentage, further elections may be scheduled until a representative is elected in an election in which one fourth of the electorate participates. The percentage of his or her constituency required to vote shall be determined by alumni organization recognized by the College Council. Elections shall be decided by plurality vote.~~

cd. Vacancies

~~When a vacancy on the College Council or on a Council Committee occurs, as determined by the Executive Committee of the College Council, the Executive Committee of the College Council shall notify the constituency. If after notification the constituency fails to elect a representative, the Executive Committee of the College Council shall may appoint an interim representative from the constituency affected, ~~if the unexpired term is for less than four months. Otherwise, a vacancy shall be filled by a special election of the constituency affected, the time and place of which shall be designated by the~~. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.~~

e. Absentee Ballots

~~Absentee ballots may be used under such conditions as the Executive Committee may prescribe.~~

d. Dual Voting

No person shall participate in more than one constituency election for College Council.

ef. Recall

Upon notification to the affected member of the College Council, the Executive Committee of the College Council can A-call for a recall vote by the College Council. shall be held upon petition signed by 25 members or one-fourth of a Council member's electing constituency, whichever is smaller. A majority of the votes cast for recall shall cause the recall of the representative and his or her seat shall thereby become vacant. Recall votes shall be subject to the same minimum participation requirements as votes in representative elections.

SECTION 7. Term of Office

~~Each elected representative to the College Council or to a Council Committee shall serve for a term of one year, except in the cases of the Committee on Student Evaluation of the Faculty and the Committee on Curriculum, for which the term shall be two years, or until a successor shall have qualified, but in no case shall serve for more than an additional six month unless re-elected by his or her constituency. The regular term of office shall begin on July- June 1st following the spring elections.~~

~~except for that of the which shall begin immediately following the September meeting of the Council succeeding the Spring elections.~~

SECTION 8. Officers of the College Council

The President of the College, or in his or her absence the Provost and Senior Vice President for Academic Affairs, shall be the presiding officer of the College Council. The President of the College Council shall nominate ~~appoint~~ a Secretary for election by the College Council. Other officers may be selected by the College Council at its discretion.

SECTION 9. Meetings

a. Regular and Special Meetings

The College Council shall hold regular meetings at least once a month during the academic year. More frequent meetings may be called by decision of a majority of College Council members present and voting, at the call of the President, or at the call of the Executive Committee of the College Council, ~~or at the call of one-third or more of all its members~~. All persons entitled to vote for College Council members may attend Council meetings and may speak on any issue before the College Council. Unless otherwise indicated in this Charter ~~or required by law~~, Robert's Rules of order shall govern the conduct of College Council meetings.

b. Agenda

The Faculty Senate, the Council of Chairs, the Higher Education Officer Council, the Student Council and ~~a~~Any member of the college community may propose items for the College Council agenda which shall be prepared by the Executive Committee of the College Council. ~~Important~~ Proposals shall be delivered in writing to the Secretary of the College Council not less than ten (10) ~~seven~~ work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the College Council at least two-five (5) work days in advance of each meeting and shall make the agenda available to all members of the College community in advance of each meeting, ~~except that upon a two-thirds vote of members present and voting, agenda items may be introduced at any Council meeting without prior notice.~~

c. Quorum

A quorum of regular and special meetings consists of a majority of the whole number of members of the College Council. For purposes of this provision the words "whole number" shall be construed to mean the total number which the College Council would have were there no vacancies. ~~the Council and its committees shall consist of a majority of their voting members unless otherwise prescribed in this Charter.~~ No business at a College Council meeting may take place absent a quorum ~~(beginning or end)~~.

SECTION 10. College Council Committees

The College Council may establish standing committees at its discretion. Committee members need not be members of the College Council unless so stipulated, ~~and, in fact, designation of non-Council members is to be desired.~~ No ~~person~~ student, may serve on more than two College Council committees unless he or she serves by virtue of his or her office.

- i. Unless otherwise specified in this Charter or its Bylaws, each constituency group shall elect its representatives on College Council committees. The names of those elected to College committees by each constituency group shall be forwarded to the College Council for a vote of ratification at the next regularly scheduled meeting.
- ii. Except where a committee chairperson is designated in this Charter or the Bylaws, the President shall appoint a convenor for each committee.
- iii. Except where a committee chairperson is designated in this Charter or its Bylaws, at its first meeting of the academic year, each committee shall elect a chairperson.
- iv. Each committee shall meet at least once during the academic year.
- v. The committee chairperson shall submit a schedule of meetings to the Executive Committee of the College Council at the beginning of each academic semester. The chairperson of each committee shall input the meeting dates onto the College calendar.
- vi. All committees shall keep minutes of their meetings and submit them to the Secretary of the College Council within 14 days of approval.
- vii. The chairperson of each committee shall submit an annual written summary of its activities to the Secretary of the College Council no later than 14 days before the last scheduled meeting of the College Council each academic year. Each summary shall include a report of the attendance of committee members.
- viii. The Faculty Senate, Council of Chairs, Higher Education Officers Council and the Student Council may refer items to College Council committee chairpersons for their consideration as agenda items. Copies of all such items shall be simultaneously submitted to the Executive Committee of the College Council.
- ix. College Council committee members shall serve for a term of one year except for ex officio members and except when otherwise set forth in the Charter or its Bylaws.

x. When a vacancy on a College Council committee occurs, as determined by the Executive Committee of the College Council, the Executive Committee of the College Council shall notify the constituency. If after notification the constituency fails to elect an interim representative, the Executive Committee of the College Council shall appoint a representative from the constituency affected. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.

xi. No person shall participate in more than one constituency election for College Council committee representatives.

Formatted: Bullets and Numbering

~~Rotation of departmental membership on the Committees on Undergraduate Admissions and the Library shall be monitored by the Social Sciences, Humanities and Professional Studies Faculties which shall establish a rotation system for each committee which shall provide so far as possible for a balance in disciplines as well as in the size of the departments represented, and for a reasonable committee load for each department in any given year. Vacancies on committees shall be filled by the department to which the retiring member belongs.~~

The following standing committees are created:

a. Executive Committee of the College Council

~~An Executive Committee~~Executive Committee of the College Council shall consist of the following members: the President, ~~c~~Chairperson; the Provost and Senior Vice President for Academic Affairs; Senior Vice President for Finance and Administration~~ve Affairs~~; the Vice President for Student Development; six (6) members of the faculty as defined in Article I, Section 3a, all of whom shall be members of the College Council, who shall be elected in a faculty election; elected by the College Council from among the faculty representatives on the College Council and ~~two (2)~~one member higher education officers, all of whom shall be members of the College Council; of the non-teaching instructional staff elected by the College Council from among the non-teaching instructional staff representatives on the College Council and ~~three (3)~~ students, all of whom shall be members of the College Council, nominated by the Student Council and elected by the College Council.

The faculty, higher education officer and student representatives shall be elected by the College Council in September of each year. From June 1 until such time as the College Council holds this election, there shall be an Interim Executive Committee of the College Council consisting of: the President, chairperson; the Provost and Senior Vice President for Academic Affairs; Senior Vice President for Finance and Administration; Vice President for Student Development; the President and Vice President of the Faculty Senate; the President and Vice President of the Higher Education Council; and the President and Vice President of the Student Council. This Interim Executive Committee shall make nominations to the College Council for faculty, higher education officer and student representatives.

~~The Executive Committee~~Executive Committee of the College Council shall be the College Council's Agenda Committee as well as the Committee on Committees. It shall have the power to call the College Council into extraordinary session, and shall have only such powers, functions, and duties as the College Council may delegate to it to exercise during periods when the College Council is not in session. ~~The Executive Committee of the College Council shall serve as the continuing liaison between the Council and the Administration.~~

b. Committee on Undergraduate Curriculum

A Committee on Undergraduate Curriculum shall consist of the following members: the Provost and ~~the~~ Senior Vice President for Academic Affairs, chairperson; Vice President for Enrollment Management; the Dean of Undergraduate Studies; the chairperson of each of the academic teaching departments or a member of the faculty as defined in Article I, Section 3a, who has served in that capacity at the College for at least one (1) year, to be elected from among the members of that department to serve for two academic years; the Chief Librarian and the Dean for Admissions and Registration, or his or her regularly assigned (elected or appointed) designee, to be chosen from among the members of that department or office to serve as the voting member for two academic years or for the remainder of an unexpired term; and ~~five~~ three (3) students, ~~nominated~~ elected by the Student Council and ~~elected~~ ratified by the College Council. ~~Other~~

~~administrative officers, faculty and students may, at their pleasure, meet with the Committee, without vote.~~ The Committee shall elect a vice chairperson from among its faculty members. The Provost and Senior Vice President for Academic Affairs shall provide a secretary to the Committee.

