

Faculty Senate Minutes #345

Thursday, September 10, 2009

3:20 PM

Room 630 T

Present (40): William Allen, Spiros Bakiras, Andrea Balis, Luis Barrios, Elton Beckett, Adam Berlin, Marvie Brooks, Erica Burleigh, Elise Champeil, Shu-Yuan (Demi) Chang, Edward Davenport, Virginia Diaz, James DiGiovanna, Janice Dunham, DeeDee Falkenbach, Beverly Frazier, Joshua Freilich, Robert Garot, Jay Paul Gates, Katie Gentile, P. J. Gibson, Jessica Gordon Nembhard, Maki Haberfeld, Richard Haw, Heather Holtman, Karen Kaplowitz, Richard Kempter, Tom Litwack, Vincent Maiorino, Nivedita Majumdar, Tracy Musacchio, Richard Perez, Nicholas Petraco, Rick Richardson, Richard Schwester, Francis Sheehan, Robert Till, Shonna Trinch, Thalia Vrachopoulos, Joshua Wilson

Absent (9): Shuki Cohen, Edgardo Diaz Diaz, Gail Garfield, Jay Hamilton, Evan Mandery, Raul Romero, Cecile van de Voorde, Robert Visani, Valerie West

Guest: Professor Donna Tarantino

Invited Guest: President Jeremy Travis

1. Adoption of the agenda
2. Adoption of Minutes #344 of the May 20, 2009, meeting
3. Announcements & Reports
4. Ratification by the Faculty Senate of slates of faculty for election or appointment to College and Council Committees
5. Review of the agenda of the September 17 meeting of the College
6. Proposed amendments to the John Jay Personnel Guidelines
7. Proposed Resolution on the H1N1 pandemic: Department of Protection Management
8. Proposed amendment to the CUNY Bylaws mandating term limits for department chairs
9. Invited guest: President Jeremy Travis

1. Adoption of the agenda. Approved.

2. Adoption of Minutes #344 of the May 20, 2009, meeting. Approved.

3. Announcements & Reports [Attachment A]

Senator Janice Dunham reported that to help mitigate the difficulties of students who have financial difficulties, Chancellor Goldstein has provided to each college funds for the purchase of all undergraduate textbooks that cost students more than \$50 each that are assigned at each particular college. She said that at John Jay about 700 titles had been purchased and placed on reserve and are now awaiting students. Senator Dunham explained that the Library doesn't usually purchase textbooks for its collection because most textbooks quickly are superseded by a new edition and also because libraries emphasize primary texts. Senator Rick Richardson praised the Library for getting the books purchases and on reserve so speedily. He said that as someone who previously worked in the Library, he appreciates what a tremendous job this is.

President Kaplowitz reported that there had been a Topping Off ceremony on August 27. This is the ceremony when the last beam is raised in constructing a building; it is a beam that has been painted white, with an American flag draped over it. She and Professor Ned Benton and the senior administrators of John Jay and of CUNY signed their names onto the beam before it was raised. A miniature tree was also balanced on the beam to symbolize the fact that no worker was killed during the construction of the building. She described it as a very moving ceremony.

The fall Faculty & Staff meeting will be on October 5. Part of the agenda is the introduction of the 36 new tenure track members of the faculty (as well as new staff and administrators). We now have 449 full-time tenure track faculty, a 34% increase during the past four years.

4. Ratification by the Faculty Senate of slates of faculty for election or appointment to College and Council Committees [Attachment B]

President Kaplowitz explained that she posted several invitations to the faculty for self-nominations and nominations using the Faculty Senate's listserv, facsen-announce, and that the Senate's Executive Committee then developed the slates for membership on the various committees [Attachment B].

5. Review of the agenda of the September 17 meeting of the College Council

The agenda includes the election of candidates to various committees of the College Council and of the College; three new course proposals; one course revision; and a proposal for the structure and responsibilities of the Advisory Committee for the B.A. and B.S. in Criminal Justice.

The Senate directed President Kaplowitz to move an amendment at the College Council meeting so that the proposal establishing an Advisory Committee on the BA/BS Criminal Justice degrees include a requirement that the minutes of the meetings be transmitted to the Provost and to the President of the Faculty Senate in addition to the Dean of Undergraduate Studies.

