

Faculty Senate Minutes #330

Thursday, September 4, 2008

3:20 PM

Room 630 T

Present (37): Erin Ackerman, Michael Alperstein, Simon Baatz, Andrea Balis, Elton Beckett, Adam Berlin, Teresa Booker, Erica Burleigh, Elise Champeil, Shuki Cohen, Edward Davenport, JoEllen Delucia, Virginia Diaz, Janice Dunham, DeeDee Falkenbach, Beverly Frazier, Maki Haberfeld, Jay Hamilton, Kimberly Helmer, Heather Holtman, Ping Ji, Karen Kaplowitz, Allison Kavey, Erica King-Toler, Ali Kocak, Tom Litwack, Vincent Maiorino, Evan Mandery; Nicholas Petraco, Michael Pfeifer, Raul Romero, Francis Sheehan, Arthur Sherman, Richard Schwester, Robert Till, Roberto Visani, Valerie West

Absent (12): Marvie Brooks, Kirk Dombrowski, Marcia Esparza, Gail Garfield, P. J. Gibson, Amy Green, Richard Haw, Mickey Melendez, Tanya Rodriguez, Staci Strobl, Shonna Trinch, Thalia Vrachopoulos

Invited Guests: President Jeremy Travis, Provost Jane Bowers

Agenda

1. Adoption of the agenda
2. Announcements from the chair
3. Approval of Minutes #329 of the May 21, 2008, meeting
4. Ratification of slates: Faculty Senate, College Council, College Committees
5. Proposed Honorary Degree protocol
6. Update about search committee protocols
7. The CUNY Performance Management Process (PMP)
8. Invited guests: President Jeremy Travis & Provost Jane Bowers

1. Adoption of the agenda. Approved.

2. Announcements & Reports [Attachment A, B, C, D, E]

President Kaplowitz reported that the CUNY Board of Trustees (BoT) approved our amendments to the Charter of our College; our Bylaws by definition do not require BoT approval.

A list of the members of this year's Senate [Attachment A] and information about the College Council [Attachment B] were included in the agenda packet.

President Kaplowitz announced that Professor Rubie Malone, V.P. for Planning is retiring and that position will be replaced by the position of Associate Provost, which will be announced to the community by President Travis shortly. This means that there will be two new searches for administrators, a search for an Associate Provost, and a search for Dean of Undergraduate Studies.

She also reported that seven departments elected new chairs in May during the departmental elections:

Jama Adams – African-American Studies

Ned Benton – Public Management [previously chair of the dept in its previous configuration]

Enrique Chavez-Arviso – Philosophy [previously chair of the Depart. of Art, Music, Philosophy]

Glenn Corbett – Protection Management

Lisa Farrington – Art & Music

Joan Hoffman – Economics

Martin Wallenstein – Communication & Theater Arts [previously chair of Speech & Theater]

Also announced are the election results for faculty at-large members of the College Faculty Personnel Committee (FPC); these candidates were elected in May by the full-time faculty:

Anru Lee – Anthropology

Allison Pease – English

Gloria Browne-Marshall – Law, PS, CJA

[N.B. Ma'at Lewis-Coles had been elected but is no longer eligible because she has been named the Director of Counseling which requires her to move to a HEO (non-faculty) line]

Elected by the full-time faculty as alternate at-large members of the FPC are:

Rosemary Barberet – Sociology

Janice Bockmeyer – Government

Richard Culp – Public Management

President Kaplowitz distributed a September 3, 2008, letter to the College Presidents about budget cuts from the CUNY Office of Budget [Attachment C]

Also included in the agenda packet is a draft report from the Task Force on Faculty Workload [Attachment D].

President Kaplowitz also reported that the CUNY Board of Trustees, at the end of June, approved the creation of new academic departments at the College: Art and Music; Communication and Theater Arts; Economics; Philosophy; and Public Management [Attachment E].

3. Approval of Minutes #329 of the May 21, 2008, meeting

Minutes #329 of the May 21, 2008, meeting were approved.

4. Ratification of slates: Faculty Senate, College Council, College Committees [Attachment F]

The Senate ratified all the slates of faculty for College Council Committees, College Committees, and Faculty Senate Committees [Attachment F].

5. Proposed Honorary Degree protocol: Executive Committee

Because the candidates recommended for honorary degrees are usually very busy people with commitments made long in advance, it has happened that candidates respond to the invitation to receive a degree by saying they would be honored but are not free to attend the commencement exercises; the CUNY Board of trustees requires physical attendance by candidates to receive the honorary degree.

To address this situation, the Senate's Executive Committee is proposing an amendment to the College policy on selecting candidates for honorary degrees: "if an individual is approved for an honorary degree by the Faculty Senate and then by the President of the College and is invited and accepts the offer of the degree but is not able to attend that year's commencement ceremonies (which is a requirement of the CUNY Board of Trustees), then that approval shall extend henceforth, unless the candidate is deemed by the Faculty Senate to be no longer worthy of an honorary degree because of new actions or new information."

The Senate discussed the definition of "henceforth" but, lacking a consensus, the Senate voted to approve the proposal with the understanding that a limit on "henceforth" will be discussed in the near future.

And so this motion was approved by unanimous vote with the caveat that the Executive

Committee place on the agenda of a subsequent Senate meeting this semester a recommendation as to how the term “henceforth” is to be defined.

6. Update about search committee protocols [Attachment G]

President Kaplowitz explained that she and President Travis have developed a protocol for search committees that defines and formalizes the role of the Faculty Senate in the searches for various levels of administrators [Attachment G]. She invited comments and suggestions for change. The Senate voiced its approval of the protocol and praised President Kaplowitz and President Travis for this initiative which makes clear the processes for searches and obviates the need for this issue to be taken up de novo every time a search is announced. It also is an important document for the administrators other than President Travis to have so that they know what steps to take when establishing search committees. President Kaplowitz said that President Travis was wonderful during the development of this protocol and was very responsive to all the suggestions and requested changes she had proffered; in fact, she said, every suggestion and request she made was agreed to with alacrity after she explained her reasons for making them.

7. The CUNY Performance Management Process (PMP) [Attachment H, I]

Each year Chancellor Goldstein meets with each College president and sets annual Performance Management Process (PMP) measures and goals for the president and for her or his college [Attachment H]. And each year the Chancellor also evaluates each president and her or his college on the basis of those PMP measures which were set the previous year. A highlight of the positive and negative scores for John Jay about which President Travis and Chancellor Goldstein met in mid-August was also reviewed [Attachment I].

8. Invited Guest: President Jeremy Travis & Provost Jane Bowers

As required by the new Charter, President Travis consulted with the Senate about a process for inviting and considering proposals from faculty for new and reconfigured academic departments and for proposed name changes of academic departments. The Senate and President Travis reviewed the document that had been drafted by President Travis, President Kaplowitz, Provost Bowers, and Counsel Rosemarie Maldonado .

President Travis began by summarizing progress at the College over the past year. He said the upcoming College Council meeting would be the first at which faculty would comprise a

majority of the voting members, which, he said reminds us of what a College is all about. He said this comes a bit late in the history of the College, but better late than never [Applause].

President Kaplowitz noted that it has been 20 years since a major restructuring of a department has taken place.

Provost Bowers reviewed the way the University measures full-time teaching power. She said that the University measures each campus for its teaching power, and that for several years John Jay has been criticized for its low numbers. These numbers are important because research shows that high numbers of full-time faculty are correlated to good retention numbers and generally make the College more attractive to potential students.

President Kaplowitz added that of the 19 CUNY colleges, John Jay is at the bottom of the scale by all measures of teaching power. She said our full-time faculty average only 14 teaching hours per year and the contractual load is 21 teaching hours. She said that 51% of our full-time faculty teach fewer than 5 courses and only 20 % are teaching their contractual load. She said this does not mean that faculty members are not working. It just means they are working at things other than teaching.

Senator Litwack responded that he had a very different view of this matter. He gave an argument for John Jay faculty doing much more teaching than faculty at other colleges. He says that CUNY is being unfair to us. He says we should fight what CUNY is saying.

Provost Bowers added that our student success measures are going down which makes it much harder to argue against CUNY.

Provost Bowers said that she has had to analyze why our teaching power is so low and to provide plans for increasing it. She said that our argument that we have been hiring a lot of research faculty who do research rather than teaching does not hold up because some other CUNY colleges which have superior research numbers also have higher teaching power numbers.

Provost Bowers said we have no college workload policy. She said we have no policies for workload tracking and we need to have them. Senator Edward Davenport asked whether professors teaching independent study courses are counted as doing full-time teaching. The Provost explained that we have had no method of giving faculty partial workload credit during the semester when faculty members are teaching an independent study course. She said she does not want this new initiative to appear punitive, but rather an attempt to achieve more equity by keeping better records of faculty work and reassigned time. President Kaplowitz noted that included in the agenda packet for today's meeting, as an information item, is a draft of a report by the Task Force on Faculty Workload [Attachment D].

Senator Litwack says he totally supports looking at this issue closely but he thinks we still need to resist the pressure from CUNY because, he said, data exist which show that for a long time

John Jay faculty have taught more than faculty at any other branch of CUNY. Senator JoEllen Delucia said that at other colleges there are policies for giving more credit for writing-intensive classes than we do at John Jay. The Provost said that our current class size of 30 for writing-intensive courses is much too large. Senator DeeDee Falkenbach asked about credits that people have already earned and banked: will these credits be lost. The Provost said we have to devise a policy to ensure that banked time is not lost, but we need to have a plan for time limits within which banked time must be made used.

Senator Davenport asked whether there are plans to provide an objective measure for what counts as a writing-intensive course. The Provost said that the Curriculum Committee developed such an objective measure last year and this measure will be made available to the College community this year; henceforth, for a course to be designated as writing intensive will require more than simply adding WI next to the course listing.

Provost Bowers consulted with the Senate about the PMP measures, especially the average number of hours John Jay faculty teach each semester (see agenda item #7, above). She also described the newly created position of Associate Provost.

The meeting was adjourned at 5:20 PM.