The Committee on Undergraduate Curriculum shall consider all matters relating to the undergraduate curriculum of the College and make recommendations to the College Council on such matters as proposed programs, and additions, deletions and modifications of courses and ~~proposed programs, existing programs, distribution, and core requirements,~~ and basic skills.

c. Committee on the Library

~~A Committee on the Library shall consist of the following members: the Librarian, chairperson; nine representatives of nine teaching departments, three to be chosen by each of the academic faculties and confirmed by the College Council; and three students nominated by the Student Council and elected by the College Council.~~

~~The committee shall review and recommend college policies relating to the Library that will advance the role of the Library in the achievement of the educational purposes of the College.~~

cd. Committee on Student Interests

A Committee on Student Interests shall consist of the following members: the Dean of Students, chairperson; the Director of Athletics; the Director of Student Activities; six (6) students elected ~~nominated~~ by the Student Council and ~~elected~~ ratified by the College Council; and two (2) members of the faculty members of the instructional staff nominated ~~elected~~ by the Faculty Senate Executive Committee and ratified ~~elected~~ by the College Council. ~~The committee shall select its own chairperson.~~

The committee shall be concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns at the College in the community.

de. Judicial Committee

A Judicial Committee shall consist of two (2) members of the faculty and two (2) students and a chairperson. As set forth in Article XV of the Bylaws of the CUNY Board of Trustees:

~~the following members: two members of the instructional staff nominated by the Executive Committee and elected by the College Council; two students nominated by the Student Council and elected by the College Council, and a law member who shall be a qualified attorney and who may or may not be a member of the faculty, chosen by the other four members. The committee shall select its own chairperson.~~

- i. The President shall select, in consultation with the Executive Committee of the College Council, three (3) members of the faculty, as defined in Article I, Section 3a, to receive training and to serve in rotation as chair of the Disciplinary Committee.
- ii. The two (2) members of the faculty, as defined in Article I, Section 3a, shall be selected by lot from a panel of six (6) members of the faculty elected annually by the Faculty Senate.
- iii. The two (2) student members shall be selected by lot from a panel of six (6) students elected annually in an election in which all students registered at the College shall be eligible to vote.
- iv. In the event that the student panel or faculty panel or both are not elected, or if more panel members are needed, the President shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

The Judicial Committee shall have primary jurisdiction in all matters of student discipline not handled administratively. Matters of discipline may be handled administratively only with the consent of the person involved. The committee shall abide by use the procedures required by the Article XV of the Bylaws of the CUNY Board of Trustees.

~~ef. Committee on Faculty Personnel and Budget~~

Personnel

A Committee on Faculty Personnel ~~and Budget~~ shall consist of the following members: the President, chairperson; the Provost and Senior Vice President for Academic Affairs; the Dean of for Graduate Studies; the Dean of Undergraduate Studies; the Dean of Research; the chairperson of the

academic departments; and the chairperson of Interdisciplinary Studies. The faculty, as defined in Article I, Section 3a, shall elect six (6) at-large ~~three~~ full-time members of the faculty of the faculty elected from amongst by those who hold the rank of tenured associate and/or tenured full professor as defined in Article I, Section 3a members of the faculty who are subject to review of the Committee on Faculty Personnel. Of the six (6) at-large members of the faculty, the three (3) who receive the highest number of votes shall be the permanent at-large faculty representatives of the committee. The next three (3) members of the faculty who receive the next highest number of votes will be alternate faculty representatives on the committee. An alternate may vote and be counted as part of the quorum only when a chairperson and/or an at-large faculty representative is absent.

~~and two students nominated by the Student Council and elected by the College Council. The chairperson of the Interdepartment of Thematic Studies shall be a voting member of the Committee. The Director of Financial Affairs and Planning and the Vice President for Administrative Affairs shall sit with the committee at the invitation of the President.~~

Policy recommendations of the committee shall be made to the College Council for action. Recommendations and actions with respect to appointments, promotions, and other matters specified in paragraphs (1) and (2) below shall be reported to the President and shall not be considered by the College Council except at the discretion of the President.

(4) The committee shall receive from the departments and other appropriate units of the College all recommendations for appointments to the instructional staff in the following ranks: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Distinguished Lecturer, Lecturer, Chief College Laboratory Technician, Senior College Laboratory Technician, and College Laboratory Technician. It shall also receive recommendations for promotions and reappointments with or without tenure, together with compensation, in the aforementioned ranks of the instructional staff and shall recommend to the President actions on these matters. It may also recommend to the President special salary increments. The President shall consider such recommendations in making his or her recommendations on such matters to the ~~Board of Trustees~~ CUNY Board of Trustees.

(2) The Committee shall receive and consider petitions and appeals from appropriate members of the instructional staff with respect to matters of

status and compensation, and shall present its recommendations to the President. Further appeals will follow University procedures.

f. Budget Committee

A Budget Committee shall consist of the following members: Senior Vice President for Finance and Administration, chairperson; Provost and Senior Vice President for Academic Affairs; Vice President for Student Development; Vice President for Enrollment Management; Assistant Vice President for Strategic Planning; Dean of Research; Dean for Human Resources; Dean of Graduate Studies; Dean of Undergraduate Studies; Executive Director of Finance and Business Services; President and Vice President of the Faculty Senate; Chair and Vice Chair of the Faculty Senate Fiscal Committee; all academic department chairpersons; the chairperson of the Higher Education Officers Council, or designee; two (2) representatives elected by the Higher Education Officers Council; the President and Treasurer of the Student Council, or designees; one (1) student representative elected by the Student Council; and the member of the non-instructional staff who serves on the College Council. All members elected by constituency bodies shall be ratified by the College Council.

There shall be a Financial Planning Subcommittee of the Budget Committee. The Subcommittee shall consist of the following members: Senior Vice President of Finance and Administration, chairperson; Provost and Senior Vice President for Academic Affairs; President of the Faculty Senate and Chair and Vice Chair of the Faculty Senate Fiscal Committee; Chair and Vice Chair of the Council of Chairs; one (1) representative chosen by the Council of Chairs; and the Chair of the Higher Education Officers Council. The Executive Director of Finance & Business Services and the Provost's Director for Operations shall staff the subcommittee.

The President or his designee shall make quarterly financial reports to the Budget Committee. The committee shall be responsible for reviewing the budget information and making recommendations on the financial and budgetary matters of the College.

The Financial Planning Subcommittee shall meet on a periodic basis in the development of the College's Annual Financial Plan. The President shall, within the period prescribed by the Chancellor, prepare the Annual Financial Plan and submit it to the Budget Committee for review and comment.

~~The committee shall make its recommendations within the period prescribed by the Chancellor. The President shall submit to the Chancellor such tentative annual budget together with comments and recommendations. Upon failure of the committee to act upon the budget within the period prescribed by the Chancellor, the President shall submit to the Chancellor his or her own recommendations, together with a statement of explanation.~~

g. Committee on Graduate Studies

A Committee on Graduate Studies shall consist of the following members: the Dean of Graduate Studies, chairperson; the Dean of Students; the Vice President for Enrollment Management~~Dean for Admissions and Registration~~; the Chief Librarian~~a member of the Library faculty without vote~~; the Graduate Program Coordinators; the BA/MA Coordinator and two (2) graduate students nominated/elected by the Student Council and elected ratified by the College Council.

The committee shall be responsible for establishing general policy for the graduate programs, subject to review by the College Council. It shall have primary responsibility for admission, curriculum, degree requirements, course and standing matters, periodic evaluation of the graduate programs and for other areas of immediate and long-range importance to the quality and growth of graduate study. The committee shall also be responsible for advising on all matters relating to graduate student honors, prizes, scholarships and awards.

h. ~~Committee for the Protection of Human Subjects~~

~~A Committee for the Protection of Human Subjects shall consist of the following members; seven to nine members, including members of the instructional staff; the Director of Sponsored Programs; a student, a lawyer,~~

~~and, a person who is not otherwise affiliated with the College or University and who is not part of the immediate family of a person affiliated with the College or University, to be appointed by the President. The terms of office of committee members shall be determined by the President in consultation with the Director of Sponsored Programs.~~

~~The Committee shall have responsibility for assuring the exercise of appropriate concern and protection for individual human subjects who may be exposed to risks as a consequence of their participation in activities administered by the College, the City University of New York and the Research Foundation of the City University of New York. The Committee shall follow the joint policy on the Protection of Human Subjects established by the City University of New York and the Research Foundation, which was adopted by the University's Board of Trustees on June 28, 1982, and which is consistent with regulations of the United States Department of Health and Human Services and applicable state and federal law.~~

hi. Committee on Student Evaluation of the Faculty

A Committee on Student Evaluation of the Faculty shall consist of the following members: four (4) two teaching members of the faculty members elected by the Faculty Senatet and ratified by the College Councilteaching faculty, and two (2)two students elected by the Student Council and ratified by the College Council, and two teaching faculty members designated by the Professional Staff Congress. The committee shall elect a chairperson who shall be a member of the faculty. Members shall serve for a term of two years.