6. Proposed amendments to the John Jay Personnel Guidelines [Attachment C]

The Senate reviewed the proposed amendments [Attachment C] which will have to be voted by the College Council.

7. Proposed Resolution on the H1N1 pandemic: Senator Robert Till, Department of Protection Management

Senator Robert Till, on behalf of the Department of Protection Management, introduced a resolution which calls upon the Faculty Senate to urge faculty members to consider adopting ways to reduce the impact of the H1N1 pandemic, such as urging students to stay home if they have flu symptoms. Senator P. J. Gibson and others raised concerns about students taking advantage of this resolution by not attending class even if they had no symptoms.

VP Francis Sheehan suggested a different resolution, one that addresses what to do to prevent the flu. He said one thing we could do is have Purell dispensers all over the College as is done at so many other colleges and agencies and hospitals now.

Senator Litwack said that the Senate does not have the knowledge, legal or medical, to decide this on our own. He said we should raise this issue with President Travis when he meets with the Senate today. This was agreed to.

8. Proposed amendment to the CUNY Bylaws mandating term limits for department chairs

President Kaplowitz circulated a list of proposals generated by the Senate at its May 20 meeting for improving the process of electing chairs, which she said she would send to the Chancellor, if we could agree on some of them, in the hope that the Chancellor would then reconsider his proposal for term limits for chairs.

Senator Nivedita Majumdar said she had been at the May 20th meeting and she thought this list of proposals had been thought of as things we could do at JJ, not as things we wanted the

Board to impose on us. President Kaplowitz said that Senator Nivedita is absolutely correct and thanked her for making the distinction explicit.

Senator Litwack spoke against voting on such an important issue without having a chance to fully discuss it. President Kaplowitz agreed, saying that department representatives should consult with their departments on this issue and that we would place it on the next agenda of our next meeting.

Senator Richard Haw asked whether the Chancellor has the power to impose this on the University. President Kaplowitz explained that only the Board of Trustees has the power to do so but that the Chancellor would not have made this public if the Trustees were not supportive of the proposal. But she added this does not mean that organized opposition that is strong and based on facts and that offers alternate solutions would not succeed.

9. Invited guest: President Jeremy Travis

President Travis arrived at 4:40 and President Kaplowitz explained that the Senate wanted to be involved in the response to the H1N1 threat. President Travis said that he will be forming a H1N1 committee and will be asking Karen Kaplowitz to recommend faculty members. He reported that to address the H1N1 issue the College will invest in hand sanitizer dispensers. He spoke of how the City is handling this issue including providing vaccinations to elementary school students and a hotline for providing information.

President Kaplowitz spoke about the resolution provided by the department of protection management and shared this with President Travis. He was concerned about two messages going out and suggested there be consultation between the two groups and that one message be transmitted.

President Travis discussed the beginning of the year, budget issues, some real estate, strategic planning and retention. He expressed his satisfaction with how well the beginning of the school year started. He stated that it is the best he's seen since his arriving. The summer academy was immensely valuable for students and he acknowledged the support of faculty. He recognized Kevin Nesbitt, a new hire in the Provost's Office, who has assisted the newly hired faculty. There are 15,000 students at the college this year allowing us to meet the enrollment target set by CUNY Central. The College has increased the standards for associate degree students and students are now accepted at our CUNY community college partner schools to earn their associates degree there. They will come to John Jay as transfer students once they have completed their associate degree at the partner schools. He seemed excited about the entering class describing them as "pumped." He mentioned the learning communities that are available to the students at the college.

President Kaplowitz mentioned the gridlock in the North Hall corridors as being potentially dangerous, adding that security should be involved in addressing this issue. The President suggested that this may be because students are sometimes lost. This statement led him into a discussion of space at the College. He spoke of how the College has tried to address this lack of space by reorganizing class schedules, including classes on Fridays. He also said that people are looking forward to the new building but this transition will not completely alleviate the problem. He predicted that by Fall 2012 the new building will be opened. This new building did not account for the new faculty members that have been hired and or how the college originally planned to use this new space. In addition to this, we will be losing North Hall. A space consultant was hired and found that JJ has the second lowest FTE per square foot ratio and will even after the new building opens. The challenge he has is to persuade the University to lease more space. CUNY's budget may not allow for this and the University is being conservative with budget planning.

