

Faculty Senate Minutes #276

John Jay College of Criminal Justice

Thursday, April 7, 2005

3:15 PM

Room 630 T

Present (23): Andrea Balis, Marvie Brooks, Orlanda Brugnola, James Cauthen, Effie Cochran, Edward Davenport, Robert DeLucia, Virginia Diaz, Kirk Dombrowski, Joshua Freilich, Elisabeth Gitter, Carol Groneman, Jennifer Jackiw, Karen Kaplowitz, Tom Litwack, Vincent Maiorino, James Malone, John Matteson, Edward Paulino, Rick Richardson, Francis Sheehan, Liliana Soto-Fernandez, Thalia Vrachopoulos

Absent (14): Teresa Booker, Janice Dunham, Konstantinos Georgatos, P. J. Gibson, Heath Grant, Jennifer Groscup, Kwando Kinshasa, Evan Mandery, Jodie Roure, Marilyn Rubin, Alisse Waterston, Robin Whitney, Susan Will, Kathryn Wylie-Marques

Guest: Professor Ned Benton

Invited Guest: Affirmative Action Officer Farris Forsythe

Agenda

1. Report and Announcements
2. Approval of Minutes #275 of the March 22, 2005, meeting
3. Vote on recipients of the Senate Awards: Senators Davenport, Gitter, and Grant
4. Ratification of the election slate for the Committee on Honorary Degrees
5. Update on the John Jay budget: Senators Litwack and Kaplowitz and Prof. Benton
6. Assessment of Turnitin.com and recommendation about renewing Turnitin license
7. Invited guest: Ms. Farris Forsythe, Affirmative Action Officer
8. Report from Senate Committee on Security: Senator Francis Sheehan
9. New business

1. Report and Announcements [Attachment A, B, C]

President Travis has sent a written response [Attachment A] to Roger Bowen, Secretary General of the American Association of University Professors (AAUP), who had written to President Travis on January 11, 2005, about the Susan Rosenberg matter. [For the text of Roger Bowen's letter to President Travis see Attachment F of Minutes #272.]

Faculty Senate Minutes #276 – April 7, 2005 – Page 2

Provost Basil Wilson has responded [Attachment B] to the Senate's communication to him about the fact that the College Policy on Class Size [Attachment C], developed by the Senate and Chairs and approved by the College Council two years ago, in April 2003, has still not been fully implemented.

2. Approval of Minutes #275 of the March 22, 2005, meeting

By a motion made and carried, Minutes #275 of the March 22 meeting were approved.

3. Vote on recipients of the Senate Awards: Senators Davenport, Gitter, and Grant

Senators Edward Davenport, Betsy Gitter, and Heath Grant are the members of this year's Nominating Committee for the Faculty Senate's Outstanding *CUNY* BA Graduating Student Awards in the Humanities and in the Social Sciences/Sciences to be given May 31 at Awards Night Ceremony. The Committee reviewed the academic records of the *CUNY* BA students who are graduating this June and recommended that Tabitha Berry receive the Faculty Senate's Outstanding *CUNY* BA Award in the Humanities and that Neanda Salvaterra receive the Faculty Senate's Outstanding *CUNY* BA Award in the Social Sciences/Sciences. The Senate approved the choices.

4. Ratification of the election slate for 3 faculty on the Committee on Honorary Degrees whose three-year terms expire in May

The members of the Committee on Honorary Degrees serve three-year terms and may be nominated for and elected to consecutive terms. The terms of three members of the seven-member Committee expire in May. The Executive Committee nominated a slate of 5 faculty: Professors George Andreopoulos, Peter DeForest, Betsy Hegeman, Jerry Markowitz, and Barbara Stanley. The four continuing members of the Committee are Professors Valerie Allen, Jannette Domingo, Lotte Feinberg, and Jose Luis Morin. The slate was approved by the Senate. Ballots will be sent to all full-time faculty, in accordance with the procedure proposed by the Senate and approved by the College Council,

5. Update on the John Jay budget: Senators Litwack and Kaplowitz and Prof. Benton [Attachment D]

Senator Litwack introduced the report on the College Budget by circulating charts [Attachment D], which he reviewed for the Senate, concluding that, as usual, the news is very gloomy. The bottom line is that although the College will end FY 2005 with a budget surplus of more than \$3 million, we will have almost no surplus for FY 2006. And by FY 2007 the College will be in deficit by nearly \$6 million.