ATTACHMENT A

Announcements & Reports

Members of the 2008-2009 John Jay Faculty Senate

23 Full-time faculty At-Large Representatives elected by the full-time faculty

Andrea Balis – History/ISP*
Adam Berlin – English*
Marvie Brooks – Library*
Erica Burleigh – English*
Elise Champeil – Science*
Edward Davenport – SEEK/English*
Virginia Diaz – SEEK*
Kirk Dombrowski – Anthropology <>
DeeDee Falkenbach – Psychology <>
Beverly Frazier – Law, PS, CJA*
P. J. Gibson – English
Amy Green – Communication & Theater Arts/ISP*
Maki Haberfeld – Law, Police Science & CJA*
Kimberly Helmer – English*
Karen Kaplowitz – English*
Allison Kavey – History <>
Tom Litwack – Psychology
Evan Mandery – Law, Police Science & CJA*
Nicholas Petraco – Science*
Michael Pfeifer – History*
Francis Sheehan – Science*
Thalia Vrachopoulos – Art & Music*
Valerie West – Law, PS, CJA*

3 Adjunct faculty At-Large Representatives elected by the adjunct faculty:

Michael Alperstein – Law, Police Science & CJA <>
Heather Holtman – Counseling*
Arthur Sherman – Communication & Theater Arts

23 Department Representatives elected to the Faculty Senate & to the College Council:

African-American Studies: Teresa Booker*
Anthropology: Shonna Trinch*
Art & Music: Roberto Visani*
Communication & Theater Arts: Elton Beckett*
Counseling: Mickey Melendez*
Economics: Jay Hamilton*
English: JoEllen DeLucia*
Foreign Languages & Literature: Raul Romero*

Government: Erin Ackerman*
History: Simon Baatz*
Interdisciplinary Studies Program: Richard Haw*
Latin American & Latina/o Studies: Marcia Esparza*
Law, Police Science, CJ Administration: Staci Strobl*
Library: Janice Dunham*
Mathematics: Ping Ji*
Philosophy: Tanya Rodriguez*
Physical Education & Athletics: Vincent Maiorino*
Protection Management: Robert Till*
Psychology: Shuki Cohen*
Public Management: Richard Schwester*
Science: Ali Kocak*
SEEK: Erica King-Toler*
Sociology: Gail Garfield*

*** Also a member of the College Council**

<> Also an alternate member of the College Council

ATTACHMENT B

Composition of the College Council under the new Charter:

42 faculty (60% of total membership):

One representative is elected by each of the 23 academic departments

The remaining 19 faculty are allocated by a method decided by the Faculty Senate

14 students

5 Higher Education Officers (HEOs)

President

Provost

VP for Student Development

VP for Enrollment Management

VP for Finance & Administration

Dean of Undergraduate Studies

Dean of Graduate Studies

Dean for Research

Total = 69 members

Composition of the 2008-9 Faculty Senate:

23 full-time faculty elected by the full-time faculty

3 adjunct faculty elected by the adjunct faculty

23 faculty elected by each academic department – one per department – to serve on the College Council & Faculty Senate

Total = 49 members

2008-9 College Council meetings:

College Council meetings in Room 630 T at 3:30 - 5:30 PM

Wednesday, September 24

Thursday, October 23

Monday, November 17

Monday, December 15

Wednesday, February 11

Wednesday, March 18

Wednesday, April 22

Monday, May 11

College Council Executive Committee meetings in Room 610T at 3:30-5:30

Monday, September 8

Tuesday, October 7

Tuesday, November 4 ***

Tuesday, December 2

Wednesday, January 28

Wednesday, March 4

Monday, March 30

Wednesday, April 29 ***

*** Please note date change

Deadline for College Council agenda items

Friday, August 29

Friday, September 26

Wednesday, October 29

Monday, November 24

Thursday, January 22

Monday, February 23

Monday, March 23

Friday, April 24



ATTACHMENT C

Vice Chancellor for Budget and Finance

535 East 80th Street
New York, NY 10021
tel: 212-794-5403
fax: 212-794-5515

September 3, 2008

To: College Presidents

From: Vice Chancellor Ernesto Malave

A handwritten signature in black ink, appearing to read 'Ernesto Malave', is written over the printed name of the Vice Chancellor.

Subject: FY2009 Mid-Year State Budget Reductions – Revisions to CUNY's FY2009 Financial Plan

As you know, the Governor and the State Legislature reached agreement on a budget reduction package that reduced CUNY's senior college appropriation by \$50.6 million. On August 20, Chancellor Goldstein sent a correspondence to the University community outlining the overall strategies that CUNY would employ in order to meet this fiscal challenge.

The City University had been preparing contingency plans in light of the continuing economic uncertainty at the State level. As a result, we have been able to utilize one-time resources and alternative ways of financing equipment replacement to offset \$32.0 million of the \$50.6 million mid-year reduction. Thus, this latest reduction to the FY2009 appropriation for CUNY senior colleges has been limited to \$18.6 million.

In order to satisfy this reduction target and give the colleges greater flexibility in managing the budget challenge, the following measures are being taken:

1. Senior College and Central Administration budgets will be reduced by the 1.5% reserve that was included the FY2009 Initial Allocation. This reserve, which totals \$13.9 million, will be applied toward the reduction. This reduction will be implemented through a 5% reduction in other-than-personal-service (otps) and savings from restrictions in full-time hiring of administrative personnel.
2. A reduction of \$2 million will be made against unallocated lump sum funding being held centrally.
3. The CUNY Compact for FY2009 is being deferred to FY2010. The revenue target increase associated with the FY2009 Compact is being rescinded. College tuition revenue targets will be reset to FY2007 levels. Any additional tuition revenue over-collections that are generated in the current year are resources that will be retained by your campus, and can be used to offset the planned reductions or be held in reserve (within the 2% reserve limitations).

Compact plans for FY2007 and FY2008 have been funded in college base budgets and should continue to be implemented. Self-financing targets for the FY2007 and FY2008 Compact plans must still be maintained and be included in college financial plans. Compact spending should continue to be discretely accounted for in college financial plans. The CUNY Compact will continue to be the long-term financing vehicle for the University and will be the centerpiece for the FY2010 University Budget Request;

For the community colleges, the recent State agreement included a reduction \$640,000 to categorical grants, including Building Rentals, Child Care, and College Discovery. The Governor's proposal to reduce Base Aid funding for community colleges by \$7.5 million was rejected by the Legislature. The \$640,000 reduction target will be achieved centrally with the use of reserves and not passed on to colleges.

Although State support has been reduced in the current year, we are confident that the above actions are fiscally prudent and will protect the core operating budgets of our campuses. Replacement hiring for full-time faculty and staff who provide direct services to students should continue to move forward. The Mental Health Counseling initiative should be implemented as planned. Please ensure that there is no diminution of direct student services or cancellation of course sections as a result of the above budget reductions.

If you have any questions or concerns, please contact me or Budget Director Matthew Sapienza. Thank you for your attention to this matter.

cc: Chancellor Matthew Goldstein
Executive Vice Chancellor Allan Dobrin
Cabinet
Vice Presidents for Finance and Administration
College Provost
Vice Presidents for Student Affairs

ATTACHMENT D

Provost Advisory Council – May 12, 2008

HANDOUT FOR DISCUSSION

Banked Time

- How should the college address the management of faculty who accumulate workload credit over the years?
- Should there be a cap on how many “banked” hours can be used in a given semester?
- Should faculty have the choice to cash in the banked time if they are not planning on using it?
- What process should be put in place to ask faculty to provide a plan for the use of their banked time?
- Should faculty be able to donate their banked time to a central fund for reinvestment in their department?
- Should there be a cap on the number or years of banked time someone can accumulate?

Minimum Teaching Load

A Minimum teaching load policy should be separate but not run counter to P&B considerations for Leaves. An example of a policy statement could be:

All faculty must teach a minimum of one course during the fall semester and one course during the spring semester. Exceptions to the policy must be approved by the Provost in advance of the development of the schedule for the given semester. Faculty who plan not to teach in a given semester must request permission from the Department Chair and Provost prior to the scheduling of the semester in question.

Large Classes

There are a few ways to approach extra compensation for large format classes. One is:

To compensate additional workload credit proportionate to the enrollment size of the class section in comparison to the normal class enrollment limits. An example of a policy would be:

A credit-hour of oversized class credit is granted for each increment of additional enrollment equal to or greater than 50% of the primary class limit based on the college class size policy. For example, if a class has a primary limit of 34, and the enrollment is 52, an additional credit is granted to the instructor because 51 represents 150% of the primary limit. If the section achieved an enrollment of 102, the instructor would receive 3 regular workload credits plus 3 oversized class credits.

Course Buy-outs – Sponsored Research

An example of a policy would be:

For the first sponsored project reassigned course section for a faculty member during a semester, the project shall reimburse the College based on not less than the cost to employ an adjunct assistant professor for 45 hours, including the cost of fringe benefits calculated based on 35% of the direct salary costs.

For the second sponsored project reassigned course section for a faculty member during a semester, the project shall reimburse the College based on not less than the cost to employ an adjunct full professor for 45 hours, including the cost of fringe benefits calculated based on 35% of the direct salary costs.

For the third or fourth sponsored project reassigned course section for a faculty member during a semester, the project shall reimburse the College based on not less than one-seventh of the annual salary of the faculty member, including the cost of fringe benefits calculated based on 35% of the direct salary costs.

Exceptions to this policy based on special circumstances will be approved by the Provost on a case-by-case basis.

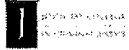
Department Administration

Departmental Administration and Support reassigned time is authorized to perform departmental and programmatic administrative duties, which includes service as a department chairs, deputy chair, or program director or coordinators.

Administrative Reassigned Time for departments will be allocated by the Provost on an annual basis and will be managed by the Chairs. If the Chair chooses to hire an additional deputy chair and take less reassigned time for him/herself, or to hire one less deputy and take more for him/herself, that would be acceptable. Department Administrative Reassigned time allocations will be made on an annual basis by the Provost. The Departments shall be notified as to their annual allocations prior to the fall schedule development.