Senator Robert Garot mentioned how important it is for new faculty to find they have an office in working order when they first arrive at the College. Otherwise that's a tremendous feeling of demoralization that takes quite some time to get over.

President Travis spoke about the community college that will be moving into a building to be built where North Hall is and he spoke about the budget. He reported that all the college budgets have been reduced by 1.5% and that, therefore, we will be cutting back on college assistants (part-time employees) and on supplies and that there will be delays in hiring. There will be budget constraints but the increased enrollment has actually helped us. "We will get through this," he said.

President Travis said we need to create our next five-year Master Plan and also prepare for our next Middle States Re-accreditation.

He reported that he will be giving a State of the College Address on October 21 at 3:30 at which time he will speak about these planning issues and how well we have been doing in meeting the goals we set during the Critical Choices process three years ago.

The meeting was adjourned at 5:15 PM.

Attachment A – Part I

Membership of the 2009-2010 John Jay Faculty Senate

13 Full-time faculty At-Large Representatives elected by the full-time faculty:

Adam Berlin – English*
Marvie Brooks – Library*
Edward Davenport – SEEK/English*
DeeDee Falkenbach – Psychology**
Gail Garfield – Sociology**
P. J. Gibson – English**
Karen Kaplowitz – English*
Tom Litwack – Psychology
Evan Mandery – Criminal Justice*
Richard Perez – English
Nicholas Petraco – Science *
Francis Sheehan – Science*
Thalia Vrachopoulos – Art & Music*

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

William Allen – Public Management*
Edgardo Diaz Diaz – Foreign Languages & Literature
Heather Holtman – Counseling & Student Life*
Richard Kempster – Psychology

8 At-Large members elected by the Faculty Senate

Andrea Balis – History/ISP*
Erica Burleigh – English*
Elise Champeil – Science*
Beverly Frazier – Law, PS, CJA*
Maki Haberfeld – Law, PS, CJA*
Kimberly Helmer – English*
Rick Richardson – Sociology*
Valerie West – Criminal Justice*

24 Department representatives elected to the Faculty Senate and to the College Council:

African-American Studies: Jessica Gordon-Nembhard*
Anthropology: Shonna Trinch*
Art & Music: Roberto Visani*
Communication & Theater Arts: Elton Beckett*
Counseling & Student Life: Katie Gentile*
Criminal Justice: Joshua Freilich*

Economics: Jay Hamilton*
English: Nivedita Majumdar*
Foreign Languages & Literature: Raul Romero*
Health & Physical Education: Vincent Maiorino*
History: Tracy Musacchio*
Interdisciplinary Studies Program: Richard Haw*
Latin American & Latina/o Studies: Luis Barrios*
Law, Police Science, CJA: Cecile van de Voorde*
Library: Janice Dunham*
Mathematics: Spiros Bakiras*
Philosophy: James DiGiovanna*
Political Science: Joshua Wilson*

Protection Management: Robert Till*
Psychology: Shuki Cohen*
Public Administration: Richard Schwester*
Science: Demi Cheng*
SEEK: Virginia Diaz*
Sociology: Robert Garot*

* = Member, also, of the College Council

** = Alternate Member, also, of the College Council

Executive Committee of the 2009-2010 Faculty Senate:

President: Karen Kaplowitz
Vice President: Francis Sheehan
Recording Secretary: Edward Davenport
Associate Recording Secretary: Virginia Diaz
Co-Associate Recording Secretary: Andrea Balis
Corresponding Secretary: Evan Mandery
Executive Member At-Large: Adam Berlin
Executive Member At-Large: Beverly Frazier

ATTACHMENT A – Part 2

Faculty Senate Calendar of Meetings for 2009-2010

Fall 2009

Thursday, September 10
Wednesday, September 23
Wednesday, October 7
Thursday, October 22
Tuesday, November 3
Wednesday, November 18
Friday, December 4 – all-day meeting

Spring 2010

Thursday, February 11
Monday, February 22
Thursday, March 11
Wednesday, March 24
Thursday, April 8
Wednesday, April 21
Friday, May 7 – all-day meeting

First meeting of the 2010-2011 Faculty Senate

Wednesday, May 19

All meetings are in Room 630T at 3:20 PM, except for the all-day meetings in December and in May, which begin at 9:30 AM. Meetings are open to all members of the John Jay faculty, all of whom may participate in discussions; however, only members of the Faculty Senate may make motions and vote.