The worst blow in this budget comes from the item labeled Fringe Benefits. The University

Faculty Senate Minutes #276 – April 7, 2005 – Page 3

has just assessed fringe benefit costs to the senior colleges, to be paid for from the colleges' operating budget, by a methodology that disadvantages John Jay tremendously, because the snapshot date that was chosen by the University was the point in time when John Jay had its budget crisis and when we were just about to resume hirings. So that means that we have hired many people since that snapshot and it is those positions that were filled *after* that snapshot for which fringe benefits are being assessed. John Jay is being assessed almost \$1 million out of a total of \$3 million being assessed for all the senior colleges and this means that the assessment to John Jay for the following year could balloon to \$2 million. Professor Benton said that the University, in effect, is giving John Jay a negative budget allocation, and if the University does not change the methodology or adjust the assessment, our College will need to mobilize to protest this.

Senator Carol Groneman asked which other colleges are also going to suffer from the assessment of fringe benefits and whether it would be possible to ally with these colleges to fight this move. The answer is that Queens has been assessed nothing at all; Hunter has actually been given a credit of \$159,000 because it is below its authorized levels of positions in certain categories; the other colleges were assessed the following fringe benefit costs: Graduate Center: \$18,000; Baruch: \$88,000; Brooklyn: \$100,000; York: \$100,000; NYCCT: \$200,000; Medgar Evers: \$243,000; City: \$300,000-\$400,000; Staten Island: \$500,000 (reduced after an appeal); Lehman: \$790,000; John Jay: \$947,000.

Senator John Matteson asked about the line labeled "additional revenue," which he noted is steeply declining [Attachment D]. Senator Litwack explained that this line shows the amount of the College's savings which we obtained by increasing student enrollment each year as well as from the rental of the garage property, which we will lose when we start construction on Phase II next Fall. Senator Litwack explained that the only way to deal with these deficits seems to be by continuing to increase student enrollment, which means that we would have to have 11,000 FTEs [Full-time Equivalent students] next Fall, despite our already overcrowded conditions.

Secretary Edward Davenport said it would seem fairly easy to demonstrate that enrollment increases would exacerbate our overcrowded condition but what would happen, he asked, if the University said that even if we could not increase enrollment and could not collect that additional revenue, we must still eliminate the deficit? President Kaplowitz said she thinks CUNY would say that our buildings are not full on weekends or on evenings and until we fully use our facilities, fully use what the University calls "the class schedule grid," we cannot expect help.

Senator Litwack said if the University insists on damaging the College in the way it seems to be doing, we may have to consider a lawsuit. He spoke about the full-time to adjunct faculty ratio and added that we have to have Friday classes if we are going to enroll more students and have a safe college.

Professor Ned Benton said this budget does not provide for additional faculty lines but only additional non-faculty lines, that is, administrative lines. He added that we do not have information about the non tax levy monies, which are an important component of our budget, and that we haven't received reports about these monies since a year ago. He said we need to get a handle on all of this. He also expressed a concern that the Class Size Policy that the Senate and Chairs developed and which the College Council passed may be abrogated because of the need to overenroll.

Senator James Cauthen said he agrees with Ned that if we are going to mobilize to fight this budget we need to have the full picture of revenues and expenditures at the College. Senator Liliana

Soto-Fernandez said she is really concerned about the class-size issue, because, for example, if we are trying to make our students proficient in foreign languages, with national security in mind, we cannot have 32 students in foreign language classes.

Senator Betsy Gitter said what she is hearing is that the Senate identifies three priorities, in the following order: hiring more full-time faculty; complying with the Class Size Police; transparency and consultation. She said that she also understands from the discussion that the hiring of more full-time faculty is the top priority.

Professor Benton said that none of these priorities is in the new proposed budget. Following further discussion, Senator Gitter made the following motion which Senator Groneman seconded:

The budget priorities of the Faculty Senate are the funding for and hiring of tenure track and substitute full-time faculty; full implementation by Fall 2005 of the College's Class Size Policy; and full consultation and transparency in decision making pertaining to the allocation of all resources.

The motion was approved by unanimous vote.

6. Assessment of Turnitin.com and, if a Positive assessment, recommendation by the Senate that the license for Turnitin be renewed by the College for the 2005-6 academic year

Senator James Cauthen said that the information he has received from Professor Robert Hong, the Turnitin administrator at John Jay, is that faculty are using the plagiarism prevention software and there have been no complaints. Vice President Kirk Dombrowski said last semester was the first semester that he hadn't received any plagiarized work from his students. President Kaplowitz said faculty have told her that not only haven't they received plagiarized papers but that their students' writing has improved because the students are actually writing their own papers. One of her colleagues who said this said it at a meeting of the English Department and said he publically wanted to thank the Faculty Senate for proposing this initiative and for making it a reality.