Workload Reporting Form

See attached



Law, Police Science DOE JOHN Assistant Professor
Department Last Name First Name Rank

SUMMARY
Banked Time
0.0

Fall 2008				Winter 2009				Spring 2009			
1. CLASSROOM TEACHING											
Discipline	Course Num.	Section Num.	Contact Hours	Discipline	Course Num.	Section Num.	Contact Hours	Discipline	Course Num.	Section Num.	Contact Hours
1 CRJ	101	01	3.0	1				1 CRJ	101	02	3.0
2 CRJ	101	02	3.0	2				2			
3								3			
4								4			
5								5			
6								6			

Classroom Teaching
9.0

2. OTHER TEACHING											
Discipline	Course Num.	Section Num.	Contact Hours	Discipline	Course Num.	Section Num.	Contact Hours	Discipline	Course Num.	Section Num.	Contact Hours
1											
2											
3											
4											

Other Teaching
0.0

Fall 2008					Spring 2009				
3. SPONSORED RESEARCH									
Name of Grant of Funded Project	Acct. Num.	Amount (\$)	Contact Hours		Name of Grant of Funded Project	Acct. Num.	Amount (\$)	Contact Hours	
1					1 PSC/CUNY	81234-37-01	\$3,000	3.0	
2					2				
3					3				
4					4				

Sponsored Research
3.0

4. NON-SPONSORED RESEARCH			
Description	Contact Hours	Description	Contact Hours
1 Contractual Research Reassigned Time	6.0	Contractual Research Reassigned Time	3.0
2			

Non-Sponsored Research
9.0

5. COLLEGE/UNIVERSITY ADMINISTRATION			
Title/Description of Duties	Contact Hours	Title/Description of Duties	Contact Hours
1			
2			

College/Univ Administration
0.0

6. DEPARTMENT ADMINISTRATION			
Title/Description of Duties	Contact Hours	Title/Description of Duties	Contact Hours
1			
2			
3			

Department Administration
0.0

7. COUNSELING			
Title/Description of Duties	Contact Hours	Title/Description of Duties	Contact Hours
1			

Counseling
0.0

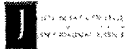
8. OTHER			
Title/Description of Duties	Contact Hours	Title/Description of Duties	Contact Hours
1			
2			
3			

Other
0.0

Annual Workload
Total

Semester Subtotal	Fall 2008	12.0	+	Winter 2009	0.0	+	Spring 2009	9.0	=	21.0
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SUMMARY		I attest to the completeness and accuracy of the information I have provided on this document.	
Existing Banked Time	0.0	Signature of Faculty Member:	Date:
Annual Hours Worked	add 21.0	I have reviewed this document and confirm that the information is both accurate and complete.	
Annual Workload Obligation	subtract 21.0	Signature of Chairperson:	Date:
New Banked Time Balance	equals 0.0 Hours	The workload plan is approved as outlined above.	
		Signature of Provost:	Date:



Law, Police Science **DOE** **JANE** **Associate Professor**
 Department Last Name First Name Rank

SUMMARY
 Banked Time
 1.2

Fall 2008				Winter 2009				Spring 2009						
1. CLASSROOM TEACHING	Discipline	Course Num.	Section Num.	Contact Hours	Discipline	Course Num.	Section Num.	Contact Hours	Discipline	Course Num.	Section Num.	Contact Hours		
1	SOC	100	01	3.0	1	SOC	100	501	3.0	1	SOC	100	02	3.0
2	STA	250	02	3.0	2					2				
3										3				
4										4				
5										5				
6										6				

Classroom Teaching
 12.0

2. OTHER TEACHING	Discipline	Course Num.	Section Num.	Contact Hours	Discipline	Course Num.	Section Num.	Contact Hours
1	PSYCH	70000		0.6	1	PSYCH	70000	0.6
2					2			
3					3			
4					4			

Other Teaching
 1.2

Fall 2008					Spring 2009				
3. SPONSORED RESEARCH	Name of Grant of Funded Project	Acct. Num.	Amount (\$)	Contact Hours	Name of Grant of Funded Project	Acct. Num.	Amount (\$)	Contact Hours	
1					1	PSC/CUNY	81234-37-01	\$3,000	3.0
2					2				
3					3				
4					4				

Sponsored Research
 3.0

4. NON-SPONSORED RESEARCH	Description	Description
1		
2		

Non-Sponsored Research
 0.0

5. COLLEGE/UNIVERSITY ADMINISTRATION	Title/Description of Duties	Title/Description of Duties
1	Course Coordinator	
2		

College/Univ Administration
 3.0

6. DEPARTMENT ADMINISTRATION	Title/Description of Duties	Title/Description of Duties
1	Deputy Chair	Deputy Chair
2		
3		

Department Administration
 3.0

7. COUNSELING	
1	

Counseling
 0.0

8. OTHER	
1	
2	
3	

Other
 0.0

Semester Subtotal	Fall 2008	Winter 2009	Spring 2009	Annual Workload Total
	11.1	3.0	8.1	22.2

SUMMARY		I attest to the completeness and accuracy of the information I have provided on this document.	
Existing Banked Time	1.2	Signature of Faculty Member:	Date:
Annual Hours Worked	add 22.2	I have reviewed this document and confirm that the information is both accurate and complete.	
Annual Workload Obligation	subtract 21.0	Signature of Chairperson:	Date:
New Banked Time Balance	equals 2.4 Hours	The workload plan is approved as outlined above.	
		Signature of Provost:	Date:

JOHN JAY COLLEGE OF CRIMINAL JUSTICE FACULTY WORKLOAD GUIDELINES

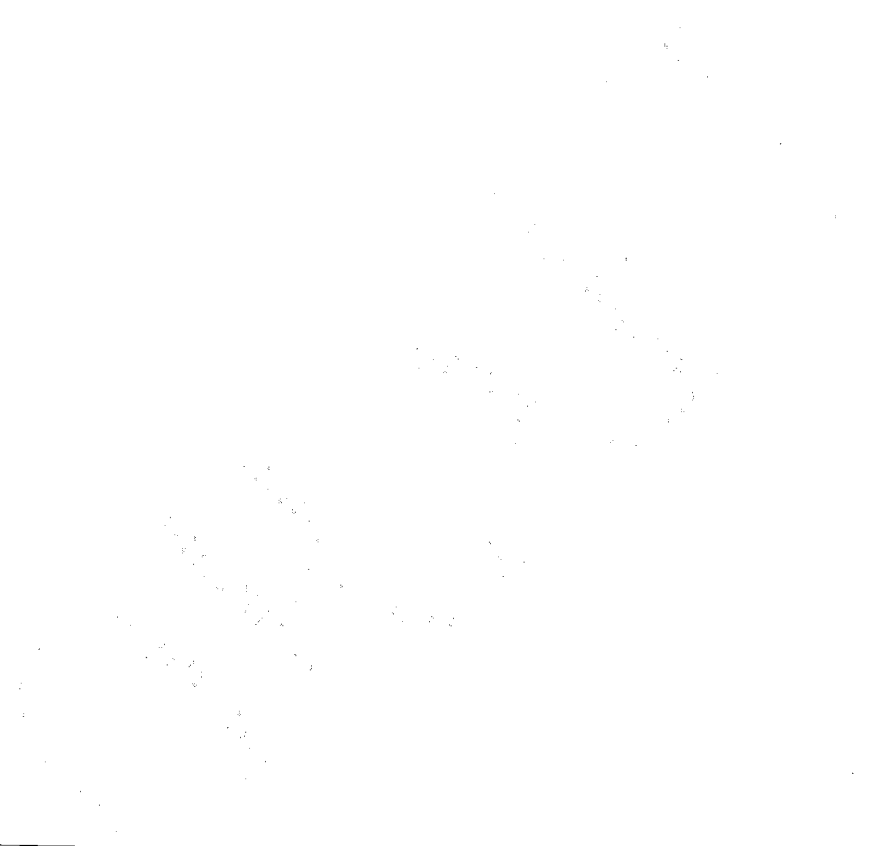
Version 1.1

The purpose of this document is to provide guidance to the faculty and the Chairs about faculty workload expectations and the documentation of workload. These guidelines are based on the policies of the City University of New York as reflected in the provisions of the PSC/CUNY contract and CUNY Board of Trustees resolutions.

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I. Introduction

The collective bargaining agreement between the City University of New York (CUNY) and the Professional Staff Congress (PSC) has articulated expectations regarding the amount of teaching that a faculty member is required to do in a given year and how that teaching may be managed over time. There are a number of ways that John Jay College can manage the teaching load of faculty, including permitting the substitution of teaching responsibilities with other activities deemed important to the college. The university refers to the process by which we manage a faculty member's contractual obligations as managing faculty "workload". This document attempts to lay out both contractual obligations as well as university and college policies on the management, tracking, and reporting of faculty workload.

A. Categories of Workload

The City University of New York has designated eight broad categories for tracking faculty workload. They are:

1. Classroom Teaching

A teaching contact hour requires an organized class meeting at a regularly scheduled time during a semester, quarter, or session for a fifty-minute period

2. Other Than Classroom Teaching

- a. Large Class Credit
- b. Online Courses
- c. Doctoral Courses

3. Sponsored Research

Sponsored Research is defined as research and other projects for which the college is reimbursed from non-tax-levy sources, normally from outside the University (*e. g.*, the National Science Foundation) usually through The City University Research Foundation. The workload reported is the number of authorized teaching contact hours per week from which the Instructional Staff member has been reassigned to engage in Sponsored Research.

4. Un-sponsored Research

Un-sponsored Research, usually under the auspices of the college or the department, covers research or other academic projects not reimbursed from sources outside the University but supported from tax-levy funds.

This category includes the reassigned time provided for untenured faculty pursuant to the PSC/CUNY collective bargaining agreement.

5. College and University Administration

College Administration is not tied to specific departments, even if the administrator is the head of his/her academic department. (For example, the Dean of Students may also serve as a department chair.)

This category would cover workload for Directors of Centers or Institutes. Also included under College and University Administration are the duties performed for the Professional Staff Congress/CUNY, the PSC/CUNY Welfare Fund, the University Faculty Senate, the College Council, and other similar activities.

Additional examples of reassigned time reported under “College and University Administration” are curriculum development, development of a learning laboratory under departmental auspices, and course coordination.

6. Departmental Administration

This category includes the number of authorized weekly teaching contact hours from which a member of the Instructional Staff is reassigned to perform departmental administrative duties. For example, the hours of department chairs, deputies, and coordinators are reported under “Departmental Administration and Support.”

7. Counseling/Advisement

Other than classroom teaching workload for student personnel staff is entered in this category.

8. Other

This category includes workload not previously described. Colleges are reminded to maintain documentation for contact hours reported under this heading. The workload of Librarians is reported in this category.

In terms of reporting, John Jay College must describe all faculty work activities within one of these eight workload categories.

B. Who needs to report their workload?

All instructional faculty and staff must report their workload. The process for reporting full-time faculty is different from part-time faculty but none-the-less all report their workload. Inclusive in instructional faculty are College Lab Technicians, Graduate Assistants (A,B, and C), and Teaching Assistants.