Agenda items must be submitted in writing (email submissions are accepted) to a member of the Faculty Senate Executive Committee.

The Executive Committee of the 2009-2010 Faculty Senate:

President: Karen Kaplowitz
Vice President: Francis Sheehan
Recording Secretary: Edward Davenport
Associate Recording Secretary: Virginia Diaz
Co-Associate Recording Secretary: Andrea Balis
Corresponding Secretary: Evan Mandery
Executive Member At-Large: Adam Berlin
Executive Member At-Large: Beverly Frazier

ATTACHMENT A – Part 3

2009-2010 Faculty Members on the College Council

18 At-Large Faculty Senate representatives elected by the Faculty Senate to serve on the College Council:

William Allen – Public Management [adjunct rep]
Andrea Balis – History/ISP
Adam Berlin – English
Marvie Brooks – Library
Erica Burleigh – English
Elise Champeil – Science
Edward Davenport – SEEK/English
Beverly Frazier – Law, PS, CJA
Maki Haberfeld – Law, Police Science & CJA
Kimberly Helmer – English
Heather Holtman – Counseling & Student Life [adjunct rep]
Karen Kaplowitz – English
Evan Mandery – Criminal Justice
Nicholas Petraco – Science
Rick Richardson – Sociology
Francis Sheehan – Science
Thalia Vrachopoulos – Art & Music
Valerie West – Criminal Justice

24 Departmental Representatives elected to the Faculty Senate & to the College Council:

African-American Studies: Jessica Gordon-Nembhard
Anthropology: Shonna Trinch
Art & Music: Roberto Visani
Communication & Theater Arts: Elton Beckett
Counseling & Student Life: Katie Gentile
Criminal Justice: Joshua Freilich
Economics: Jay Hamilton
English: Nivedita Majumdar
Foreign Languages & Literature: Raul Romero
Health & Physical Education: Vincent Maiorino
History: Tracy Musacchio
Interdisciplinary Studies Program: Richard Haw
Latin American & Latina/o Studies: Luis Barrios
Law, Police Science, CJ Administration: Cecile van de Voorde
Library: Janice Dunham
Mathematics: Spiros Bakiras
Philosophy: James DiGiovanna
Political Science: Joshua Wilson

Protection Management: Robert Till
Psychology: Shuki Cohen
Public Management: Richard Schwester
Science: Demi Cheng
SEEK: Virginia Diaz
Sociology: Robert Garot

3 At-Large Faculty Senate representatives elected by the Faculty Senate to serve as Alternate Members on the College Council:

DeeDee Falkenbach – Psychology
Gail Garfield – Sociology
P. J. Gibson – English

4 Members of the Faculty Senate *not* serving on the 2009-2010 College Council as a member or as an alternate member:

Edgardo Diaz Diaz – Foreign Languages & Literature [adjunct rep]
Richard Kempter – Psychology [adjunct rep]
Tom Litwack – Psychology
Richard Perez – English

Calendar of 2009-10 College Council & College Council Executive Committee meetings:

College Council meets in Room 630T at 3:30-5:00

Thursday, September 17
Wednesday, October 14
Monday, November 9
Thursday, December 10
Wednesday, February 17
Monday, March 15
Thursday, April 15
Thursday, 13

College Council Executive Committee meets in Room 610T at 3:30-5:00

Wednesday, September 2
Tuesday, September 29
Wednesday, October 28
Monday, November 30
Thursday, February 4
Wednesday, March 3

Tuesday, April 6
Monday, May 3

Deadline for College Council agenda items

Wednesday, August 26
Monday, September 21
Wednesday, October 21
Monday, November 23
Thursday, January 28
Wednesday, February 24
Wednesday, April 31
Monday, April 26

College Council membership :