The committee shall be responsible for a continuous review of faculty evaluation procedures; review of the design of the survey instrument; recommendations for the terms under which they instrument will be are used; and for the development of guidelines which shall be submitted to the College Council for review, as may be necessary, for interpretation of the results of these procedures. The Provost and Senior Vice President for Academic Affairs shall designate staff for the committee.

ij. Committee on Undergraduate Academic Standards and Admissions

A Committee on Undergraduate Academic Standards and Admissions shall consist of the following members: the Dean of Undergraduate Studies, chairperson; Vice President for Enrollment Management; Vice President for

the Dean of Students Development; 12 members of the faculty elected at large to three (3) year staggered terms after initial election. The members of the faculty must be from 12 different academic departments. the Dean for Admissions and Registration; the chairperson of the Council of Chairs; the President of the Faculty Senate; at least one fulltime member of the faculty from each academic department, elected by the department; five two (2) students, each of whom have a cumulative grade point average of at least 3.20, nominated elected by the Student Council and elected ratified by the College Council. The committee shall elect a vice chair from amongst its members of the faculty.

The committee shall review academic standards and policies and pertaining to student recruitment and admissions and make appropriate recommendations to the College Council.

Faculty members of the committee shall also review student applications where there is discretion in admissions and act upon student appeals which result from the implementation of admissions policies.

j. Comprehensive Planning Committee

A Comprehensive Planning Committee shall consist of the following members: Assistant Vice President for Strategic Planning, chairperson; Provost and Senior Vice for Academic Affairs; Senior Vice President for Finance and Administration; Vice President for Institutional Advancement; Vice President for Student Development; Vice President for Enrollment Management; Dean of Graduate Studies; Dean of Undergraduate Studies; five (5) members of the faculty elected by the Faculty Senate; five (5) members of the faculty elected by the Council of Chairs; Chair of the Faculty Senate Budget Committee; one (1) member of the Curriculum Committee elected by that committee; one (1) member of the Graduate Studies Committee elected by that committee; two (2) higher education officers elected by the Higher Education Officers Council; one (1) graduate student and one (1) undergraduate student elected by the Student Council.

The Comprehensive Planning Committee shall provide guidance for comprehensive and strategic planning for the College including development of major planning documents and accreditation studies, related process and outcome assessment and space planning.

k. Provost Advisory Council

A Provost Advisory Council shall consist of the following members: Provost and Senior Vice President of Academic Affairs, chairperson; Director of Operations Office of the Provost; President and Vice President of the Faculty Senate; and, department chairpersons.

The Provost Advisory Council shall provide a formal means for the Provost to consult with faculty leadership on matters of joint concern such as budget, faculty recruitment and development, and personnel policies and practices.

l. Council of Undergraduate Program Coordinators

The Council of Undergraduate Program Coordinators shall consist of the following members: Dean of Undergraduate Studies, chairperson; and coordinators of undergraduate majors.

The Council of Undergraduate Program Coordinators shall provide a formal means to represent the concerns of those responsible for undergraduate majors and shall provide a formal means for reviewing matters of concern such as program review and revision, staffing, curriculum development and the scheduling of courses.

mk. Special Committees

The College Council may establish special committees at its discretion.

~~All special committees existing at the time of ratification of these Articles of Governance shall continue in being, subject to modification of membership and function as determined by the College Council. The creation of additional special committees may be recommended to the College Council by the Executive Committee.~~

~~l. Committee on Cultural Pluralism and Diversity~~

~~A Committee on Cultural Pluralism and Diversity shall consist of the following members: the Vice President for Student Development; the Dean of Undergraduate Studies; eight members of the full-time faculty, six elected by the Faculty Senate, and two appointed by the President of the College; three students, two elected by the Student Council, and one appointed by the President of the College; and two members of the non-teaching instructional~~

~~staff, one elected by their constituent assembly, and one appointed by the President of the College. The Committee shall elect its own chairperson. The President of the College shall provide a secretary to the Committee.~~

~~The Committee on Cultural Pluralism and Diversity shall organize and promote programs that recognize the contributions of the diverse peoples who together comprise the academic community. The Committee may also develop positions, proposals, and programs to address problems of prejudice, insensitivity, and bigotry at the College. The Committee shall each spring present an annual plan to the College Council for the ensuing academic year. Upon approval, it will proceed to implement the particulars of that plan.~~

ARTICLE II

DEPARTMENTS

SECTION I. Departments

~~Each department, subject to approval of the College Council and to the provisions of the Bylaws of the Board of Trustees, shall have control of its own educational policies consistent with the provisions of the College Council, the Bylaws of the CUNY Board of Trustees and the New York State Education Law. Each full-time member of the faculty member, as defined in Article I, Section 3a, of the instructional staff shall be allowed one vote in all College and Department elections. Each part-time member who has served four semesters, shall be allowed one-half vote in all elections, except in elections for Department Chair, Personnel & Budget Committee and any other committee assignment for which they are not themselves eligible to serve. Except as specified in this Charter, the organization and functioning of the department shall be determined by its members.~~

~~Full-time faculty members who retire and subsequently become adjuncts will be eligible to vote in the first semester in which they become members of the part-time faculty.~~

~~In order to exist as a departmental entity, a discipline is required to have a minimum of seven full-timefull-time members of the faculty members and be approved by the College Council and the CUNY Board of exceptTrustees except that the disciplines of African American Studies,~~

Physical Education and Puerto Rican Studies shall be exempt from this requirement and shall be established as departments. Any discipline not exempt from this requirement which has ~~fewer~~ less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular College Council meeting as long as there are at least 35 affirmative votes.

The President, in consultation with the Faculty Senate and the Council of Chairs, shall establish a process of faculty and student consultation for consideration of proposals to restructure, create, merge, consolidate, split and/or reorganize academic departments. Proposals shall be submitted to the College Council for consideration and vote. The College Council shall forward its recommendation to the President, who shall make an independent recommendation with respect to the proposal and forward the proposal and his or her recommendation to the Chancellor and the CUNY Board of Trustees.

~~Any discipline not exempt from this requirement which has less than the required number of faculty members may petition the College Council to establish a separate department and may do so upon a two-thirds affirmative vote of Council members present and voting at a regular Council meeting. If one of more disciplines choose to be combined into a single department, such combination may be effected by a two-thirds affirmative vote of the total membership of the disciplines affected and the approval of the College Council. If at any time subsequent to such a merger a discipline wishes to be separated from the combined department, a two-thirds affirmative vote of the total membership of the discipline can effect such a separation and the discipline can become a separate department provided it meets the minimum requirement of seven full-time faculty members and has the approval of the College Council.~~

SECTION 2. Departmental Chairpersons

The chairperson of each department shall be the chief executive officer. He or she must hold ~~profes~~ professorial sional-rank, and shall be elected by secret ballot for a term of three years by a majority of all voting members of the faculty members of the department, as defined in Article I, Section 3a, subject to the approval of the President of the College 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 3. Departmental Bylaws

Each academic department shall adopt bylaws, which shall be received and reviewed by the Executive Committee of the College Council.

SECTION 43. Departmental Committee on Faculty Personnel and Budget

Each department shall establish a Committee on Faculty Personnel and Budget which shall consist of the chairperson of the department who shall serve as committee chairperson and four ~~(4)(when possible) full-time faculty~~ tenured members of the faculty, when possible, as defined in Article I, Section 3a, each of whom shall serve for one year, but who may be re-elected. Committee A majority of the members, when possible, must shall be associate and/or full professor~~tenured~~.

SECTION 54. Departmental Committee on Student Grade Appeals

Each department shall elect a committee on student grade appeals consisting of members of the faculty as defined in Article I, Section 3a.

SECTION 6. Departmental Curriculum Committee

Each department shall elect a Curriculum Committee consisting of members of the faculty as defined in Article I, Section 3a.

SECTION 7. Students

Each department is instructed to provide for systematic student input on curricular and personnel matters and to report to the College Council its arrangements for such input.

ARTICLE III

GRADUATE PROGRAMS

SECTION 1. Faculty

Graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs. Such program bylaws shall be adopted by the faculty of the program to which membership would apply and reviewed by the Executive Committee of the College Council.

SECTION 2. Program Directors

Program Directors shall be nominated by vote of the Graduate Program Faculty to a three year term of office subject to approval by the Provost and Senior Vice President for Academic Affairs. Program Directors are eligible for re-election. Program Directors shall be evaluated annually by the Dean of Graduate Studies based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. Program Directors can be removed by the President for cause.

ARTICLE IV

THE INSTRUCTIONAL STAFF

CONSTITUENCY BODIES

SECTION 1. Meetings

The entire membership of the instructional staff, which consists of faculty and higher education officers, shall be convened at least once each semester during the regular academic year by the President of the College to hear and discuss important issues affecting the College. Other meetings of the

instructional staff may be called by the President of the College or by petition of any ten members of the instructional staff.