C. CUNY Resources

- [The CUNY Workload Reporting Instructions](#)

D. Downloadable John Jay College Forms

- [The Workload Reporting Template for Full-Time Faculty](#)
 - [Reassignment Inventory](#)
-

II. Summary of Applicable University and Contractual Policy

A. CUNY Board of Trustees policy

On June 26, 1995, the CUNY Board of Trustees passed a series of budget planning and policy proposals. Sections that focus on workload read as follows:

The University should achieve an overall increase in instructional productivity at the senior and community colleges, thereby reducing adjunct expenditures. (BTM,1995,06-26,008,_A)

All faculty shall be assigned the contractual maximum for the teaching portion of their workload unless they are granted reassigned time for specific purposes or purchase reassigned time through sponsored projects. Each college shall review its reassigned time policies and practices to obtain the maximum aggregate contribution of each faculty member to instruction, scholarship, and public service. There is no requirement that the instructional portion of each faculty member's workload be identical within each college or department, but rather that the instructional portion of the workload reflect the college's judgment about how each faculty member can best contribute to the overall work of the college. (BTM,1995,06-26,008,_A)

It shall be the University's goal to maintain or increase reassigned time for research for those faculty who are actively engaged in professionally recognized research and scholarship, including junior faculty establishing their professional reputations. (BTM,1995,06-26,008,_A)

B. PSC/CUNY Collective Bargaining Agreement

1. Appendix A

Appendix A of the Collective Bargaining Agreement defines workload requirements:

The annual undergraduate teaching contact hour workload shall be as follows, it being understood that the term "undergraduate teaching contact hour workload" includes reassigned time assigned to the individual and approved in the college:

- *Professors, Associate Professors, Assistant Professors in the Senior colleges - 21 hours*
- *Professors, Associate Professors, Assistant Professors in the Community Colleges - 27 hours*
- *Instructors and Lecturers - 27 hours*

In order to avoid the loss of teaching hours due to difficulties in scheduling, the annual undergraduate teaching contact hour workload shall be managed over a three-year

period. The intent of this provision is to ensure that classroom contact hours not scheduled in one year because the courses assigned to the faculty member do not permit an exact correspondence with the stated workload may be scheduled in a subsequent year within the three-year period. Calculated over the three-year period, the average annual undergraduate teaching contact hour workload of every faculty member shall equal the hours specified above.

2. Article 15

Article 15 of the Labor Agreement further defines how workload is administered and documented, including the following provisions relating to reassigned instructional workload for untenured faculty members.:

Effective October 31, 2002, untenured Assistant Professors, Associate Professors and Professors, except faculty librarians and faculty counselors, who are initially appointed on or after September 1, 2002 and before September 1, 2006, will receive a total of 12 contact hours of reassigned time during their first three (3) annual appointments in order to engage in scholarly and/or creative activities related to their academic disciplines. Assignment of such reassigned time will be made by the college pursuant to guidelines designed to encourage scholarship.

Effective September 1, 2006, untenured Assistant Professors, untenured Associate Professors and untenured Professors employed as faculty counselors or as faculty librarians who were initially appointed to those titles on September 1, 2002, September 1, 2003, September 1, 2004, or September 1, 2005 and who continue in active pay status will receive the equivalent of 12 contact hours of reassigned time to be used during the 2006-2007, 2007- 2008, and 2008-2009 academic years, regardless of tenure status, in order to engage in scholarly and/or creative activities related to their academic disciplines. Assignment of such reassigned time will be made by the college pursuant to guidelines designed to encourage scholarship.

Effective September 1, 2006, untenured Assistant Professors, untenured Associate Professors and untenured Professors (including those employed as faculty counselors or as faculty librarians) who receive an initial appointment to a professorial title on or after September 1, 2006 will receive twenty-four (24) contact hours of reassigned time (inclusive of the reassigned time provided for in 15.1 (d) (1) above), to be used during their first five (5) annual appointments, in order to engage in scholarly and/or creative activities related to their academic disciplines. Assignment of such reassigned time will be made by the college pursuant to guidelines designed to encourage scholarship.

III. Instructional Workload

A. Annual Workload Requirement

The annual instructional workload is mandated by the PSC/CUNY collective bargaining agreement as summarized above:

- 21 contact hours for faculty in professorial titles and
- 27 contact hours per academic year for those in the title of lecturer or instructor.
- Distinguished Professors are expected to teach four courses per academic year (12 to 16 contact hours).
- Distinguished Lecturers are expected to teach 21 contact hours per academic year.
- Substitute appointments are expected to teach 3 more contact hours per academic year than is standard for the corresponding non-substitute appointment.

Minimum Teaching Load

FOR DISCUSSION: SEE HANDOUT

B. Definition of a Contact Hour

A contact hour is defined as an organized class meeting weekly at a regularly scheduled time during the semester for a 50-minute period or equivalent. For teaching commitments that do not involve weekly meetings at regularly scheduled times (independent study/tutorials/thesis supervision), assignable contact hours are as indicated below.

John Jay College defines a graduate instructional contact hour as equal to an undergraduate instructional contact hour.

C. Independent study/tutorials/thesis supervision:

- Independent study/tutorials (graduate and undergraduate) are credited at the rate of 0.1 contact hour per student credit hour registered.
- Master level thesis dissertation supervision is credited at the rate of 0.5 contact hours per student per semester. For any one student, credit in this category may be assigned for no more than two semesters.
- The maximum amount that can be applied to the instructional workload for independent study and tutorial/thesis supervision is 3 contact hours per semester.

D. Courses with Large Enrollment

FOR DISCUSSION: SEE HANDOUT

Extra instructional workload may be granted for large enrollments in a specific class, provided that the arrangement is approved in advance by the Provost, and approved in

advance by the Registrar as to space availability. Additional credit shall be based on the following formula:

E. Laboratory Sections

For laboratory teaching, assigned workload is determined by actual laboratory contact hours/week rather than by student credit registration. For graduate courses of the "2 hour + conference; 3 credit" type, 3 contact hours are to be credited. For courses not requiring faculty supervision in hours beyond the credit registration (non-laboratory, but with extra hours e.g. 6 hours, 3 credits), workload is assigned by student credit registration.

F. Other teaching

The CUNY Graduate School and University Center manages their own workload policies and compensates John Jay College based on those workload policies. Since there is a university policy on the compensation to the campuses whom provide doctoral faculty, it is important that the Executive Officers request permission of the Chairs to schedule the faculty members at the GSUC. Faculty approved to teach at the GSUC receive workload credit consistent with the GSUC policies and generally are as follows:

1. Courses

Doctoral courses (students registered at the Graduate School and University Center - GSUC) are credited on the basis of actual contact hours.

2. Independent study/tutorials/thesis supervision:

- Doctoral (GSUC registered) independent study/tutorials are credited at the rate of 0.6 contact hours per student registration.
- Doctoral dissertation supervision is credited at the rate of 0.6 contact hours per student per semester. For any one student, credit in this category may be assigned for no more than six semesters.
- The maximum amount that can be applied to the instructional workload for doctoral (GSUC) independent study/tutorials and dissertation supervision is 3 contact hours per semester.

For workload credit for activities performed at John Jay College in supervision of internships or other similar activities, consult the Provost's Office.

G. Summer and Winter Session teaching

Faculty may not teach for workload credit during the summer sessions. Workload reporting is only relevant to the academic year as defined by the collective bargaining agreement which begins on September 1, and ends at commencement in June. All instructional activities between Commencement and September 1 may not be credited as fulfilling any part of the annual workload requirement.

Faculty may teach no more than one course during the winter session for workload credit. Faculty may also opt to be paid at their adjunct rate for winter sessions courses as well.

H. Sick time or Conference substitutes

When faculty members are not able to teach their classes due to sickness, and require a paid substitute, their workload will not be affected. Inability to teach due to sickness should be reported to the department chairperson immediately so that a substitute may be found to take over your class for the duration of your illness. If the illness is prolonged, human resources and the Office of Academic Affairs must be notified.

Faculty who miss class for professional purposes such as attending conferences and require a paid substitute will have their workload credit reduced proportionately to the number of hours missed.

IV. Scholarship Workload

A. Un-sponsored Research

1. Junior faculty

Un-sponsored research, including reassigned time for new faculty is provided under the contract as follows:

- In accordance with the contract, untenured assistant, associate, and full professors, except Librarians and Counselors, initially appointed on or after Sept. 1, 2002 may apply for reassigned time “not to exceed a total of 12 contact hours during their first three annual appointments in order to engage themselves in scholarly and/or creative activities related to their academic disciplines,” following College procedures.
- Those appointed on or after Sept. 1, 2006 or Feb. 1, 2006, are to receive 24 contact hours, to be used during their first five annual reappointments.

2. Exceptional Un-sponsored Research

Reassigned instructional workload for exceptional un-sponsored research or service may be authorized by the Provost under special circumstances, such as:

- Service to a professional organization of significance to the academic mission of the college, such as editing an important journal;
- A research program of distinction which shows promise of future sponsored support; or
- Reassigned time which was authorized for a period of time as part of a start-up package negotiated at the time that a faculty member was initially appointed.

B. Sponsored Research

FOR DISCUSSION: SEE HANDOUT

C. Fellowship and Other Leaves of Absence

Faculty may not teach for workload credit or for pay while on any kind of leave approved by the College’s Personnel Committee. Any instructional activities that a faculty member engages in while on leave will be considered a volunteer activity.

V. Department Administration

FOR DISCUSSION: SEE HANDOUT

Departmental Administration and Support reassigned time is authorized to perform departmental and programmatic administrative duties, which includes service as a department chairs, deputy chair, or program director or coordinators.

Administrative Reassigned Time for departments will be allocated by the Provost on an annual basis and will be managed by the Chairs. If the Chair chooses to hire an additional deputy chair and take less reassigned time for him/herself, or to hire one less deputy and take more for him/herself, that would be acceptable. Department Administrative Reassigned time allocations will be made on an annual basis by the Provost. The Departments shall be notified as to their annual allocations prior to the fall schedule development.

VI. College and University Administration

College and University Administration is not tied to a particular department and is assigned when a member of the instructional staff provides administrative service for the university or the college.

A. General

Reassigned time may be authorized for college services such as

- service as chair of a college-wide committee such as the IRB;
- service to complete a special project such as a accreditation report or technical study; or
- coordination of an extension program or special academic program

The Provost will maintain an inventory of authorized reassignments.

B. Executive Officers

Executive Officers and other program coordinators and deputies for doctoral programs shall be reassigned in accordance with the reassignment authorized by the Graduate Center

C. University Administration

Reassigned time authorized by the University administration will be authorized in accordance with the terms of the assignment by the University.

D. Undergraduate and Graduate Program Coordinators

Reassigned time for graduate and undergraduate programs coordination or development will be allocated and authorized by the Provost.

VII. Other Workload

Other workload is a category to be routinely used to document workload credited from the past, such as credit hours related to workload averaging or the redemption of banked time.

Any other reassignment under this category must be specifically authorized by the Provost.

VIII. End-Year Workload Balances/Banked Time

FOR DISCUSSION: See Handout

IX. Workload Reporting by Department Chairs

Workload reports are administered every semester by the Office of Academic Affairs. Twice a year, the Office of Academic Affairs will ask faculty to complete the Workload Reporting Form.

A. The timetable for workload reporting is as follows:

- Prospective annual workload reports shall be submitted by the end of April, for the academic year that begins the following July.
- Final workload reports shall be submitted before the end of March for the academic year to which the report pertains.