42 faculty [one representative from each of the 24 academic departments, elected by each department, and 18 At-Large members of the Faculty Senate elected to the College Council by the Faculty Senate]

5 higher education officers (non-teaching instructional staff)

14 students

President

Provost

VP for Administration

VP for Student Development

VP for Enrollment Management

Dean of Undergraduate Students

Dean of Graduate Studies

Dean for Research

Total = 69 members

ATTACHMENT B

Faculty members nominated by the Faculty Senate on September 10, 2009, for election by the College Council to College and College Council Committees:

College Council Committees:

4 Faculty members of the Interim Executive Committee of the College Council:

Karen Kaplowitz - English [statutory]
Francis Sheehan - Science [statutory]
Andrea Balis - History/ISP
Janice Dunham - Library

7 Faculty members of the Executive Committee of the College Council:

Andrea Balis -History/ISP
Elton Beckett - Communication & Theater Arts
Janice Dunham - Library
Karen Kaplowitz - English
Nivedita Majumdar - English
Nicholas Petraco - Science
Francis Sheehan - Science

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

Jay Hamilton - Economic [Vice Chair, Faculty Senate Fiscal Advisory Committee]
Karen Kaplowitz - English [President, Faculty Senate]
Tom Litwack - Psychology [Chair, Faculty Senate Fiscal Advisory Committee]

3 faculty - Strategic Planning Subcommittee of the College Budget & Planning Committee:

Karen Kaplowitz [statutory member]
Jay Hamilton - Economics
Francis Sheehan - Science

3 faculty - Committee on Honors, Prizes, and Awards

Sergei Cheloukhine - Law, PS & CJA
Gloria Proni - Science
Staci Strobl - Law, PS & CJA

2 faculty - Committee on Student Interests

Veronica Hendrick - English
Karen Okamoto - Library

4 faculty - Committee on Student Evaluation of the Faculty

Ekaterina Korobkova - Science
Alex Long - English
Keith Markus - Psychology
Joseph O'Brien - History [continuation of 2-year term]

College Committees:

5 faculty - Committee on Scholarships

Simon Baatz - History
Baz Dreisinger - English
Jennifer Dysart - Psychology
Nathan Lents - Science
Marny Tabb - English

6 faculty - Faculty Panel for the College Student/Faculty Judicial Committee: Required by CUNY Bylaws

Effie Cochran - English
Richard Culp - Public Management
Nancy Egan - Library
Ann Huse - English
Sandra Lanzone - Communication & Theater Arts
Kathryn Wylie-Marques - Theater & Communication Arts

5 faculty - Committee on Faculty Elections

Marvie Brooks - Library
Kathleen Collins - Library
Olivera Jokic - English
Ali Kocak - Science
Richard Li - Science

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

Required by CUNY Bylaws

Jose Arcaya - Psychology
Stanley Ingber - Criminal Justice
Robert McCrie - Protection Management

The faculty members of the following committees and bodies are not elected by the College Council:

3 faculty - Student Activities Association Board: Required by the CUNY Bylaws

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

3 faculty - Auxiliary Activities Corporation Board: Required by the CUNY Bylaws

Susan Will - Sociology
Carmen Solis - SEEK
Liza Yukins - English

2 faculty - Appeals Panel for the College Student Complaint Against Faculty Policy: Required by CUNY BoT Policy

Angela Crossman - Psychology
Daniel Pinello - Government

ATTACHMENT C

Proposed amendments, revised, to the John Jay Faculty Personnel Guidelines

N. B. These proposed revised amendments are for comment, suggested revision, and vote by the Faculty Senate and will then be discussed and voted on by the Faculty Personnel Committee on October 2 and then by the College Council later in October (or in November)

N. B. The proposed changes, based on a review by the CUNY Central Administration's Office of Legal Affairs, are highlighted (shaded)

Amendments to the Faculty Personnel Guidelines

Spring 2009

Faculty Personnel Committee

Approved March 6, 2009

Revised June 2009

Lecturers and Instructors

III.E. Lecturers and Instructors

III.E.1 Lecturers

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

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

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

III.E.1.d. The College has the option to convert a Lecturer line to an Assistant Professor line, and, if the Lecturer holds a Ph.D. or equivalent terminal degree, to appoint the Lecturer to the Assistant Professor line. The action is initiated by the Department and subject to approval by the Provost and President, consistent with other standards and procedures for the appointment of Assistant Professors. However, the College does not have an obligation to move a Lecturer who has obtained a Ph.D. or equivalent terminal degree to an Assistant Professor title.