Senator Gitter proposed that the Executive Committee write to Provost Wilson and to Dean Levine conveying the fact that faculty are pleased with Turnitin and that the Senate, therefore, assumes that the license will be renewed and will so inform the faculty. Senator Gitter moved the following motion:

The Faculty Senate is satisfied with Turnitin.com and assumes that the license for Turnitin.com will be renewed for the 2005-6 academic year and, unless the Senate is otherwise notified, the Senate will announce further plans to expand the use of Turnitin.com at the College and will announce additional faculty development workshops offered by the Senate to assist faculty in the use of this plagiarism prevention software.

The Senate approved the motion by unanimous vote.

7. Invited guest: Ms. Farris Forsythe. Affirmative Action Officer [Attachment E, F]

Because of the lateness of the hour, the Senate and Ms. Forsythe agreed to reschedule her meeting with the Senate. It was agreed that some of the data provided to the Senate, which was developed by the CUNY Central Administration and by John Jay's Office of Institutional Research, will be included with the attachments to these Minutes, because of the importance that the Senate places on finding effective ways of increasing the diversity of our faculty [Attachment E, F].

8. Report from Senate Committee on Security: Senator Francis Sheehan

Senator Francis Sheehan reported on behalf of the Senate's Security Committee, which he chairs, saying that the College Advisory Security Committee formed by the administration has rarely met but that the Senate's Committee has been meeting regularly. He added that Security Director Brian Murphy has participated in each meeting of the Senate's Committee.

9. New business [Attachment G, H]

A Resolution adopted by the Council of Chairs the previous day [Attachment G] about the newly developed adjunct hiring form and process [Attachment H] was distributed to the Senate. The response of President Travis will be reported to the Senate.

Secretary Davenport asked whether the Advisory Committee on Critical Issues will issue its report which it was scheduled to do by March. Senator Litwack, the only Committee member present, said the Committee had determined that much more time is needed for its and that the open hearings which had been envisioned for this semester, could not realistically be held until the Fall. Senator Litwack added that one of the topics the Committee is charged with studying is our associate degree programs and that given the budget problems reported at today's meeting, it does not appear that the College could manage fiscally without our associate degree programs. The CUNY Central Administration leaves us with no option but to overenroll students through our associate degree programs, although he said we could still discuss such issues as the possibility of raising admission standards for those programs.

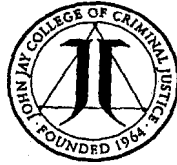
By a motion made and adopted, the meeting was adjourned at 5:10pm.

Submitted by,

Edward Davenport
Recording Secretary

&

James Cauthen
Associate Recording Secretary



JOHN JAY COLLEGE OF CRIMINAL JUSTICE
The City University of New York

Office of the President

March 24, 2005

Roger W. Bowen
General Secretary
American Association of University Professors
1012 Fourteenth Street, NW
Suite 500
Washington, DC 20005-3465

Dear *Mr.* Bowen:

I am writing in response to your letter expressing concerns about the decision not to renew Susan Rosenberg's contract as an adjunct faculty member at John Jay College of Criminal Justice. **As** your letter correctly points out, this was a difficult decision to make and one that I knew would generate strong reactions both inside and outside the John Jay College community. However, your letter includes a number of misconceptions that I believe should be addressed.

Your letter claims that the decision not to reappoint Ms. Rosenberg "impinges upon the faculty's right to self-governance." According to Section 11.4(a) of the Bylaws of the City University of New York, the President of this College is entrusted with the affirmative responsibility of making recommendations for faculty appointments to the Board of Trustees. It is erroneous to imply that by carrying out this obligation, I impinged on faculty rights. Moreover, according to the Bylaws, the appointments recommended by the President must be "consistent with the immediate and long range objectives of the college." **As** John Jay's newly appointed President, I concluded that entering into a new contract with Ms. Rosenberg would be inconsistent with the objectives of this particular educational institution. To do otherwise would have ignored the gravity of Ms. Rosenberg's criminal conviction for possessing over 600 pounds of explosives and a virtual arsenal of firearms and ammunition for the Weather Underground. In carrying out my obligations under the Bylaws, I concluded that, because of her criminal convictions for these offenses, I could not renew her contract as an adjunct lecturer at John Jay College.