SECTION 2. The Faculty Senate

The Faculty Senate consists of the elected representatives of the faculty. The Faculty Senate provides a formal means of representing faculty concerns to the administration of the College and to the University and provides a forum for faculty to deliberate about academic and educational policies and other matters. The John Jay Faculty Senate concerns itself with matters of teaching, scholarship, research and any and all other matters related to faculty concerns as part of the educational mission of John Jay College. The Faculty Senate shall establish its own Charter and bylaws.

The Faculty Senate and the President of the College shall meet at least once each semester during the regular academic year with the President of the College to discuss issues of mutual matters of particular concern to the teaching faculty.

SECTION 3. The Council of Chairs

The Council of Chairs consists of the chairpersons of academic departments. The Council of Chairs provides a formal means to represent departmental faculty concerns to the administration of the College and the University and to provide a democratic forum for deliberation and interdepartmental coordination concerning such matters.

The Council of Chairs shall invite the Provost for regular periodic meetings. The Council will also meet at least once a semester with the President to discuss issues of mutual concern. The Council of Chairs shall establish its own Charter and bylaws.

SECTION 4. Higher Education Officers Council

The Higher Education Officers Council consists of all those employed in the higher education officer series at the College. The Higher Education Officers Council seeks to improve the quality of life and professionalism of its members, to strengthen the institution, to advance quality education, and to

enhance the delivery of services. The Higher Education Officers Council shall establish its own Charter and bylaws.

ARTICLE IV

~~THE STUDENT BODY~~

SECTION 5. Student Council

The Student Council consists of the elected representatives of the student body. The Student Government has as its purpose the broadening of educational opportunities for students; the facilitation of voluntary activities on campus; and the representation of student interests at the College. The Student Government shall establish its own Charter and bylaws.

SECTION 6. Students

The student body shall be kept informed of important issues affecting the College and the College Council by the administration through the student newspaper and through other channels of communication that the students may organize.

ARTICLE V

BYLAWS AND AMENDMENTS

SECTION 1. Bylaws

The College Council shall adopt bylaws to define and regulate the details of its organization and procedures.

SECTION 2. Amendments

This Charter may be amended by a two-thirds ~~75 percent~~ vote of members of the College Council present and voting at a regular meeting of the College Council as long as there are at least 35 affirmative votes; or by a referendum of no less than a two-thirds vote ~~75 percent full-time~~ of 30% of full-time members of the instructional staff who shall vote in such referendum. A

proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the College Council. An amendment shall become effective upon approval by the Board of Trustees.

ARTICLE VI

RATIFICATION

~~This Charter shall become effective when it is:~~

~~approved by referendum by no less than 75 percent of the student body who shall vote in such referendum;~~

~~approved by referendum by no less than 75 percent of those individuals who are full-time members of the instructional staff who shall vote in such referendum;~~

~~recommended to the Board of Trustees by the President of the College;~~

~~approved by the Board of Trustees.*~~

~~* The Charter was approved by the Board of Higher Education on April 29, 1970, following approval by referenda by the student body and the instructional staff.~~

**DRAFT FEBRUARY 27, 2008
SUMMARY OF MAJOR PROPOSED AMENDMENTS TO THE
JOHN JAY COLLEGE OF CRIMINAL JUSTICE
CHARTER OF GOVERNANCE**

Current Charter	Proposed Change
Article I, Section (a) (1): Faculty -- Faculty is allotted 28 (50%) out of 56 seats. Faculty representatives are “reapportioned among the academic departments as of the first of September of the year preceding that in which the election is held, at which time the academic departments shall be rank ordered based on the number of faculty of each department. Each academic department shall be allocated one seat and the remaining seats shall be allocated according to any method duly adopted by the Faculty Senate.	College Council composed of 69 members: 42 faculty (60%) and 27 non-faculty representatives including the President, Provost, Vice President for Finance and Administration, Vice President of Student Development, Vice President for Enrollment Management, Dean of Graduate Studies, Dean of Undergraduate Studies, Dean of Research, 5 HEOs, 1 non-instructional staff representative, 13 students, 42 faculty (President of Faculty Senate, a representative elected by each academic department, remaining faculty allocated according to a method adopted by the Faculty Senate. Up to two members may be adjuncts.)
Article I, Section (a) (1): Faculty -- The “faculty” consists of all members of the instructional staff in full and part time titles of: College Laboratory Technician	Amend consistent with CUNY BOT Bylaws by deleting reference to college laboratory technicians.
Article I, Section 3(b): Students -- Student representatives are listed as: Executive Officers of the Student Council – 4; Graduate Students – 2; Senior Class – 2; Junior Class – 2; Sophomore Class – 2; Freshman Class – 2; At Large – 1.	Amend so that students comprise 19% of College Council representatives and require a minimum of 30 credits for membership.
Article I, Section 4(b): Qualification for Council Membership -- Any student, whether part time or full time, who is in good academic standing is eligible for election to the Council.	Amend to maintain our current GPA requirements and adopt the CUNY credit load requirement.
Article I, Section 3(c): Administration -- 6 seats include: President/ Provost/ VP Student Affairs, Vice President for Administrative Affairs, Dean of Graduate Studies, Dean for Admissions and Registration	Amend to include: President, Provost, Vice President for Finance and Administration, Vice President of Student Development, Vice President for Enrollment Management, Dean of Graduate Studies, Dean of Undergraduate Studies, and Dean of Research.
Article I, Section 3(f): Ex-Officio Members	Eliminate ex officio members
Article I, Section 4(d): Membership Alumni representative	Eliminate alumni representative
Article I, Section 5: Qualifications for Voting Section 5(a) --Each full time member of the instructional staff shall be allowed one vote in an election of Council members and each part time member, one-half vote.	Amend definitions and clarify that adjuncts and substitutes cannot vote in department or college-wide elections, except for adjunct representatives to the Faculty Senate.

Current Charter	Proposed Change
<p>Article I, Section 6(d): Vacancies When a vacancy on the Council or on a Council Committee occurs, as determined by the Council, the Executive Committee may appoint an interim representative from the constituency affected if the unexpired term is for less than four months. Otherwise, a vacancy shall be filled by a special election of the constituency affected, the time and place of which shall be designated by the Executive Committee. A member serving to fill a vacancy shall serve only to complete the regular term of the member he has replaced.</p>	<p>When a vacancy on the College Council occurs, as determined by the Executive Committee of the College Council, the Executive Committee of the College Council shall notify the constituency. If after notification the constituency fails to elect a representative, the Executive Committee of the College Council shall appoint a representative from the constituency affected. A member serving to fill a vacancy shall serve only to complete the regular term of the member he or she has replaced.</p>
<p>Article I, Section 6(e): Absentee Ballots</p>	<p>Not permitted.</p>
<p>Article I, Section 6: New section (d) added</p>	<p>d. Dual Voting: No person shall participate in more than one constituency election for College Council</p>
<p>Article I, Section 6(f) Recall -- A recall vote shall be held upon petition signed by 25 members or one-fourth of a Council member's electing constituency, whichever is smaller. A majority of the votes cast for recall shall cause the recall of the representative and his or her seat shall thereby become vacant. Recall votes shall be subject to the same minimum participation requirements as votes in representative elections.</p>	<p>Upon notification to the affected member of the College Council, the Executive Committee of the College Council can place on the agenda of the College Council a recall vote by the College Council.</p>
<p>Article I, Section 8: Officers Secretary appointed.</p>	<p>The President of the College shall nominate a Secretary for election by the College Council.</p>
<p>Article I, Section 9: Agenda -- Any member of the college community may propose items for the Council agenda which shall be prepared by the Executive Committee. Important proposals shall be delivered in writing to the Secretary of the Council not less than seven work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the Council at least two work days in advance of each meeting and shall make the agenda available to all members of the college community in advance of each meeting, except that upon a two-thirds vote of members present and voting, agenda items may be introduced at any Council meeting without prior notice.</p>	<p>The Faculty Senate, the Council of Chairs, the Higher Education Officer Council, the Student Council and any member of the college community may propose items for the College Council agenda which shall be prepared by the Executive Committee of the College Council. Proposals shall be delivered in writing to the Secretary of the College Council not less than ten (10) work days preceding the meeting at which they are to be introduced. The Secretary shall make the agenda available to members of the College Council at least five (5) work days in advance of each meeting and shall make the agenda available to all members of the College community in advance of each meeting.</p>
<p>Article I, Section 10: Committees – committee members from constituency groups elected by the College Council</p>	<p>Unless otherwise specified in this Charter or its Bylaws, each constituency group shall elect its representatives on College Council committees. The</p>