III.E.1.e. A Lecturer with CCE may apply for appointment to the title of Assistant Professor. A Lecturer with CCE receives no service credit toward tenure. While working toward tenure in the Assistant Professor title, the lecturer with CCE is on leave from the Lecturer title and retains the right to return to the title with CCE.

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

III.E.2. Instructors

III.E.2.a. The title of Instructor is used for full-time members of the faculty who are hired to teach and perform related faculty functions.

III.E.2.b. Those faculty appointed as Instructors may apply to become Assistant Professors once they complete the Ph.D. or equivalent terminal degree.

III.E.2.c. Full-time members of the faculty appointed as Assistant Professors must have completed the Ph.D. or equivalent terminal degree by September 1 of the year of their first

appointment. If they have not completed the Ph.D. or equivalent terminal degree by that date, they will be appointed instead to the title of Instructor. If they receive the Ph.D. during the ensuing year, their appointment will be upgraded to Assistant Professor. If this upgrade occurs after September 30 of the year of their first appointment, that year will not count toward tenure.

III.E.2.d. The criteria for reappointment of Instructors are the same as for Assistant Professors, in all areas except for research and scholarship. With respect to research and scholarship, the following expectations apply:

- active progress toward the award of a terminal degree that would qualify the candidate for appointment as Assistant Professor within five years of initial appointment;
- demonstration of the capacity to maintain an active research program.

III.E.2.e. Appointment for the sixth year is conditioned on attainment of the terminal degree necessary to qualify for appointment as Assistant Professor. The title of Instructor can be held for no more than five years.

III.E.2.f. An Instructor may be appointed in the title Lecturer immediately following five years of continuous full-time service as an Instructor in the same department, in which case he or she may receive a CCE as a Lecturer. This is an option, not a right. The Department/College has the right to non-reappoint an Instructor who has not made satisfactory progress toward the Ph.D. or equivalent terminal degree or who has not satisfied other requirements of the position.

III.E.2.g. The Faculty Personnel Committee (FPC) will apply the following standard of review in evaluating cases of conversion from Instructor to Lecturer:

- The performance of the candidate in the position of Instructor
- The departmental need for a faculty member serving as a Lecturer

The prospect of attainment of the Ph.D. or equivalent terminal degree shall not be a consideration, since the candidate has not succeeded for five years.

III.E.3 Waiver of Service Credit by Instructors and Lecturers

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

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

Sabbatical Leave

(All new language.)

II.E Sabbatical Leave

II.E.1. The policy of the College is to support timely sabbatical leaves for eligible members of the faculty. The standard of review is that the application must define a general plan for scholarship and research, which may include study and related travel, instructional enhancement, and/or creative work in literature and the arts. The application must explain how the sabbatical leave will advance this plan. The sabbatical does not have to result in an immediate work product, but should advance the prospects for a work product, such as a new course design or a publication, in the future.

II.E.2 The faculty member shall file an application using the leave application form maintained on the Provost's website.

II.E.3 Applications must first be voted on by the Department Personnel and Budget Committee. A committee may vote to deny an application based on insufficient merit and also on the basis that the number of leaves being applied for at one time is impractical for the department. However, if the only reason for denial is the impracticality of the number of leaves, absent extenuating conditions the Department Personnel and Budget Committee shall consider the application for the following year.

II.E.4 Before consideration and vote by the FPC, sabbatical proposals shall be reviewed by the FPC Review Committee assigned responsibility for promotions.

II.E.5 The recommendations of the FPC are forwarded to the President who makes an independent determination that is forwarded to the Board of Trustees.

II.E.6 Full-pay one semester leave applications shall also be considered by the Promotions Review Committee and the FPC. The application process shall be the same as for regular leaves. The recommendations are advisory to the Provost and the President.

II.E.7 Within 30 days following the completion of the leave, the faculty member shall submit a report to the Chair and the Provost documenting how activities during the leave advanced the plan as proposed in the application.