ATTACHMENT A (continued)

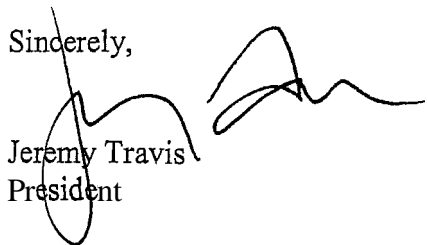
her criminal convictions for these offenses, I could not renew her contract as an adjunct lecturer at John Jay College.

It is simplistic to characterize this decision as “bow[ing] to outside pressure.” It must be understood that until the press focused on Ms. Rosenberg’s appointment to Hamilton College, her prior conviction and affiliation with the Weather Underground were not well known within our College. Once her background was revealed, it became readily apparent that the inherent divisiveness generated by Ms. Rosenberg’s criminal acts would have prevented our community from implementing an agenda for change, just as the institution was poised to tap its enormous potential as a leader in the field of criminal justice. Although I was well aware that some would disagree, I concluded that not renewing Ms. Rosenberg’s contract was necessary to maintain our focus and achieve our goals.

Moreover, you are not correct in asserting that my decision was based on her past political views and actions or that it infringed on her academic freedom. In fact, the suggestion that this decision reflects a retrenchment from my firm commitment to academic freedom has no basis in fact. There is, I trust you would acknowledge, a significant difference between a person’s political views and actions and a conviction for a serious crime. In the case of Ms. Rosenberg, my decision was based solely on her criminal convictions. As I conveyed in my December 20 letter to my colleagues at the College, it had nothing whatsoever to do with her politics, her ideas, the content of her writings, or what she taught. Furthermore, my decision in this case does not mean to suggest that a criminal conviction is automatically a disqualification for employment in a faculty position at the College. I firmly believe that each case must be considered on its own merits.

It is no surprise that this issue has generated a wide spectrum of ideas and opinions. To promote a frank discussion of the issues involved, I have met to discuss this case not only with dozens of individual members of our faculty, but also with the Faculty Senate and the leadership of the Professional Staff Congress. In these meetings, I have shared my reasons for my decision at length. I have also acknowledged that additional consultation with faculty would have been preferable. These conversations have been very constructive. Indeed, several of our faculty members, including some who strongly disagree with my decision, generously hosted a community forum this month to explore the complex relationship between John Jay College and the criminal justice field and the implications of that relationship for academic freedom. I am certain that our College community will emerge from this chapter stronger than before, with a new agenda for a robust discussion of issues of justice in our society and with a deeper commitment to academic freedom.

Sincerely,


Jeremy Travis
President



ATTACHMENT B

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York
899 Tenth Avenue, New York, NY 10019
(212) 237-8801

Office of the Provost and Senior Vice President for Academic Affairs

MEMORANDUM

To: Karen Kaplowitz

From: Basil Wilson

Date: March 21, 2005

Thank you for reminding me about the class size policy set by the College Council. If I recall the policy, the President after consulting with the Budget Committee, would determine the fiscal impact on the College.

I received your email after attending a meeting with the Vice President of Finance and Administration where I was informed that the College's budget will be affected by the new CUNY policy of charging fringe benefits for members of the instructional staff above a certain threshold. This policy has huge fiscal implications for the coming academic year and the future of the College.

I have held discussions with faculty leaders about the issue of class size and it is my understanding that we are in compliance with the 300 and 400 level courses. Where we are not in compliance are in the basic introductory courses. We have explained that the College does not have the classroom capacity and when there was an attempt to implement the policy in toto, it led to a displacement of students in the freshman and sophomore years. That inability to accommodate students had a subsequent impact on the College's revenue base.

We certainly must be cautious about implementing a policy that could be detrimental to the fiscal integrity of the College. **As** someone familiar with the budgetary process, you are aware of the delicate balance of our fiscal situation.

I will refer your inquiry to the President.

c: Jeremy Travis
Rob Pignatello
Angela Martin
Richard Saulnier
Kirk Dombrowski
Ned Benton
Harold Sullivan

ATTACHMENT C

John Jay College of Criminal Justice
College Policy: Primary and Secondary Enrollment Limits

The College hereby establishes class size standards.