The Workload Reporting Form can be downloaded from the Office of Academic Affairs website.

X. Glossary of Relevant Terms

Workload
Collective Bargaining Agreement
Labor Agreement
Reassigned Time
Released Time
Contact Hour
Credit Hour
P&B
PSC
IRB

ATTACHMENT E

I. B.7.a. JOHN JAY COLLEGE—ABOLISHMENT OF THE DEPARTMENT OF ART, MUSIC AND PHILOSOPHY AND THE ESTABLISHMENT OF A DEPARTMENT OF ART AND MUSIC AND A DEPARTMENT OF PHILOSOPHY

RESOLVED, that the existing Department of Art, Music, and Philosophy be abolished at John Jay College, effective July 1, 2008; and be it further

RESOLVED, that a Department of Art and Music be established, effective July 1, 2008; and be it further

RESOLVED, that a Department of Philosophy be established at John Jay College, effective July 1, 2008.

EXPLANATION: Pursuant to academic and institutional planning, and following consultation with the faculty involved and with the approval of the College Council on February 27, 2008, and with the recommendation of the College President, John Jay College proposes to abolish the existing Department of Art, Music, and Philosophy and to establish two new separate departments: a Department of Art and Music and a Department of Philosophy. The reorganization is intended to promote faculty collaboration that will enhance instruction and curricular development as well as provide for improved faculty scholarship, research, and development.

Separate resolutions (see attached) have been submitted to the Board of Trustees via the Chancellor's University Report regarding the transfer and appointment of personnel to the new departments. Contingent upon the approval of the Board of Trustees, designated faculty members (9) will be transferred from the Department of Art, Music, and Philosophy to the new Department of Art and Music, effective July 1, 2008; and an additional (9) faculty members will be transferred from the Department of Art, Music, and Philosophy to the new Department of Philosophy.

JOHN JAY COLLEGE - TRANSFER AND APPOINTMENT OF FACULTY FROM THE DEPARTMENT OF ART, MUSIC AND PHILOSOPHY TO THE DEPARTMENT OF ART AND MUSIC

RESOLVED, That effective July 1, 2008, nine members of the Art, Music and Philosophy Department be transferred and appointed to the Department of Art and Music as follows:

TENURED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)*</u>
Laurie Adams	Professor	Art, Music & Phil	Art and Music	7/01/2008	9/1/1966
Lisa Farrington	Professor	Art, Music & Phil	Art and Music	7/01/2008	9/1/2007
Peter Manuel	Professor	Art, Music & Phil	Art and Music	7/01/2008	9/1/1992
Daniel Paget	Professor	Art, Music & Phil	Art and Music	7/01/2008	9/1/1970
Laura Greenberg	Assoc. Prof	Art, Music & Phil	Art and Music	7/01/2008	9/1/1986
Helen Ramsaran	Assoc. Prof	Art, Music & Phil	Art and Music	7/01/2008	9/1/1974
Thalia Vrachopoulos	Assoc. Prof	Art, Music & Phil	Art and Music	7/01/2008	2/1/2000

UNTENURED / UNCERTIFICATED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)</u>
Benjamin Lapidus	Asst. Prof	Art, Music & Phil	Art and Music	9/1/2006	N/A
Roberto Visani	Asst. Prof	Art, Music & Phil	Art and Music	9/1/2004	N/A

EXPLANATION: Contingent upon approval by the Board of Trustees at its June 23, 2008 meeting of the abolishment of the Department of Art, Music and Philosophy and the establishment of the Department of Art and Music, the nine (9) members of the instructional staff listed above will be transferred and appointed to the Department of Art and Music.

*Pursuant to Section 6212 of the New York State Education Law, seniority of tenured persons is governed by the date of appointment to the department. Tenured persons transferred and appointed effective the same date to the Department of Art and Music shall have the same date of seniority as a result of these transfers. The President, therefore, shall break these ties in seniority between and among the tenured members by using each member's original date of appointment to his or her first full-time instructional staff title at the College. At such time as any of the untenured faculty members may become tenured, his/her seniority would be governed by the date of appointment to the new department (July 1, 2008) and the President will apply the same tie-breaking principle.

Each impacted instructional staff member has been advised of his/her seniority date in the new department.

4/15/08

EXPLANATION: Contingent upon approval by the Board of Trustees at its June 23, 2008 meeting of the abolishment of the Department of Speech, Theater and Media Studies and the establishment of the Department of Communication and Theater Arts, the sixteen (16) members of the instructional staff listed above will be transferred and appointed to the Department of Communication and Theater Arts.

*Pursuant to Section 6212 of the New York State Education Law, seniority of tenured persons is governed by the date of appointment to the department. Tenured persons transferred and appointed effective the same date to the Department of Communication and Theater Arts shall have the same date of seniority as a result of these transfers. The President, therefore, shall break these ties in seniority between and among the tenured members by using each member's original date of appointment to his or her first full-time instructional staff title at the College. At such time as any of the untenured faculty members may become tenured, his/her seniority would be governed by the date of appointment to the new department (July 1, 2008) and the President will apply the same tie-breaking principle.

Each impacted instructional staff member has been advised of his/her seniority date in the new department.

4/15/08

JOHN JAY COLLEGE - TRANSFER AND APPOINTMENT OF FACULTY FROM THE DEPARTMENT OF ART, MUSIC AND PHILOSOPHY TO THE DEPARTMENT OF PHILOSOPHY

RESOLVED, That effective July 1, 2008, nine members of the Art, Music and Philosophy Department be transferred and appointed to the Department of Philosophy as follows:

TENURED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)*</u>
Enrique Chavez-Arviso	Assoc Prof	Art, Music & Phil	Philosophy	7/01/2008	9/1/1997
Amie Macdonald	Assoc Prof	Art, Music & Phil	Philosophy	7/01/2008	9/1/1998
Mary Ann McClure	Asst Prof	Art, Music & Phil	Philosophy	7/01/2008	9/1/1994
John Pittman	Assoc Prof	Art, Music & Phil	Philosophy	7/01/2008	9/1/1990
Timothy Stroup	Professor	Art, Music & Phil	Philosophy	7/01/2008	9/1/1978

UNTENURED/ UNCERTIFICATED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)</u>
Jacoby Carter	Lecturer	Art, Music & Phil	Philosophy	9/1/2006	N/A
Kyoo Lee	Asst. Prof	Art, Music & Phil	Philosophy	9/1/2007	N/A
Tanya Rodriguez	Asst. Prof	Art, Music & Phil	Philosophy	9/1/2007	N/A
Jill Stauffer	Asst. Prof	Art, Music & Phil	Philosophy	9/1/2007	N/A

EXPLANATION: Contingent upon approval by the Board of Trustees at its June 23, 2008 meeting of the abolishment of the Department of Art, Music and Philosophy and the establishment of the Department of Philosophy, the nine (9) members of the instructional staff listed above will be transferred and appointed to the Department of Philosophy.

*Pursuant to Section 6212 of the New York State Education Law, seniority of tenured persons is governed by the date of appointment to the department. Tenured persons transferred and appointed effective the same date to the Department of Philosophy shall have the same date of seniority as a result of these transfers. The President, therefore, shall break these ties in seniority between and among the tenured members by using each member's original date of appointment to his or her first full-time instructional staff title at the College. At such time as any of the untenured faculty members may become tenured, his/her seniority would be governed by the date of appointment to the new department (July 1, 2008) and the President will apply the same tie-breaking principle.

Each impacted instructional staff member has been advised of his/her seniority date in the new department.

4/15/08

**I. B.7.b. JOHN JAY COLLEGE—ABOLISHMENT OF THE
DEPARTMENT OF SPEECH,
THEATER, AND MEDIA STUDIES
AND THE ESTABLISHMENT OF A
DEPARTMENT OF COMMUNICATION
AND THEATER ARTS**

RESOLVED, that the existing Department of Speech, Theater, and Media Studies be abolished at John Jay College, effective July 1, 2008; and be it further

RESOLVED, that a Department of Communication and Theater Arts be established, effective July 1, 2008.

EXPLANATION: Pursuant to academic and institutional planning, and following consultation with the faculty involved and with the approval of the College Council on February 27, 2008, and with the recommendation of the College President, John Jay College proposes to abolish the existing Department of Speech, Theater, and Media Studies and to establish a Department of Communication and Theater Arts. The reorganization is intended to promote faculty collaboration that will enhance instruction and curricular development as well as provide for improved faculty scholarship, research and development.

A separate resolution (see attached) has been submitted to the Board of Trustees via the Chancellor's University Report regarding the transfer and appointment of personnel to the new department. Contingent upon the approval of the Board of Trustees, designated faculty members (16) will be transferred from the Department of Counseling and Communication Skills and from the Department of Speech, Theater, and Media Studies to form the new Department of Communication and Theater Arts.

Another resolution (see attached) has been submitted to the Board of Trustees via the Chancellor's University Report to approve the renaming of the Department of Counseling and Communication Skills to the Department of Counseling.

JOHN JAY COLLEGE - TRANSFER AND APPOINTMENT OF FACULTY FROM THE DEPARTMENT OF COUNSELING AND COMMUNICATION SKILLS; AND THE DEPARTMENT OF SPEECH, THEATER AND MEDIA STUDIES; TO THE DEPARTMENT OF COMMUNICATION AND THEATER ARTS.

RESOLVED, That effective July 1, 2008, five members of the DEPARTMENT OF COUNSELING AND COMMUNICATION SKILLS and eleven members of the Department of SPEECH, THEATER AND MEDIA STUDIES be transferred and appointed to the Department of COMMUNICATION AND THEATER ARTS as follows:

TENURED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)*</u>
Dara Byrne	Asst Prof	Speech/,Thtr/Media	Comm. & Theatre	7/01/2008	9/1/2003
Patrick Collins	Professor	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1972
John Donaruma	Assoc. Prof.	Cnslng & Comm.	Comm. & Theater	7/01/2008	9/1/1973
Amy Green	Assoc. Prof.	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1995
Louis Guinta	Assoc. Prof.	Cnslng & Comm.	Comm. & Theater	7/01/2008	9/1/1970
Norma Manatu	Assoc. Prof.	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1995
Martin Wallenstein	Assoc. Prof.	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1980
Mary Kathryn Wylie Marques	Assoc. Prof.	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1988
Maria Rodriguez	Assoc. Prof.	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1977
Lorraine Moller	Asst. Prof.	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1999
Marsha Clowers	Asst. Prof	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/1998
John Gregory Donaldson	Asst. Prof	Speech/,Thtr/Media	Comm. & Theater	7/01/2008	9/1/2002
Sandra Lanzone	Asst. Prof.	Cnslng & Comm.	Comm. & Theater	7/01/2008	9/1/1980

CERTIFICATED LECTURERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)*</u>
Bettina Murray	Lecturer	Cnslng & Comm.	Comm. & Theater	7/01/2008	2/1/1997

UNTENURED / UNCERTIFICATED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)</u>
Seth Baumrin	Asst. Prof.	Cnslng & Comm.	Comm. & Theater	9/1/2003	N/A
Elton Beckett	Lecturer	Speech/,Thtr/Media	Comm. & Theater	1/29/2007	N/A

**JOHN JAY COLLEGE OF CRIMINAL JUSTICE
CHANCELLOR'S UNIVERSITY REPORT**

**SECTION A. I. SPECIAL ACTIONS: CHANGE IN THE NAME OF AN
ACADEMIC DEPARTMENT**

RESOLVED, that the name of the Department of Counseling and Communication Skills be changed to the Department of Counseling.