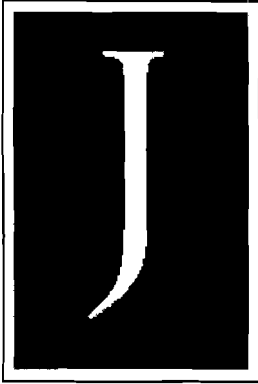
	names of those elected to College committees by each constituency group shall be forwarded to the College Council for a vote of ratification at the next regularly scheduled meeting. Committees shall also be required to meet once a year and will be required to submit a written report to the College Council about its activities.
<p>Article I, Section 10(a): Executive Committee – An Executive Committee shall consist of the following members: the President, Chairperson, the Provost and Vice President for Academic Affairs; Vice President for Administrative Affairs; the Vice President for Student Development; six members of the faculty elected by the College Council from among the faculty representatives on the College Council and one member of the non-teaching instructional staff elected by the College Council from among the non-teaching instructional staff representatives on the College Council and three students, all of whom shall be members of the Council nominated by the Student Council and elected by the College Council.</p>	<p>An Executive Committee of the College Council shall consist of the following members: the President, chairperson; the Provost and Senior Vice President for Academic Affairs; Senior Vice President for Finance and Administration; Vice President for Student Development; six (6) members of the faculty as defined in Article I, Section 3a, two (2) higher education officers; and three (3) students.</p> <p>The faculty, higher education officers and student representatives shall be elected by the College Council from amongst its members in September of each year. From June 1 until such time as the College Council holds this election, there shall be an Interim Executive Committee of the College Council consisting of: the President, chairperson; the Provost and Senior Vice President for Academic Affairs; Senior Vice President for Finance and Administration; Vice President for Student Development; the President and Vice President of the Faculty Senate; the President and Vice President of the Higher Education Council; and the President and Vice President of the Student Council. This Interim Executive Committee shall make nominations to the College Council for faculty, higher education officer and student representatives.</p>
Article I, Section 10(b): Committee on Curriculum --	Department representatives shall have at least one year of service at the College prior to becoming a committee member. Proposal for three student representatives.
Article I, Section 10(c): Committee on the Library	Eliminated.
Article I, Section 10(e): Judicial Committee	Section replaced with requirements set forth in Board of Trustees Bylaws section 15.5.

Current Charter	Proposed Change
Article I, Section 10(f): Personnel and Budget Committee	Separate budget functions from personnel functions. Dean of Research added as a member. Student representatives eliminated. Faculty shall elect three alternates who may vote and be counted as part of the quorum when a chairperson and/or an at-large faculty representative are absent. At-large faculty members must hold the rank of tenured associate professor or tenured full professor.
Article I, Section 10(f): Budget Committee (new)	Establish a separate Budget Committee with the following members: Senior Vice President for Finance and Administration, chairperson; Provost and Senior Vice President for Academic Affairs; Vice President for Student Development; Vice President for Enrollment Management; Assistant Vice President for Strategic Planning; Dean of Research; Dean for Human Resources; Dean of Graduate Studies; Dean of Undergraduate Studies; Executive Director of Finance and Business Services; President and Vice President of the Faculty Senate; Chair and Vice Chair of the Faculty Senate Fiscal Committee; all academic department chairpersons; the chairperson of the Higher Education Officers Council, or designee; two (2) representatives elected by the Higher Education Officers Council; the President and Treasurer of the Student Council, or designees; one (1) student representative elected by the Student Council; and the member of the non-instructional staff who serves on the College Council. All members elected by constituency bodies shall be ratified by the College Council. There shall also be a Financial Planning Subcommittee of the Budget Committee. The Subcommittee shall consist of the following members: Senior Vice President of Finance and Administration, chairperson; Provost and Senior Vice President for Academic Affairs; President of the Faculty Senate and Chair and Vice Chair of the Faculty Senate Fiscal Committee; Chair and Vice Chair of the Council of Chairs; one (1) representative chosen by the Council of Chairs; and the Chair of the Higher Education Officers Council. The Executive Director of Finance & Business Services and the Provost's Director for Operations shall staff the subcommittee.

Current Charter	Proposed Change
Article I, Section 10(h): Committee on the Protection of Human Subjects	Committee functions transferred to IRB which is not a College Council committee.
Article I, Section 10(i): Committee on Student Evaluation of the Faculty -- A Committee on Student Evaluation of the Faculty shall consist of the following members: two teaching faculty members elected by the teaching faculty, two students elected by the Student Council and two teaching faculty members designated by the Professional Staff Congress. Members shall serve for a term of two years.	A Committee on Student Evaluation of the Faculty shall consist of the following members: four (4) members of the faculty elected by the Faculty Senate and ratified by the College Council and two (2) students elected by the Student Council and ratified by the College Council. The committee shall elect a chairperson who shall be a member of the faculty. Members shall serve for a term of two years.
Article I, Section 10(j): Committee on Undergraduate Academic Standards	Add Admissions Committee function. There will be three student representatives. Committee considering consolidation with Committee for Undergraduate Curriculum.
Article I, Section 10: Comprehensive Planning Committee	This committee will be a standing committee with the following members: Assistant Vice President for Strategic Planning, chairperson; Provost and Senior Vice for Academic Affairs; Senior Vice President for Finance and Administration; Vice President for Student Development; Vice President for Enrollment Management; Dean of Graduate Studies; Dean of Undergraduate Studies; five (5) members of the faculty elected by the Faculty Senate; five (5) members of the faculty elected by the Council of Chairs; Chair of the Faculty Senate Budget Committee; one (1) member of the Curriculum Committee elected by that committee; one (1) member of the Graduate Studies Committee elected by that committee; two (2) higher education officers elected by the Higher Education Officers Council; one (1) graduate student and one (1) undergraduate student elected by the Student Council.
Article I, Section 10: Provost Advisory Council (new)	A Provost Advisory Council shall consist of the following members: Provost and Senior Vice President of Academic Affairs, chairperson; Director of Operations Office of the Provost; President and Vice President of the Faculty Senate; and, department chairpersons.
Article I, Section 10: Council of Undergraduate Program Coordinators (new)	The Council of Undergraduate Program Coordinators shall consist of the following members: Dean of Undergraduate Studies, chairperson; and coordinators of undergraduate majors.

Current Charter	Proposed Change
Article I, Section 10(l): Committee on Cultural Pluralism and Diversity	Eliminated and College Council committee.
Article II, Section 1: Departments	<p>New procedure for the creation, merger and elimination of departments: The President, in consultation with the Faculty Senate and the Council of Chairs, shall establish a process of faculty and student consultation for consideration of proposals to restructure, create, merge, consolidate, split and/or reorganize academic departments. Proposals shall be submitted to the College Council for consideration and vote. The College Council shall forward its recommendation to the President, who shall make an independent recommendation with respect to the proposal and forward the proposal and his or her recommendation to the Chancellor and the CUNY Board of Trustees.</p> <p>Departments will be required to establish bylaws which will be reviewed by the Executive Committee of the College Council.</p> <p>Departments will be required to have a Committee on Student Grade Appeals, and a Curriculum Committee.</p>
Article III, Graduate Programs (new)	<p>SECTION 1. Faculty -- Graduate program faculties shall consist of those members of the faculty who pursue an active research or creative agenda or have appropriate professional experience and meet other requirements as established in program bylaws, and who have been nominated by the members of the faculty of the Committee on Graduate Studies, subject to approval by the Provost and Senior Vice President for Academic Affairs. Such program bylaws shall be adopted by the faculty of the program to which membership would apply and reviewed by the Executive Committee of the College Council.</p> <p>SECTION 2. Program Directors -- Program Directors shall be nominated by vote of the Graduate Program Faculty to a three year term of office subject to approval by the Provost and Senior Vice President for Academic Affairs. Program Directors are eligible for re-election. Program Directors shall be evaluated annually by the Dean of Graduate Studies based on criteria established in consultation with the members of the faculty of the Committee on Graduate Studies. Program Directors can be removed by the President for cause.</p>

Current Charter	Proposed Change
Article IV: Constituency Bodies	This section will include a description of the Faculty Senate, the Council of Chairs, the HEO Council and the Student Council.
<p>Article IV, Section 2. Amendments -- This Charter may be amended by a 75 percent vote of members of the College Council present and voting at a regular meeting of the Council; or by a referendum of no less than 75 percent full time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the Council. An amendment shall become effective upon approval by the Board of Trustees.</p>	<p>This Charter may be amended by a two-thirds vote of members of the College Council present and voting at a regular meeting of the College Council as long as there are at least 35 affirmative votes; or by a referendum of no less than a two-thirds vote of 30% of full-time members of the instructional staff who shall vote in such referendum. A proposal to amend the Charter may be initiated by a petition containing the signatures of 50 members or ten percent of the qualified voters of either the instructional staff or the student body, whichever number is smaller. Any amendment to the Charter shall be proposed and discussed at a regular meeting of the College Council and shall be voted on at the next regular meeting of the College Council. An amendment shall become effective upon approval by the Board of Trustees.</p>

ATTACHMENT C**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
PERSONNEL PROCESS GUIDELINES**

This document is based on work undertaken by a joint Task Force of the Council of Chairs and the Faculty Senate which met during the 2004-05 academic year. The Task Force was charged with updating and refining College Personnel Guidelines which had been initially developed by the Chairs and Senate and subsequently adopted by the College Personnel Committee during the 1992-93 academic year. These revised Guidelines are designed to be submitted ultimately to the College Council to become formal College policy following a period of discussion by the Council of Chairs, the Faculty Senate, the College Personnel Committee and by the community at large.