Assignment of Faculty to Secondary Program or Department

(All new language.)

II.F. Assignment of Faculty to Secondary Program or Department

II.F.1. The Provost, with the consent and participation of a faculty member, his or her department chair in consultation with the Department Personnel and Budget Committee, and another program or department, may assign a faculty member to programs and to secondary departments, while retaining the faculty member's formal relationship to a single academic department as required under CUNY Bylaws. The College has developed and the College Council has adopted guidelines that provide a formal process to define responsibilities and expectations with respect to teaching, service, and participation in program and departmental administration and activities. The process protects the faculty member and also provides stability and predictability to the home department and to the secondary department or the interdisciplinary or non-departmental academic program to which the faculty member is assigned.

II.F.2. When a faculty member agrees to be assigned to a program or to a secondary department, the relationship shall be defined in a Faculty Assignment Letter (FAL), addressed by the Provost to the faculty member, signed by the faculty member, copied to the chair of the home department and the director of the program or the chair of the secondary department. The FAL shall describe the nature and duration of the assignment and the responsibilities and expectations with respect to teaching, service, and participation in program/department committees and activities.

II.F.3. The Chair or a member of the Department Personnel and Budget Committee designated by the chair of the department to which a faculty member is appointed (the home department) must conduct the annual personnel review in accordance with the PSC-CUNY Contract. In gathering information to arrive at his or her assessment of the candidate, the chair of the home department or his/her designee shall confer with the program director or secondary department chair and shall reflect this information in the annual evaluation of the faculty member. The program director or secondary department chair may not be present at the annual evaluation conference or at the deliberations of the Personnel and Budget Committee of the home department unless he or she is a duly elected or appointed member of that committee. The home department chair presents the faculty member to the Faculty Personnel Committee (FPC). As a statutory member of the FPC, the secondary department chair may contribute to the FPC's discussion of the faculty member. If a program coordinator is an at-large member of the FPC, he or she may contribute to the FPC's discussion of the faculty member.

In addition, the program director or secondary department chair shall meet periodically throughout the appointment period with the faculty member for the purpose of mentoring and guiding him or her.

II.F.4. For members jointly assigned to the SEEK Department, the Board of trustees has provided the following: (Board of Trustees Minutes, 1994, 06-27, 007,_D) *"Faculty designated to teach developmental courses and employed in the SEEK Department shall be evaluated by the SEEK Department, but also reviewed separately by the pertinent academic department with the academic department report being submitted both to the SEEK Department and to the Dean of Faculty [Provost]. Faculty who are so designated or appointed and employed in an academic department shall be evaluated by the appropriate academic department, but also reviewed, separately, by the SEEK Department, with the SEEK Department report being submitted both to the appropriate academic department and to the dean of faculty [Provost]. . . . The reviews by both the SEEK Department and the academic department shall include reference to teaching effectiveness and sensitivity to the learning patterns of disadvantaged students and reference to the academic content and substance taught."*

Combined Consideration of Reappointment and Promotion

II.D.6. The order of consideration of candidates will be as follows:

- collective consideration of reappointments without any negative votes from Departmental Personnel Committees, as specified in the Tenure Calendar tables above, and provided that any member may call for individual consideration of individual cases;
- individual consideration of all other reappointment candidates; considered by rank;
- individual consideration of tenure candidates; considered by rank;
- individual consideration of candidates for promotion to Associate Professor; and individual consideration of candidates for promotion to Full Professor.

When a candidate is being considered for reappointment and promotion during the same year, both actions will be taken up when reappointment is considered. Separate votes shall be taken on each action, with the reappointment or tenure action being voted on before the promotion action. The applicable standards of review shall be applied for each action.

II.G Nominating Distinguished Professors

(all new language)

II.G.1 Nominations for the position of Distinguished Professor may be proposed by members of the faculty or members of the administration. Nominees may either be external candidates or current members of the John Jay College faculty. Regardless of how nominations originate, they must be vetted and approved by the Personnel and Budget Committee (P & B) of the department to which the Distinguished Professor is to be appointed or in which the nominee currently has an appointment. The P & B, in reviewing the nomination, must apply the rigorous scholarly criteria required by CUNY Bylaws. Nominators, chairs and candidates are encouraged to review the CUNY Bylaws and related documents posted on the CUNY website.