EXPLANATION: Through a concurrent action at this month's Board Meeting, John Jay College is establishing a Department of Communication and Theater Arts and transferring several faculty members who teach Communication Skills from the Department of Counseling and Communication Skills into the new department, leaving only Counselors in the existing department. Therefore, the College is proposing to change the name of the Department of Counseling and Communication Skills to the Department of Counseling to more accurately reflect the mission and direction of the existing department.

This change involves a change in the name of the department only, and does not affect the tenure or seniority status of department members.

I. B. 7.c. JOHN JAY COLLEGE—ESTABLISHMENT OF A DEPARTMENT OF ECONOMICS

RESOLVED, that a Department of Economics be established at John Jay College, effective July 1, 2008.

EXPLANATION: Pursuant to academic and institutional planning, and following consultation with the faculty involved and with the approval of the College Council on February 27, 2008, and with the recommendation of the College President, John Jay College proposes to establish a Department of Economics. The purpose of the new department is to provide an appropriate organizational structure for the College's new program in Economics. The new department is intended to promote faculty collaboration which will enhance instruction and curricular development as well as provide for improved faculty scholarship, research, and development.

A separate resolution (see attached) has been submitted to the Board of Trustees via the Chancellor's University Report regarding the transfer and appointment of personnel to the new department. Contingent upon the approval of the Board of Trustees, designated faculty members (5) will be transferred from the Department of Public Management to the new Department of Economics, effective July 1, 2008. An additional three full-time tenure-track faculty will join the new Department of Economics in fall 2008, bringing the total membership of the new department to eight.

JOHN JAY COLLEGE - TRANSFER AND APPOINTMENT OF FACULTY FROM THE DEPARTMENT OF PUBLIC MANAGEMENT TO THE DEPARTMENT OF ECONOMICS

RESOLVED, That effective July 1, 2008, five members of the Public Management Department be transferred and appointed to the Department of Economics as follows:

TENURED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)*</u>
Joan Hoffman	Professor	Public Management	Economics	7/01/2008	9/1/1972
Omar Azfar	Assoc. Prof	Public Management	Economics	7/01/2008	9/1/2006
Randall LaSalle	Assoc. Prof	Public Management	Economics	7/01/2008	9/1/2007
Jay Hamilton	Asst. Prof	Public Management	Economics	7/01/2008	9/1/1999

UNTENURED / UNCERTIFICATED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)</u>
Christopher Warburton	Asst. Prof	Public Management	Economics	9/1/2006	N/A

EXPLANATION: Contingent upon approval by the Board of Trustees at its June 23, 2008 meeting of the establishment of the Department of Economics, the five (5) members of the instructional staff listed above will be transferred and appointed to the Department of Economics.

*Pursuant to Section 6212 of the New York State Education Law, seniority of tenured persons is governed by the date of appointment to the department. Tenured persons transferred and appointed effective the same date to the Department of Economics shall have the same date of seniority as a result of these transfers. The President, therefore, shall break these ties in seniority between and among the tenured members by using each member's original date of appointment to his or her first full-time instructional staff title at the College. At such time as any of the untenured faculty members may become tenured, his/her seniority would be governed by the date of appointment to the new department (July 1, 2008) and the President will apply the same tie-breaking principle.

Each impacted instructional staff member has been advised of his/her seniority date in the new department.

4/15/08

I. B. 7.d.

**JOHN JAY COLLEGE—ESTABLISHMENT OF A
DEPARTMENT OF
PROTECTION MANAGEMENT**

RESOLVED, that a Department of Protection Management be established at John Jay College, effective July 1, 2008.

EXPLANATION: Pursuant to academic and institutional planning, and following consultation with the faculty involved and with the approval of the College Council on February 27, 2008, John Jay College proposes to establish a Department of Protection Management. The purpose of the new department is to provide the necessary organizational structure that will better support the College's undergraduate degree programs in Fire Science, Fire and Emergency Services, and Security Management and the graduate program in Protection Management. The new department is intended to promote faculty collaboration which will enhance instruction and curricular development as well as provide for improved faculty scholarship, research and development.

A separate resolution (see attached) has been submitted to the Board of Trustees via the Chancellor's University Report regarding the transfer and appointment of personnel to the new department. Contingent upon the approval of the Board of Trustees, designated faculty members (8) will be transferred from the Department of Public Management and the Department of Law, Police Science, and Criminal Justice Administration to the new Department of Protection Management, effective July 1, 2008.

JOHN JAY COLLEGE - TRANSFER AND APPOINTMENT OF FACULTY FROM THE DEPARTMENT OF PUBLIC MANAGEMENT AND THE DEPARTMENT OF LAW, POLICE SCIENCE AND CRIMINAL JUSTICE ADMINISTRATION TO THE DEPARTMENT OF PROTECTION MANAGEMENT

RESOLVED, That effective July 1, 2008, six members of the Public Management Department and two members of the Law, Police Science and Criminal Justice Administration Department be transferred and appointed to the Department of Protection Management as follows:

TENURED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)*</u>
*Charles Jennings	Assoc. Prof	Public Management	Protect. Mgt	7/01/2008	2/1/2008
Robert McCrie	Professor	LPS&CRJ ADMIN	Protect. Mgt	7/01/2008	9/1/1986
Robert Hair	Assoc Prof	LPS&CRJ ADMIN	Protect. Mgt	7/01/2008	9/1/1970
Glen Corbett	Assoc. Prof	Public Management	Protect Mgt	7/01/2008	9/1/1994

* first appointed to full time title 2/1/1997. Resigned 9/1/2003. New appointment Associate Professor 2/1/2008.

UNTENURED / UNCERTIFICATED MEMBERS:

<u>NAME</u>	<u>PRESENT RANK</u>	<u>FORMER DEPT.</u>	<u>NEW DEPT.</u>	<u>SENIORITY DATE (NEW DEPT.)</u>	<u>APPT DATE (COLLEGE)</u>
Joseph Graham	Instructor	Public Management	Protect. Mgt	9/1/2006	N/A
Norman Groner	Assoc. Prof	Public Management	Protect. Mgt	2/1/2003	N/A
Victor Herbert	Dist. Lecturer	Public Management	Protect. Mgt	9/1/2007	N/A
Robert Till	Assoc. Prof.	Public Management	Protect. Mgt	9/1/2005	N/A

EXPLANATION: Contingent upon approval by the Board of Trustees at its June 23, 2008 meeting of the establishment of the Department of Protection Management, the eight (8) members of the instructional staff listed above will be transferred and appointed to the Department of Protection Management.

*Pursuant to Section 6212 of the New York State Education Law, seniority of tenured persons is governed by the date of appointment to the department. Tenured persons transferred and appointed effective the same date to the Department of Protection Management shall have the same date of seniority as a result of these transfers. The President, therefore, shall break these ties in seniority between and among the tenured members by using each member's original date of appointment to his or her first full-time instructional staff title at the College. At such time as any of the untenured faculty members become tenured, his/her seniority would be governed by the date of appointment to the new department (July 1, 2008) and the President will apply the same tie-breaking principle.

Each impacted instructional staff member has been advised of his/her seniority date in the new department.

4/15/08

ATTACHMENT F

Ratification of proposed slates for Faculty Senate, College Council and College Committees

College Council Committees:

Faculty members of the Interim Executive Committee of the College Council [must be CC members]:

Under the new Charter, this Interim Committee serves until the College Council's September 24 meeting at which time the College Council elects an Executive Committee: 4 faculty

Karen Kaplowitz – English [statutory]
Francis Sheehan – Science [statutory]
Adam Berlin [English]
Gail Garfield – Sociology

Faculty members of the Executive Committee of the College Council [must be CC members]:

Under the new Charter, the Faculty Senate nominates the faculty members to serve on the College Council Executive Committee and the College Council elects the faculty members: 7 faculty seats

Andrea Balis – History/ISP
Elton Beckett – Communication & Theater Arts
Janice Dunham – Library
Gail Garfield – Sociology
Amy Green – Communication & Theater Arts
Karen Kaplowitz – English
Nicholas Petraco – Science

Alternate faculty members on the College Council:

Michael Alperstein -- LPS
Kirk Dombrowski – Anthropology
DeeDee Falkenbach – Psychology
Allison Kavey – History

Financial Planning Sub-Committee of the College Budget & Planning Committee:

Under the new Charter, the Personnel Committee has been separated from the Budget Committee and the Budget Committee has been renamed the Budget & Planning Committee. There are two subcommittees. The Financial Planning Subcommittee has three Faculty Senate members all of whom are statutory.

Kirk Dombrowski – Anthropology [Vice Chair, Faculty Senate Fiscal Advisory Committee]
Karen Kaplowitz – English [President, Faculty Senate]
Tom Litwack – Psychology [Chair, Faculty Senate Fiscal Advisory Committee]

Strategic Planning Subcommittee of the College Budget & Planning Committee:

Under the new Charter, the Personnel Committee has been separated from the Budget Committee and the Budget Committee has been renamed the Budget & Planning Committee. There are two subcommittees. The Strategic Planning Subcommittee has three faculty chosen by the Faculty Senate, one of whom is statutory.

Karen Kaplowitz [statutory member]

Jay Hamilton – Economics

Francis Sheehan – Science

Committee on Honors, Prizes, and Awards

The Committee decides which undergraduate and graduate students will receive awards, prizes and other honors at Commencement.

Bettina Carbonell – English

Gloria Proni – Science

Daryl Wout – Psychology

Committee on Student Evaluation of the Faculty 2008-2010

The Committee is responsible for a continuous review of faculty evaluation procedures; review of the design of the survey instrument; recommendations for the terms under which the instrument will be used; and for the development of guidelines which shall be submitted to the College Council for review. The Provost and Senior Vice President for Academic Affairs shall designate staff for the committee. The committee consists of 4 full-time faculty and 2 students; the chair is elected by the committee members from among the faculty members.