Type and Level of Class	Primary limit	Secondary limit
Standard Undergraduate	34	36
Intensive Undergraduate, such as remedial sections, English composition, ESL, speech, foreign languages, and writing-intensive.	16-28 determined by the Provost in consultation with the Department.	18-30 determined by the Provost in consultation with the Department.
400-Level Undergraduate	22	24 - 1
Graduate	20	23
Large Lecture Sections	Determined by the Provost in consultation with the Department.	Determined by the Provost in consultation with the Department.
Laboratories and Art/Music Studios	Two (2) less than the number of functional stations in the lab	Equal to the number of functional stations in the lab

These limits may be modified only with the approval of the Department Chair or, for graduate courses, the Dean of Graduate Studies in consultation with the Program Director.

The Secondary Limit is two (2) or three (3) students higher than the Primary Limit. Students may be registered into the Secondary Limit with the approval of the Chair, Program Director (in the case of a graduate course) course faculty member, Dean of Graduate Studies or Associate Provost.

Enrollment limits may be amended by vote of the College Budget Committee, at a meeting or meetings to which the Faculty Senate Executive Committee shall be invited without vote, when the College Budget Committee finds that, for a particular budget year, fiscal conditions require or permit alterations in class sizes. In considering whether fiscal conditions require or permit changes in class sizes, all financial resources available to the College shall be taken into account. After such consultation, the enrollment limits and recommendations of the College Budget Committee shall be subject to a final determination by the President based on the College's financial ability. In the event that the President's determination differs from the recommendation of the College Budget Committee, the President shall promptly reconvene the College Budget Committee, with the Faculty Senate Executive Committee invited without vote, for further consultations.

ATTACHMENT C (cont)

John Jay College of Criminal Justice College Policy: Cancellation of Class Sections

Class sections may be cancelled when enrollment, after arena registration, is less than one-third of the Primary Enrollment Limit for course sections during periods where over 50% of classroom spaces were utilized during the previous semester. The required enrollment shall be one-quarter of the Primary Enrollment Limit for course sections during periods where less than 50% of classrooms were utilized during the previous semester, or where the course is the only open scheduled section during the semester of a required general studies or major course, or the only evening section of such a course scheduled during an academic year.

When the Provost decides to recommend cancellation of a course section, the Department Chair and Program Director (in the case of a graduate course), and the course instructor shall be notified by email. The Chair and Program Director shall be provided at least two hours notice, during normal college office hours announced in advance, following a cancellation recommendation by the Provost before action is taken by the Registrar. During the two hours, the Chair or Director may communicate to the Provost in writing (including email) any information that might affect the decision.

During the two-hour period, upon request of the Chair or Director, over-enrollment may be counted against under-enrollment based on the following rules.

Over-enrollment is defined as enrollment in excess of the original secondary limit,

One to four over-enrollments may, upon request to the Provost, by the faculty member with approval of the Chair and/or Program Director, be counted against under-enrollment on a one-for-one basis when the sections involved are taught by the same faculty member, provided that the course section has an actual enrollment of at least 20% of the Primary Limit or 6 students, whichever is greater.

Example: A professor teaches Gov 101 and Gov 260. If Gov 101 has 3 students above the Secondary Limit, and Gov 260 is 3 students below the one-third requirement, the 3-student over-enrollment in Gov 101 can count against the 3-student under-enrollment in Gov 260.

One to four over-enrollments may, upon request to the Provost by the Chair and/or Program Director, be counted against under-enrollment on a Departmental or Program basis in the same manner, but on a 2-for-one basis.

Example: All over-enrolled Gov 101 sections have a combined over-enrollment of 8 students. The chair can apply 4 of these over-enrollments to under-enrolled courses, provided that the courses have enrollments of at least 20% of the Primary Limit or 6 students, whichever is greater.

The Provost will initiate cancellation for those courses where the recommended cancellation was not rescinded during the two-hour period. The Registrar shall provide an email notification notice to the Chair, Program Director (in the case of graduate courses), instructor and students involved. The notice shall include a roster of the affected students, including routine SIMS contact information.

These procedures may be temporarily amended by vote of the College Budget Committee, at a meeting or meetings to which the Faculty Senate Executive Committee shall be invited without vote, when the College Budget Committee finds that, for a particular budget year, fiscal conditions require or permit temporary adjustments. In considering whether fiscal conditions require or permit temporary adjustments, all financial resources available to the College shall be taken into account. After such consultation, the procedural provisions and recommendations of the College Budget Committee shall be subject to a final determination by the President based on the College's financial ability. In the event that the President's determination differs from the recommendation of the College Budget Committee, the President shall promptly reconvene the College Budget Committee, with the Faculty Senate Executive Committee invited without vote, for further consultations.