Only tenure track faculty (and lecturers who are potentially eligible for Certificates of Continuous Employment) are subject to action by the College Personnel Committee, and, therefore, these Guidelines are intended to provide guidance only to such faculty.

All votes by the Personnel Committee on personnel actions are advisory to the President of the College.

TABLE OF CONTENTS

- I. Form C and the Candidate's File
- II. The Personnel Process
- III. Guidance for Candidates and the Personnel Committees
- IV. Timetable

Downloadable Forms

- Form C as a Doc File
- Form C as a PDF file
- Curriculum Vitae Form as a PDF file

I. FORM C AND THE CANDIDATE'S FILE

I.A. Before consideration for any personnel action, a candidate must submit to the Provost's Office an updated Form C which summarizes professional activity. A candidate for tenure, certification or promotion must also provide a CV (not required of candidates for reappointment).

I.B. The candidate should also submit any other documentation that he/she considers relevant or that is requested by the committee. All materials should be in the personnel folder in exactly the order listed on the Form C. For particularly voluminous files, the candidate may wish to include a table of contents.

I.C. It is ultimately the responsibility of the candidate to put together his/her file so that it most accurately and positively reflects the case for affirmative personnel action(s.)

I.D. No material will be permitted to be placed in the candidate's file after the second week of the semester in which the candidate is being considered. However, the Chair shall bring to the attention of the College P Committee additional appropriate materials provided there is adequate documentation.

I.E. The Form C

I.E.1. The Form C should clearly state the date of the last personnel action and should include only those materials since the last action or for the previous five years, whichever is longer. (The CV gives the candidate's entire career.) Candidates for reappointment, early tenure and/ or promotion shall list works released before the tenure track employment at John Jay, but these must be listed separately in a section following works which were produced while at John Jay.

I.E.2. The "Publications" category should be divided and clearly labeled as follows

- Books
- Book chapters
- Edited books
- Peer reviewed articles or equivalent works (such as peer reviewed performances, exhibitions etc.)
- Scholarly articles published in non-refereed journals
- Reviews
- Translations
- 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 (must be so identified)
- Reprints or performances
- Other scholarly, technological products, or creative works. For non-print works, documentation in the form of audio tapes, video tapes, visuals presentations, etc, should be make available in appropriate format in the Provost's Office. The Provost's Office will make these accessible by providing the necessary equipment

E-publications: In general e publications will conform to the categories listed above. The candidate should provide a print-out or a representative facsimile, not just a URL, for any e publications.

Within each sub-category, material shall be listed in chronological order, with the most recent work first. All citations shall be complete, including page numbers. It is the responsibility of the candidate to make sure that the Form C has proper citations.

I.E.3. Candidates are strongly encouraged to show the Form C to their department Chair before forwarding it to the Provost's Office

I.F. Outside Letters of Evaluation

I.F.1. General

I.F.1.a. A minimum of four and a maximum of six outside evaluations must be obtained for candidates for tenure (or certification) and for promotion. The Provost will solicit these letters.

I.F.1.b. The purpose of the outside letters of evaluation is to establish the reputation of the candidate beyond the college community with regard to the relevant criteria by which the candidacy will be evaluated. The letters should speak to these academic qualities specifically, and it is therefore suggested that they be sent to academic persons. Candidates should keep this purpose in mind when proposing persons to write the letters.

I.F.1.c. An evaluator who has direct knowledge of the candidate's teaching, professional activities, etc., may also speak to that. In addition, the letters should specify the nature of the relationship of the evaluator to the candidate.

I.F.2. Selection of Outside Evaluators

I.F.2. a. The candidate and the candidate's Chair shall confer about the names of potential evaluators. If the candidate has an objection to any individual proposed as an evaluator by the Chair, the candidate shall submit that objection in writing to the Chair. The Chair shall then forward the names of four to six potential evaluators, who have agreed to act as potential evaluators, to the Provost. If the Chair decides to forward the name(s) of any individual(s) to whom the candidate objected in writing, the letter of objection shall be attached to the outside evaluator's letter in the candidate's file.

I.F.2.b. If the candidate is a department Chair, then the Provost, in consultation with the department Personnel and Budget Committee, will supply the list of names normally supplied by the Chair.

I.F.2.c. Candidates and Chairs are discouraged from proposing either members of John Jay College faculty or dissertation mentors as potential evaluators. In addition, names of evaluators should not include relatives or co-authors of the candidate. The evaluation letters are not to be letters of personal recommendation, but assessments of the scholarly quality and quantity of the candidate's work as it bears on the action for which the candidate is being considered. Candidates should know that letters of evaluation written by former

professors of the candidate are usually weighted less favorably than letters of evaluation from others.

I.F.2.d. Evaluators from within CUNY:

- Tenure: Some letters must be from evaluators who are outside the CUNY system, although it is permissible for some to be from within CUNY.
- Promotion to Associate Professor: It is strongly suggested that at least two evaluators be from outside CUNY, as the burden is on the candidate to show that his or her qualities are "respected outside his/her immediate academic community."
- Promotion to Full Professor: The burden is on the candidate to demonstrate "an established reputation for excellence in teaching and scholarship in his/her discipline. " Therefore it is suggested that no more than one letter be from within CUNY.

I.F.2.e. The Provost's Office will send requests for evaluations to all of the proposed evaluators around April 1. These letters will ask for a response by a stated deadline as to whether or not the person is willing to do the evaluation. Upon receipt of a positive response, the candidate's packet will be sent to the evaluator. This should be no later than the third week in April. The evaluators will be requested to return their evaluation letters by July 1. When a candidate is coming up for two actions, e.g., reappointment and promotion, or tenure and promotion, the evaluators will be asked to comment on both actions in the same letter.

I.F.2.f. The candidate and the Chair should be notified immediately if either the proposed evaluator declines to write an evaluation or the letter of evaluation has not reached the Provost by August 1. In either case, a substitute will be solicited by the Provost from the Chair in consultation with the candidate.

I.F.2.g. Material sent for evaluation is that produced since the last personnel action, or for the prior five years, whichever is longer. The selection of the material to be sent to the evaluators shall be made by the candidate subject to final approval by the Provost. The package shall include a list of the material sent. A copy of the list shall be in the candidate's file.

II. THE PERSONNEL PROCESS

II.A. General

II.A.1. Those portions of all meetings of Department, Review and College Personnel and Budget Committees at which personnel actions are discussed are considered confidential. College Personnel Committee members should be aware that discussing candidates outside Department Personnel, Review Committee and College Personnel meetings is not permitted and is considered by the College to constitute misconduct. The Board of Trustees, in its December 18, 1967 policy on Personnel and Budget Procedures, has stated with respect to confidentiality:

We likewise believe that it would be professional misconduct for a member of a P&B committee to disclose the substance or even the nature of the discussion at the P&B meeting. As far as the actions of a Department and /or its

committees in respect to a candidate are concerned, only the Chairman of the Department should be empowered to discuss these actions with a candidate. As far as the actions of the college P&B committee, with respect to a candidate are concerned, only the president of the college or his designee should be empowered to discuss these actions with a candidate.

II.A.2. Only information contained in a candidate's file shall be considered in committee discussions or used in the evaluation of a candidate at any level, whether by the Department, Review, or College committees.

II.A.3. Members of Personnel Committees are reminded that "Candidates in tenure bearing titles for the first reappointment are expected to demonstrate their potential for scholarly work..." From the second reappointment forward, candidates are expected to offer "evidence of scholarly contributions to their disciplines."

II.B. Department Personnel Committees

II.B.1. For full-time faculty members in professorial titles, and for full-time lecturers, instructors, and college laboratory technicians, reappointment, tenure, appointment, appointment with a Certificate of Continuous Employment, and promotion are considered by a series of committees. Since the committees - beginning with Department Personnel Committees - meet in early September, the candidate should start organizing his/her material the previous Spring. Promotion candidates are required to have their complete file in the Provost's Office by June 1; reappointment and tenure candidates by September 1. The procedures for obtaining outside letters of evaluation have a separate timetable. (See Section II of this document.)