Simon Baatz – History

Sinkwan Cheng – English

Terry Furst – Anthropology

Joseph O'Brien – History

Committee on Student Interests

The Committee is concerned with matters of student life including but not limited to student organizations, student housing, extracurricular activities, and student concerns at the College. The Committee on Student Interests is chaired by the Dean of Students and consists of 10 other members: the director of student activities, the director of athletics, 2 full-time faculty members, and 6 students.

Caroline Reitz – English

Dara Byrne – Communication and Theater Arts

College Committees:

Appeals Panel for the College Student Complaint Against Faculty Policy:

Under a recently enacted CUNY Board of Trustees Policy, students may bring formal complaints against faculty. If the faculty member or the student complainant disagrees with the finding of the department chair who must investigate the complaint, that person or persons may appeal to an Appeals Panel comprising the Provost, the VP for Student Development, 1 student chosen by student government and two faculty chosen by the Faculty Senate.

Angela Crossman – Psychology

Daniel Pinello – Government

Faculty Panel for the College Student/Faculty Judicial Committee

The Committee adjudicates disciplinary charges against students; each case is heard by a panel comprising 2 faculty chosen from the 6-member faculty panel elected by the Faculty Senate; 2 students chosen from a 6-member student panel elected by the students); and a faculty chair chosen from a 3-member faculty panel appointed by the President after having consulted on this.

Yahya Affinnih – African-American Studies

Richard Culp – Public Management

Kojo Dei – Anthropology

Barbara Josiah – History

Sandra Lanzone – Communication & Theater Arts

Liliana Soto-Fernandez – Foreign Languages & Lit

Faculty Panel of Chairs for the College Student/Faculty Judicial Committee:

See description of the Committee, above.

Jose Arcaya – Psychology

Barry Latzer – Government

Robert McCrie – Protection Management

Committee on Scholarships

The Committee allocates several hundreds of thousands of dollars in scholarships to incoming and current students. The membership is 5 faculty and 5 administrators, one of whom is the chair.

Already serving are Nathan Lents, Lori Sykes Martin, Marny Tabb

Baz Dreisinger – English

Jennifer Dysart – Psychology

Committee on Faculty Elections

The Committee is responsible for counting ballots in college-wide faculty elections, such as for the at-large members of the College Personnel Committee and to adjudicate any challenges.

Kathleen Collins – Library
Diana Friedland – Science
Ali Kocak – Science
Lori (Sykes) Martin – African-American Studies
Dorothy Schulz – Law, Police Science & CJA

Student Activities Association Board

This is the entity that is responsible for deciding how the approximately \$1.4 million in annual revenues generated by the Student Activities Fee required of all full-time and part-time, undergraduate and graduate students are to be spent. This Board is mandated by the CUNY Board of Trustees Bylaws.

Jama Adams – African-American Studies
Jeanne-Marie Col – Public Management
Suzanne Oboler – Latin American & Latina/os Studies:

Auxiliary Enterprise Corporation Board

This is the entity responsible for deciding how the approximately \$2.1 million in annual revenues generated by the JJ B&N Bookstore, MBJ Food Service, and any other such auxiliary enterprises shall be spent. It is also responsible for decisions about awarding and renewing the contracts and the provisions of those contracts of such auxiliary enterprises. This Board is mandated by the CUNY Board of Trustees Bylaws. Currently serving: Carmen Solis (SEEK), Susan Will (Sociology).

Liza Yukins – English

Faculty Senate Committees:

Faculty Senate Fiscal Advisory Committee:

Kirk Dombrowski – Anthropology (Vice Chair)
Jay Hamilton – Economics
Karen Kaplowitz – English
Francis Sheehan – Science
Tom Litwack – Psychology (Chair)

Faculty Senate Technology Committee:

Anthony Carpi – Science
Joshua Clegg – Psychology
Lou Guinta – Communication & Theater Arts
Karen Kaplowitz – English
Bilal Khan – Math
Richard Lovely – Sociology
Peter Mameli – Public Management
Peter Moskos – Law, PS, CJA
Bonnie Nelson – Library
Patrick O’Hara – Public Management
Alexander Schultz – English
Ellen Sexton – Library
Peter Shenkin – Mathematics
Maggie Smith – Law, PS, CJA
Liliana Soto-Fernandez – Foreign Lang & Lit
Robert Till – Protection Management
Valerie West – Law, PS, CJA
Alan Winson – Communication & Theatre Arts

Other:

Search Committee for VP for Institutional Advancement

Karen Kaplowitz – English
Alisse Waterston – Anthropology
Cathy Widom – Psychology

ATTACHMENT G

PLEASE NOTE: THESE GUIDELINES WERE DEVELOPED BY PRESIDENT TRAVIS IN CONSULTATION WITH THE FACULTY SENATE AND WERE FINALIZED IN JUNE 2008.

GUIDELINES FOR THE COMPOSITION AND FORMATION OF SEARCH COMMITTEES FOR EXECUTIVE AND ADMINISTRATIVE POSITIONS

INTRODUCTION:

THE OVERARCHING GOAL IN ANY SEARCH CONDUCTED BY THE COLLEGE IS TO INSURE THE SELECTION OF THE MOST QUALIFIED CANDIDATES POSSESSING THE SKILLS AND ABILITIES TO PROVIDE EFFECTIVE LEADERSHIP AND ADVANCE THE COLLEGE'S INTERESTS. RESPONSIBILITY FOR THIS IMPORTANT SELECTION PROCESS IS SHARED BY THE FACULTY AND ADMINISTRATION OF THE COLLEGE.

THE PURPOSE OF THIS DOCUMENT IS TO SET FORTH THE GUIDELINES TO BE FOLLOWED IN DETERMINING REPRESENTATION ON SEARCH COMMITTEES INVOLVED IN THE SELECTION OF EXECUTIVE (ECP) AND ADMINISTRATIVE (HEO SERIES TITLES) POSITIONS AT JOHN JAY COLLEGE. IT IS INCUMBENT ON THE CHAIRPERSON OF EACH SEARCH COMMITTEE TO BE MINDFUL OF THE LEVEL OF INTERACTION BETWEEN THE FACULTY AND A PARTICULAR ADMINISTRATIVE/EXECUTIVE POSITION IN ORDER TO ASSURE THE APPROPRIATE LEVEL OF FACULTY REPRESENTATION ON A GIVEN SEARCH COMMITTEE. THE GUIDELINES ARE ALSO INTENDED TO FACILITATE THE FORMATION OF SUCH SEARCH COMMITTEES IN A TIMELY MANNER.

THERE ARE MANY REASONS FOR THE INCLUSION OF FACULTY IN THE COMPOSITION OF A SEARCH COMMITTEE INVOLVED IN THE SELECTION OF AN ADMINISTRATIVE POSITION. AMONG THESE REASONS ARE: THE NATURE OF THE POSITION IS SUCH THAT THE INCUMBENT ASSUMES FULL ADMINISTRATIVE RESPONSIBILITY FOR SOME MAJOR AREA OF COLLEGE ACTIVITY THAT IMPACTS UPON THE ENTIRE COLLEGE COMMUNITY; THE NATURE OF THE POSITION INVOLVES SIGNIFICANT CONTACT WITH MEMBERS OF THE FACULTY; THE CANDIDATE SOUGHT WILL WORK IN OR BE RESPONSIBLE FOR AN AREA OF THE COLLEGE THAT FACULTY HAVE PARTICULAR EXPERT KNOWLEDGE BY VIRTUE OF THEIR RESEARCH OR WORK EXPERIENCE.

GENERAL GUIDELINES:

1. EXECUTIVE TITLES AT THE COLLEGE FALL INTO THE FOLLOWING BROAD CATEGORIES, AS CONTAINED IN THE EXECUTIVE COMPENSATION PLAN: VICE PRESIDENT (INCLUDING ASSISTANT AND SENIOR VICE PRESIDENT); DEAN (INCLUDING ASSISTANT AND ASSOCIATE DEAN); AND ADMINISTRATOR (WHICH INCLUDES: ASSISTANT AND ASSOCIATE ADMINISTRATOR). ALL SEARCHES COMMITTEES FOR THE POSITION OF VICE PRESIDENT WILL BE FORMED BY THE PRESIDENT. ALL SEARCH COMMITTEES FOR THE POSITIONS OF DEAN AND ADMINISTRATOR WILL BE FORMED BY THE APPROPRIATE VICE PRESIDENT, AFTER CONSULTATION WITH THE PRESIDENT. THIS WILL INCLUDE THE NAMING OF AN APPROPRIATE CHAIR OF THE COMMITTEE. SEARCH COMMITTEES FOR THESE POSITIONS WILL ALWAYS INCLUDE FACULTY REPRESENTATION, FOLLOWING THE PROCEDURES SET FORTH IN THIS MEMORANDUM (PARAGRAPH 4).

2. ADMINISTRATIVE TITLES AT THE COLLEGE ARE STRATIFIED OVER FOUR CONTRACTUAL TITLES IN THE HIGHER EDUCATION OFFICER SERIES. THE TITLES ARE DELINEATED PRIMARILY BY THE POSITION'S SCOPE OF RESPONSIBILITY AND THE LEVEL OF INDEPENDENT DECISION-MAKING ABILITY REQUIRED. THREE OF THESE TITLES -- ASSISTANT TO HEO, HE ASSISTANT, AND HE ASSOCIATE -- WILL NOT AUTOMATICALLY REQUIRE FACULTY PARTICIPATION ON SEARCH COMMITTEES ALTHOUGH, AT THE DISCRETION OF THE APPROPRIATE VICE PRESIDENT, FACULTY MAY BE ADDED TO THE SEARCH COMMITTEE TO BRING THAT PERSPECTIVE TO THE RECRUITMENT PROCESS. THOSE FACULTY SHALL BE SELECTED AFTER CONSULTATION WITH THE FACULTY SENATE.

3. FOR ALL SEARCHES FOR POSITIONS AT THE HIGHER EDUCATION OFFICER RANK, FACULTY PARTICIPATION WILL BE REQUIRED, FOLLOWING THE PROCEDURES SET FORTH IN THIS MEMORANDUM (PARAGRAPH 4). HOWEVER THE PRESIDENT OF COLLEGE, AFTER CONSULTATION WITH THE PRESIDENT OF THE FACULTY SENATE, MAY DETERMINE TO WAIVE THIS PROVISION BECAUSE OF THE NATURE OF THE POSITION BEING SEARCHED.