II.G.2 In the case of an external candidate, the nominee must have all of the qualifications necessary for appointment to the position of full Professor. The Board of Trustees may act to confirm the appointment as a full Professor concurrently with the approval of the designation as a Distinguished Professor.

II.G.3 If the departmental P&B votes in favor, the nomination is forwarded to the Provost who independently makes a judgment about the merit of the nomination and determines whether CUNY will make a Distinguished Professor position available. If the Provost's assessment is positive, and if CUNY advises the Provost that an additional distinguished professorship can be assigned to the college, the Provost will forward a recommendation to the President who will decide whether to bring the nomination to the Faculty Personnel Committee for its review and vote.

II.G.4 The department chair shall solicit at least ten letters of evaluation from widely recognized authorities in the nominee's field, as required by CUNY procedures. The FPC shall review the nomination letter and the candidate's external letters of evaluation, and vote on the nomination.

II.G.5 Should the FPC vote in favor of the nomination, the next stage of the CUNY review process is put into effect. The application is sent to the Office of the Executive Vice-Chancellor and University Provost, including the candidate's current curriculum vitae, external letters of evaluation, letters of recommendation from the John Jay College President and Provost, and documentation of the college's review processes, to enable the university to make an independent determination of the merits of the appointment.

Proposal for Review Committee Structure

Informational Only – Not to be added to the Faculty Personnel Guidelines

The review committee structure needs to be changed to address the change in caseloads for the various committees - particularly the reappointments committee - resulting from a) more faculty members; and b) more years of reappointment reviews. This proposal is to split the reappointment review committee into two committees – Reappointment Review Committee A and Reappointment Review Committee B.

The Faculty Personnel Guidelines state: *II.3.C: The Provost shall fairly distribute workload or reassign workload among existing committees provided that similar personnel actions are considered by the same committee.*

- Thus, the review committee structure is discretionary to the Provost, and this restructuring proposal does not require a revision of the Guidelines.
- This proposed restructuring complies with the II.3.C because it assigns similar cases (based on reappointment year cohorts) to the two reappointment review committees, so it is consistent with the above rule. (For example, all of the third-year reappointments are considered by the same review committee.)

The seven-year reappointment and tenure clock applies to tenure-track faculty members whose tenure-track service at John Jay began in the Fall of 2007 or thereafter and to those whose tenure track service began in Fall 2006 who elected the seven year clock. The following is a summary of the review sequence for the first 7-year cohort.

- F06: initial appointment semester
- S07: reappointment to year 2
- F07: reappointment to year 3
- F08: reappointment to year 4
- F09: reappointment to year 5 (would have been considered by tenure committee under old clock)
- F10: reappointment to year 6 (would have been tenure decision review under the old clock)

Based on the above, it is apparent that in Fall 2009, the Tenure Committee will consider only the cases where the new faculty member chose a 5-year clock. The bulk of the cases would, if no change is made, shift to the Reappointments Committee, resulting in additional workload for that committee.

Under this proposal, a Reappointment B committee is created. This committee will consider cases in two of the years before tenure.¹

Decision Year	Appt. Type	2008-2009	2009-2010 and after
1	Appt to Year 2	Reappointment	Reappointment A
2	Appt to Year 3	Reappointment	Reappointment A
3	Appt to Year 4	Reappointment	Reappointment A
4	Appt to Year 5	Tenure	Reappointment B
5	Tenure (5-year clock)	Tenure	Tenure
5	Appt to Year 6		Tenure (See note 1)
6	Appt to Year 7		Reappointment B
7	Tenure (7-year clock)		Tenure
Any	Promotion	Promotion	Promotion

Since there are more members on the FPC, providing FPC members for the additional committee is feasible.

¹ The Faculty Personnel Guidelines recommended that the Tenure committee consider cases two years before the tenure decision rather than the year immediately before, in order to assess readiness for tenure and to make signaling recommendations in time for improvements to be made. Therefore, this proposal assigns 5th-to-6th cases to the Tenure Committee.