II.B.2. Department Personnel Committees meet in early September to vote on a candidate's reappointment, certification, tenure, or promotion, based on a review and discussion of the candidate's file. Each member of the Department Personnel Committee is obligated to review the entire official file of the candidate. The official file is in the Provost's Office.

II.B.3. The department Chair will notify the candidate of the decision of the Department Personnel Committee as soon as possible after the vote is officially recorded. The Department vote becomes incorporated into the candidate's file for the next committee level, the Review Committee. It is therefore imperative that Department Personnel Committees meet according to schedule so that the business of the Review Committee will not be held up.

II.C. College Wide Personnel Review Committees

Following action by departmental Personnel Committees, candidates' files are subject to review by College Wide Personnel Review Committees.

II.C.1. Review Committees are subcommittees of the College Personnel Committee. Subject to ©)(3) below, there shall be three Review Committees: a Reappointments Review Committee, a Tenure Review Committee, and a Promotions and Waivers Review Committee.

II.C.2. The Provost shall make assignments to the Review Committees before the end of the academic year following departmental elections in May. In assigning faculty to the Review Committees, the Provost shall to the degree possible assure that each review committee reflects diversity of disciplinary perspectives and provides for reasonable rotation of committee assignments. CUNY rules require that only full professors and associate professors are eligible to vote for promotion to full professor. Personnel Committee members who do not hold the rank of Associate or Full shall not be assigned to the Promotions Review Committee.

II.C.3. The Provost shall fairly distribute workload or reassign workload among existing committees provided that similar actions are considered by the same committee.

II.C.4. Multiple actions: When a candidate is coming up for two actions, e.g., reappointment and promotion, or tenure and promotion, the two actions will be considered completely separately with no communication between the two relevant Review Committees.

II.C.5. Candidate files will be assigned at random to two faculty members on the Review Committee for presentation before the Committee. Members of the Review Committee will not present candidates from their own departments.

II.C.6. The assigned presenters are responsible for a complete and thorough reading of each candidate's file. These assigned presenters will, independently of each other, present an evaluation of the candidate to the Review Committee. The presentation of the candidate at the Review Committee shall be an independent one, based solely on the candidate's file and without consultation or discussion with anyone else on or off the committee.

II.C.7. While only the two presenters are responsible for a complete and thorough reading of the file, all members of a Review Committee are obligated to review the files of all candidates who come before the Committee.

II.C.8. Candidates will be presented in alphabetical order by department and by name. In the Promotions Review Committee, candidates for promotion to Associate Professor will be considered first, followed by candidates for promotion to Full Professor.

II.C.9. Any discussion of the action or the candidate outside the Review Committee constitutes a breach of confidentiality. If any problems or questions arise from a study of the material in the file, these should be presented only at the Review Committee and not discussed beforehand.

II.C.10. Chairs of candidates being considered by the Review Committee will be alerted by the Review Committee Chair to be available in case they are needed to provide information to the Committee. If any member of the Review Committee needs questions answered or points clarified about any candidate, the Chair of the candidate's department will be invited to appear before the committee. When the candidate him/herself is the Chair, the Department Personnel Committee shall elect a member of the Department Personnel Committee who will appear in lieu of the Chair.

II.C.11. When there is one or more negative votes or abstentions at the department level, the

Chair of the department must meet with the Review Committee to comment on the department vote. When the candidate him/herself is the Chair, the Department Personnel Committee shall elect a member of the Department Personnel Committee who will appear in lieu of the Chair.

II.C.12. The Chair of a candidate's department, whether a member of the Review Committee or called in by the Committee, will not make a presentation to the Review Committee, nor be present for discussion of the candidate by the Review Committee. A candidate's Chair or an at-large member from the candidate's department if a member of the Review Committee will be asked to leave the room during the discussion of their department's candidate, and they will not vote on the candidate. In the case of joint appointments, this will apply to both Chairs.

II.C.13. The three at-large faculty members of the College Personnel & Budget Committee, who are elected by the full-time faculty, shall be tenured, with a minimum rank of associate professor.

II.C.14. As soon as possible, the Chair of the Review Committee will inform the department Chair of the Review Committee's vote and the substance of the discussion including the issues raised.

II.C.15. As soon as possible, the department Chair will inform the candidate as to whether the Review Committee vote was negative or positive and the substance of the Review Committee's discussion. Actual vote counts shall not be communicated to the candidate. No other member of the committee is to discuss the Review Committee action with the candidate and it is not appropriate for candidates to request such discussion with any members of the Committee. The Chair shall offer appropriate guidance to the candidate consistent with section IIIA.

II.C. College Personnel Committee.

II.C.1. All personnel actions are submitted to the College Personnel Committee for a vote. Both Fall and Spring meetings of the College Personnel Committee should be scheduled well in advance, no later than the third Monday in June so that they do not conflict with other college business, so that people can make their academic year plans accordingly, and so that there is maximum attendance at these meetings. A sufficient number of meetings shall be scheduled well in advance to handle all regular business and possible appeals.

II.C.2. For both Fall and Spring meetings, the Provost's Office shall send notices of meeting dates and the list of candidates to all members of the Committee, including the at-large members and student members. College Personnel Committee meetings should not be cancelled or rescheduled except in emergencies. Meetings should normally run from 9:30 a.m. – 1 p.m. All Committee members should be made aware of their obligation to stay for the entire meeting.

II.C.3. A quorum of 25 persons must be present to conduct business, so that a Candidate's vote is not adversely affected by absences. Business may proceed with fewer than 25 but no fewer than 23 persons present upon a two-thirds affirmative vote of those present.

II.C.4. Robert's Rules of Order, Revised will govern the proceedings of the Personnel Committee and the Review Committees except as follows:

II.C.4.a. Members of the Personnel Committee shall not make a motion to call the question when the Committee is considering individual personnel actions. If such a motion is introduced, the Chair shall rule the motion out of order. Full and unimpeded discussion and debate are imperative.

II.C.5. Order of and mode of consideration of candidates will be as follows:

- collective consideration of 1st and 2nd reappointments without any negative votes from Departmental Personnel Committee, although any member may call for individual consideration of individual cases;
- individual consideration of 1st and 2nd year reappointments who have received negative votes;
- individual consideration of all 3rd, 4th, 5th and 6th year reappointments;
- individual consideration of tenure candidates;
- individual consideration of candidates for promotion to Associate Professor; and
- individual consideration of candidates for promotion to Full Professor.

II.C.4.6. Candidates for action within each group will be presented in department alphabetical order, and by alphabetical order within each department. Reverse alphabetical order may be used upon a majority vote of those present. With the exception of first and second year collective reappointments, a candidate's Chair has the right to make the first presentation of a candidate, followed by a presentation by the Chair of the appropriate Review Committee who summarizes the discussion of the Review Committee. When the candidate for a personnel action is a department Chair, the candidate may select any other faculty member of the College Personnel Committee to act in lieu of the Chair in presenting the candidate's credentials to the College Personnel Committee.

II.C.4.7. An absolute majority (50 percent +1 of the full P membership) is required for an affirmative recommendation to the President, but in reporting votes of the College Personnel Committee to the members of the Committee, the actual percentage of yes and no votes shall be provided along with the numbers.

II.C.4.8. All candidates for reappointment, tenure or certificate of continuous employment and/ or promotion who receive a negative vote, regardless of size of the vote of the College Personnel Committee, have the right to appeal to the Committee.

II.C.4.9. Notification of Candidates: Candidates will be notified by their department Chairs of the decision of the College Personnel Committee; the candidate is not to be told the actual vote.

II.C.4.10. Promotion and/ or early tenure candidates may withdraw at any point in the personnel process. Early tenure candidates who receive a negative vote at any stage in the consideration of their candidacy shall be voted on a second time on the question of their reappointment. When a candidate withdraws, votes taken up to that point remain part of the file.

II.C.4.11. Appeals process: Appeals of College Personnel Committee decisions shall be scheduled by the Provost. Appeals shall be scheduled during one of the dates established for Personnel Committees well in advance. Candidates appealing decisions of the P shall have the right to make a 15 minute statement. All candidates who have exercised their right to appeal to the College Personnel Committee, or who have been denied the right to appeal to that Committee, have the right to appeal directly to the President.

II.C.4.12. Ultimately, the recommendations for reappointment, tenure, certification and promotion of the College Personnel Committee are approved or disapproved by the President, who decides which recommendations to forward to the CUNY Board of Trustees. The final decision is that of the Board of Trustees.

II.C.4.13. When the president is unavailable for a scheduled meeting of the College Personnel Committee, the Provost shall preside in her/ his place.

III. GUIDANCE FOR CANDIDATES AND THE PERSONNEL COMMITTEES

Please note that elaboration of the following Guidelines can be found in the subsequent sections on pp. 10-16.