4. WHEN FACULTY PARTICIPATION IS REQUIRED AS SET FORTH ABOVE, THE EXECUTIVE ESTABLISHING THE SEARCH COMMITTEE SHALL NOTIFY THE PRESIDENT OF THE FACULTY SENATE THAT A SEARCH WILL COMMENCE, THE COMPOSITION OF THE SEARCH COMMITTEE (INCLUDING THE NUMBER OF FACULTY MEMBERS), AND THE TIMING OF THE SEARCH PROCESS. AS PART OF THIS COMMUNICATION, THE EXECUTIVE WILL DISCUSS THE SCOPE OF THE SEARCH, THE NATURE AND REQUIREMENTS OF THE POSITION TO BE FILLED, THE PARTICULAR QUALITIES NEEDED AMONG THE SEARCH COMMITTEE MEMBERS, AND THE NAMES OF OTHERS ALREADY NAMED TO THE SEARCH COMMITTEE.

5. THE FACULTY SENATE (OR ITS EXECUTIVE COMMITTEE) WILL THEN NOMINATE FACULTY MEMBERS FOR CONSIDERATION. THE PRESIDENT, OR THE EXECUTIVE ESTABLISHING THE SEARCH COMMITTEE, AFTER CONSULTATION WITH THE PRESIDENT, WILL THEN ACT ON THOSE NOMINATIONS.

6. THE SEARCH PROCESS FOR EXECUTIVE AND ADMINISTRATIVE POSITIONS IS A LENGTHY ONE, INVOLVING FORMULATION OF JOB DESCRIPTIONS, APPROVAL FROM THE UNIVERSITY CLASSIFICATION OFFICE, A SIXTY DAY POSTING PERIOD, AND THE RESUME REVIEW AND INTERVIEW PROCESS. FOR THESE REASONS, IT IS CRITICAL THAT THE COLLEGE ESTABLISH SEARCH COMMITTEES IN A TIMELY WAY TO FACILITATE CONTINUITY OF COLLEGE OPERATIONS. IN THE CASE WHERE THE PROCESS FOR NAMING FACULTY REPRESENTATIVES WOULD BE UNDULY DELAYED (E.G., DURING INTERSESSION OR SUMMER SESSION) AND THERE IS A COMPELLING REASON FOR THE EXPEDITIOUS FORMATION OF A SEARCH COMMITTEE, THE COLLEGE PRESIDENT, OR THE EXECUTIVE ESTABLISHING THE SEARCH COMMITTEE, SHALL ASK THE PRESIDENT OF THE FACULTY SENATE TO NOMINATE THE FACULTY MEMBERS.

**University Performance Management Process
2007-08 Year-End Report**

Goal: Raise Academic Quality

Objective 2: Attract and nurture a strong faculty that is recognized for excellent teaching, scholarship and creative activity

University Target: Instruction by full-time faculty will increase incrementally.

New Methodology

Context: Percentage of instructional hours in undergraduate courses delivered by full-time faculty

	<u>Fall 2004</u>	<u>Fall 2005</u>	<u>Fall 2006</u>	<u>Fall 2007</u>
Senior				
Baruch	49.9	51.7	48.9	50.2
Brooklyn	57.0	56.9	51.3	48.6
City	48.7	49.1	48.3	41.0
Hunter	46.2	41.6	38.4	38.5
Lehman	48.4	45.5	47.9	49.2
Queens	47.5	43.2	45.1	45.1
York	45.4	42.9	49.3	47.6
Senior College Average	49.1	47.2	46.6	45.4
Comprehensive				
John Jay	42.7	38.0	40.7	43.6
Medgar Evers	48.0	49.9	44.4	45.4
NYCCT	47.9	46.1	45.2	47.2
Staten Island	47.2	47.1	44.3	43.5
Comprehensive College Average	46.3	44.6	43.7	45.2
Community				
BMCC	54.2	51.4	51.6	52.2
Bronx	60.7	63.6	62.0	62.7
Hostos	64.3	59.6	61.4	65.3
Kingsborough	57.4	55.8	53.6	50.6
LaGuardia	50.1	44.5	45.0	45.1
Queensborough	56.0	53.5	52.6	52.8
Community College Average	55.9	53.4	52.8	52.7
University Average	51.3	49.2	48.5	48.3

Note: This indicator is calculated by dividing the total number of contact hours in undergraduate courses taught by full-time faculty members by the total contact hours in all undergraduate courses. For fall 2006 and later, instruction in winter session sections is included only for full-time faculty whose teaching is part of their contractual workload (instruction is added to both the numerator and the denominator). Other winter session sections are excluded. Instruction is credited to the faculty member's appointment college except for those appointed to the Graduate Center (credited to the college where instruction took place).

John Jay College
PMP 2007-08 Year-End Data Report

ATTACHMENT I

Areas Needing Attention

GOAL: Raise Academic Quality					Running Average	Point Change Two Most Recent Years	Point Change Most Recent and Average
Objective: Attract and nurture a body of faculty that is recognized for excellent teaching, scholarship and creative activity							
Target: Instruction by full-time faculty will increase incrementally.							
	F 2004	F 2005	F 2006	F 2007			
Mean teaching hours of veteran full-time faculty	8.0	7.7	6.9	6.9	7.4	- 0.0	↓ -0.5
Mean teaching hours of full-time faculty eligible for contractual release time	7.7	7.0	7.0	7.1	7.2	↑ 0.1	↓ -0.1
GOAL: Improve Student Success					Running Average	Point Change Two Most Recent Years	Point Change Most Recent and Average
Objective: Ensure that all students receive a solid general education and effective support, particularly in the first 60 credits							
Target: Colleges will draw upon degree & Adult & Continuing Education resources to improve basic skills & ESL outcomes University-wide.							
	F 2003	F 2004	F 2005	F 2006			
Percentage of non-ESL Baccalaureate SEEK students who pass all basic skills tests within one year	80.5	71.2	80.1	66.3	74.5	↓ -13.8	↓ -8.2
Objective: Increase retention and graduation rates					Running Average	Point Change Two Most Recent Years	Point Change Most Recent and Average
Target: Retention rates will progressively increase.							
	F 2003	F 2004	F 2005	F 2006			
One-Year Retention Rate: Percentage enrolled in college of entry:							
First-time, full-time baccalaureate degree students	75.6	72.7	74.0	74.1	74.1	↑ 0.1	- 0.0
First-time, full-time baccalaureate degree transfer students	73.9	74.4	77.9	74.5	75.2	↓ -3.4	↓ -0.7
First-time, full-time associate degree students	65.3	64.0	62.5	63.0	63.7	↑ 0.5	↓ -0.7
Target: Graduation rates will progressively increase in baccalaureate/master's programs and in associate programs.							
	F 1998	F 1999	F 2000	F 2001			
Six-Year Graduation Rate: Percentage graduated from college of entry:							
First-time, full-time baccalaureate degree students	31.6	35.7	42.3	42.1	37.9	↓ -0.2	↑ 4.2
First-time, full-time associate degree students	18.9	24.7	25.2	26.0	23.7	↑ 0.8	↑ 2.3
	F 2000	F 2001	F 2002	F 2003			
Four-year Graduation Rate: Percentage of master's students who graduated within four years of entry into master's program	66.3	60.2	61.5	54.6	60.7	↓ -6.9	↓ -6.1
GOAL: Increase Enrollment					Running Average	Point Change Two Most Recent Years	Point Change Most Recent and Average
Objective: Attract, enroll, and graduate more minority and low-income students from associate to baccalaureate programs							
Target: Colleges will meet enrollment targets for degree and adult and continuing ed enrollment; mean SATs/CAAs of baccalaureate entrants will rise.							
	2004-05	2005-06	2006-07	2007-08			
Number of seats filled in Adult and Continuing Education courses	9,832	8,707	11,208	9098	9711	↓ -2110	↓ -613
	F 2004	F 2005	F 2006	F 2007			
Mean SAT score of regularly-admitted first-time freshmen enrolled in baccalaureate programs	946	958	941	931	944	↓ -10	↓ -13

ATTACHMENT I

John Jay College
PMP 2007-08 Year-End Data Report

Positive Highlights

GOALS: IMPROVE STUDENT LEARNING									
Objective: Increase the number of students who are fully skills proficient upon initial testing									
Target: Instruction by full-time faculty will increase incrementally.									
	F 2004	F 2005	F 2006	F 2007	Running Average	Point Change Two Most Recent Years	Point Change Most Recent and Average		
Percentage of instructional FTEs delivered by full-time faculty	45.1	40.1	41.4	43.7	42.6	↑ 2.3	↑ 1.1		
Percentage of instructional FTEs in undergraduate courses delivered by full-time faculty	42.5	37.2	39.3	41.8	40.2	↑ 2.5	↑ 1.6		
GOALS: IMPROVE STUDENT LEARNING									
Objective: Increase the number of students who are fully skills proficient upon initial testing									
Target: Colleges will implement approved CUE plans, make progress on Campaign for Success indicators, and use outcomes to drive improvement in teaching and support.									
Percentage of instructional FTEs in lower division courses delivered by full-time faculty	F 2004	F 2005	F 2006	F 2007	36.7	↑ 4.5	↑ 2.4		
Percentage of associate degree students not fully skills proficient upon initial testing who have met basic skills proficiency by the 30th credit	F 2004	F 2005	F 2006	F 2007	44.6	↑ 9.9	↑ 16.2		
Target: Show and pass rates on the CUNY Proficiency Exam will rise CUNY-wide.									
Percentage of required invitees who took the CUNY Proficiency Exam (CPE show rate)	F 2004	F 2005	F 2006	F 2007	78.2	↑ 2.0	↑ 6.3		
GOALS: IMPROVE STUDENT LEARNING									
Objective: Increase the number of students who are fully skills proficient upon initial testing									
Target: Graduation rates will progressively increase in baccalaureate/master's programs and in associate programs.									
Six-year Graduation Rate: Percentage of full-time transfers into baccalaureate programs who graduated from college of transfer within six years	F 1998	F 1999	F 2000	F 2001	52.5	↑ 8.1	↑ 6.1		
	50.8	50.0	50.5	58.6					
GOALS: IMPROVE STUDENT LEARNING									
Objective: Increase the number of students who are fully skills proficient upon initial testing									
Target: Alumni-corporate fundraising will increase 10% CUNY-wide									
Total Voluntary Support (weighted rolling average)	FY 2005	FY 2006	FY 2007	Preliminary FY 2008	\$1,606,806	↑ \$1,241,244	↑ \$620,622		
			\$986,184	\$2,227,428					
Target: Contract/grant awards will rise 5% CUNY-wide									
Grants and contracts awarded (weighted, rolling, three-year average)	FY 2005	FY 2006	FY 2007	Preliminary FY 2008	\$9,197,455	↑ \$3,190,569	↑ \$3,698,560		
	\$7,604,670	\$6,583,688	\$9,705,446	\$12,896,015					