The criteria used in making personnel decisions are set forth in, and governed by, the University's Bylaws and policies, including the Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York. The purpose of this section is to provide guidance to the faculty - both those on personnel committees and those considering or coming up for personnel actions - on factors they may wish to take into account in evaluating whether these criteria have been met.

For the purpose of clarifying to the faculty, both those on the personnel committees and those considering or coming up for personnel actions, the following descriptions of the kinds of factors that can be considered in evaluation as they relate to the areas to be considered in the personnel process may be helpful. The following is designed to provide guidance both to faculty and to personnel committees. In considering individual cases extraordinary performance in one or more areas can sometimes compensate for lesser or perceived lesser contributions in another area

Any released time or other forms of remuneration associated with the service contribution or with research activities must be cleared noted on the Form C .

In coming up for the next promotion it is not the length of time in rank, but rather the quality of work since the last promotion that is germane. Similarly, as the bylaws state, "Longevity and seniority alone shall not be sufficient for promotion."

III.A. GUIDELINES FOR EVALUATION:

III.A.1. Teaching at John Jay College:

III.A.1.a. The two 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 Personnel Committee may wish to consider other evidence relating to a candidate's success in teaching including:

III.A.1.b. Activities which may be presented in making the case for "clear evidence of the individual's ability and diligence as a teacher" (for the granting of tenure) "continued effectiveness in teaching" (for promotion to Associate Professor) or "an established reputation for excellence in teaching ..." (for promotion to Full Professor), include the criteria discussed below.

- developing of new and well received courses and innovative pedagogy (relevant syllabi should be included in the file). In evaluations for tenure and promotion, a candidate's instructional materials and techniques are considered to be scholarly work when they incorporate new ideas or scholarly research. Otherwise they are examined within the criteria of teaching;
- exhibiting teaching range and vitality by the number and variety of courses taught;
- attending and participating in faculty development programs;
- sponsoring of students for awards, scholarships, student competitions; inclusion of writings in John Jay's Finest, etc.;
- advising for theses, CUNY BA, independent studies, (Theses are available in the Library; independent study papers to be available in the office of the Dean of Undergraduate studies.);
- receiving professional recognition for teaching in form of awards, professional honors;
- seeking grants involving students and student concerns (grant application/narrative must be in the file);
- advising students (beyond major advisors who get released time for this);
- participating in The Faculty Senate teaching/mentoring program as either mentor or mentee;
- mentoring and supervision of adjuncts;
- providing uncompensated extensive tutoring of students beyond office hours;
- development of effective techniques for teaching
- contributing to publication in pedagogical journals, outreach to other educational institutions.
- demonstrating the use of outcomes assessment strategies to measure student learning
- use and incorporation of technology in teaching

III.A.1.c. It is important for department Chairs to incorporate these factors in their annual evaluations as one way of making them part of the Candidate's personnel file.

III.A.1.d. 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 meeting departmental scheduling needs (for example, day/night teaching schedule.)
- 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 or dean; and
- late submission of grades or inattention to incompletes.

III.A.1.e. Grade reports: To help inform discussion of student evaluation scores of faculty, grade distribution statistics for all faculty must be available for reference by all personnel committees.

III.B. Research and Scholarship

III.B.1. General Criteria

III.B.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 by-laws, forms of excellence other than scholarly print publication are recognized. For non-print works, documentation in the form of audio tapes, video tapes, visual presentations, etc., should be made available in appropriate format in the Provost's Office. The Provost's Office will make these accessible by providing the necessary equipment. These works will be judged by the same criteria listed below for scholars.

III.B.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.)

III.B.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. It is up to the candidate's Chair, in making the presentation, to bring to the committee's attention any special criteria of their department or discipline.

III.B.1.d. General criteria for promotion to Associate Professor are stated in the by-laws. In addition to the qualifications required of an Assistant Professor, 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.

III.B.1.e. General criteria for promotion to Full Professor are stated in the by-laws. The bylaws require 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.B.2. Guidelines for judging scholarship: Granting tenure as Assistant Professor

For tenure as an Assistant Professor peer reviewed scholarship in the form of articles, creative works appropriate to the discipline, a book or their equivalent are generally the best way to demonstrate scholarly achievement. Faculty approaching a tenure decision should recognize that evidence of scholarly production is important and that materials that have not

been accepted for publication will be given little or no weight. The publication of a doctoral dissertation as a book or as a series of refereed articles without significant expansion and/or development will generally not be sufficient for tenure. The candidate shall show the ways scholarly and/or creative production has been made to the dissertation while at John Jay and shall explain any contributions made to the dissertation. The candidate should be prepared to explain any contributions made to the dissertation in preparation for publication since his/her tenure track appointment at John Jay. In preparing for the tenure decision candidates should recognize the importance of demonstrating success in publishing their research findings.

III.B.3. Guidelines for judging scholarship: Promotion to Associate Professor

As stated in the By-Laws 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 for candidates for promotion to 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 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, a record of presentations at regional, national and international academic conferences or other significant academic contributions from among those listed below for Full Professor may serve to demonstrate the necessary record of scholarly achievement 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.

III.B.4. Guidelines for judging scholarship: Promotion to or Tenure as Full Professor

III.B.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.B.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 or its lack, 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.

II.B.4.c. For candidates for Full Professor, the term "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 would be:

- book chapters;
- a co-authored book (The nature of the candidate's contribution should be clearly stated in the file);
- scholarly articles (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.B.4.d. In addition to the above, other evidence of scholarly achievement might include:

- ongoing presentations of scholarly papers at national and regional meetings in candidate's field (to be considered, papers should be included in the file);
- 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; and
- 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.C. Service

III.C. 1. Department, College and University service is recognized as important in considering a candidate for promotion to either Associate or Full Professor, as well as in reappointment and the granting of tenure. The expectation for service increases as one moves up the ranks. While candidates for tenure are expected to demonstrate a commitment to service, candidates for Associate Professor should have an established record of service to the College community and/ or University. Candidates for Full Professor should have established records of continuing and increasingly significant service to the College and to the outside community.

III.C.2. It is recognized throughout the College that certain activities and committees take a significant amount of time and energy and have a significant impact on the college community. These include (but are not limited to):

- participation on the Faculty Senate and College Council (as department representative or at-large)
- at-large member of the College Personnel and Budget committee;
- participation on the College Curriculum committee and its subcommittees;
- advising of Student Clubs;
- Chairing of various ad hoc committees (such as Middle States)
- college representation in the PSC-CUNY Research Foundation; and
- service as Chair or College administrator.
- leadership and participation in conferences, colloquia, and symposia held at the College or the University participation on the University Faculty Senate

III.C.3. Candidates should clearly spell out the nature of their service on the Form C, and include it also in the self-narrative. Any published materials from these committees for which the candidate is responsible should/can be included in the file.

Any released time or other forms of remuneration by the College associated with the service contribution must be clearly noted on the Form C next to the description of the service.

III.C.4. The name of the Chairperson of the committees on which the candidate has served should be noted next to the name of the committee on the Form C. The department Chair will be responsible for contacting the Chairs of those committees for comments on the candidate's contribution. It is appropriate that this information be shared with the personnel committees at each level of the process.

III.C.5. Service thus consists of not merely being a formal member of a committee, but will be evaluated in terms of level of attendance, participation, and contribution.

III.D. Reappointment before Tenure

For the first and second year reappointments, candidates are expected to have made some progress toward meeting the requirements for tenure relative to their time of service at the College. For third and subsequent reappointments, candidates are expected to have made significant progress toward meeting the requirements for tenure relative to their time of service at the College.

IV. Timelines

IV.A Five-Year Reappointment and Tenure Clock

The five-year reappointment and tenure clock applies to tenure-track faculty members whose tenure-track service at John Jay began **before** the Fall of 2006 and those hired effective Fall, 2006 who elected the Five Year Tenure Clock. The following schedule applies:

Service Year	Reappointment For	Form C Deadline	Decision Schedule
1st year of service	2nd year	Early February	Spring
2nd year of service	3rd year	Early September	Late Fall
3rd year of service	4th year	Early September	Late Fall
4th year of service	5th year	Early September	Late Fall
5th year of service	6th year - with tenure	Early September	Late Fall

IV.B Seven-Year Reappointment and Tenure Clock

The seven-year reappointment and tenure clock applies to tenure-track faculty members whose tenure-track service at John Jay began **beginning or after** the Fall of 2007 and to those whose tenure track service began in Fall 2006 who elected the seven year clock. The following schedule applies:

Service Year	Reappointment For	Form C Deadline	Decision Schedule
1st year of service	2nd year	Early February	Spring
2nd year of service	3rd year	Early September	Late Fall
3rd year of service	4th year	Early September	Late Fall
4th year of	5th year	Early September	Late Fall

service			
5th year of service	6th year	Early September	Late Fall
6th year of service	7th year	Early September	Late Fall
7th year of service	8th year - with tenure	Early September	Late Fall