Projections through FY 07 (in millions) as of 4/4/05

	FY 05	FY 06	FY 07
Operating Budget	10,475 FTE	10,245 FTE	10,245 FTE
Additional Revenue	54,020.6	56,080.5	56,160.9
Total Available \$	10,104.4	5,276.7	1,493.2
	64,125.0	61,357.2	57,654.1
Full Time	37,911.2	39,582.2	41,784.9
Adjuncts	8,239.7	8,176.9	8,504.0
Temps	5,526.4	5,747.5	5,977.4
OTPS	7,948.9	5,867.0	4,979.7
Fringe Benefits \$	<u>947.0</u>	<u>1,840.3</u>	<u>2,295.2</u>
Total Expenses \$	60,573.2	61,213.9	63,541.1
Year-End Surplus \$	3,551.8	143.3	(5,887.1)
# FTE needed to balance budget			1,632
Of which 636 FTE are solely to cover new fringe benefit assessment			

Note: Operating Budget, Fringe Benefits, and Total Expenses use 4% contractual adjustments and 4% OTPS expense inflation if CUNY receives 4% fringe benefit adjustment from State, CUNY will cover the 4% fringe benefit increase, our # will be reduced

Additional Revenue Sources: All three years, expect Tuition collected above \$51,848 Revenue Target
Only years FY 05 and FY 06 expect to have CUTRA balances carried over from prior years

Projections through FY 07 (in millions) as of 4/6/05

	FY 05	FY 06	FY 07
Operating Budget	10,475 FTE	10,645 FTE	10,645 FTE
Additional Revenue	54,020.6	56,080.5	56,193.1
Total Available \$	10,104.4	7,242.3	4,619.3
	64,125.0	63,322.8	60,812.4
Full Time	37,911.2	39,582.2	41,784.9
Adjuncts	8,239.7	8,981.9	9,341.2
Temps	5,526.4	5,747.5	5,977.4
OTPS	7,948.9	5,867.0	4,979.7
Fringe Benefits \$	947.0	1,840.3	2,295.2
Total Expenses \$	60,573.2	62,018.9	64,378.3
Year-End Balance \$	3,551.8	1,303.9	(3,565.9)

Note: Operating Budget, Fringe Benefits, and Total Expenses use 4% contractual adjustments and 4% OTPS expense inflation if CUNY receives 4% fringe benefit adjustment from State, CUNY will cover the 4% fringe benefit increase, our # will be reduced

Additional Revenue Sources: All three years, expect Tuition collected above \$51,848 Revenue Target
 FY 06 and 07, now expect to have CUTRA balances carried over from prior years

Revenue and Enrollment Facts

Every 100 FT³ generates

\$507k annual gross tuition receivable @97%

which becomes

\$492k gross revenue collected

minus

\$147k annual teaching cost calculated @ 30 heads per class*

which then nets

\$345 annual tuition revenue

* OIR average undergraduate regular session seat utilization per course per Fall 03

ATTACHMENT E

The City University of New York
WORKFORCE ASSESSMENT OF DIVERSITY BY CAMPUS
FACULTY NEW HIRES (7/1/04 to 10/12/04 - Fall 2004)

includes substitutes and visiting titles Sorted by **FEMALE** and **TOTAL MINORITY** Percentage Representation
 Source: CUPS miniflat file as of October 12 2004

	ETHNIC										GENDER		TOTAL NEW HIRE FACULTY				
	Number & Percentage Representation										Number & Percentage Representation						
	TOTAL MINORITY	BLACK	HISPANIC	ASIAN AM./PAC. ISL.	AM.IND./AL. NAT.	ITAL. AMER.	WHITE (incl. Ind. Am.)	FEMALES	MALES	#	%	#		%			
MEDGAR EVERS	6	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	6	6	0.0%	6	
BOR. OF MAN. CC	31	53.4%	11	19.0%	13	22.4%	1	1.7%	4	6.9%	23	39.7%	40	69.0%	18	31.0%	58
LA GUARDIA CC	16	51.6%	4	12.9%	7	22.6%	0	0.0%	0	0.0%	15	48.4%	4	66.7%	2	33.3%	6
CUNY LAW SCHOOL	3	50.0%	0	0.0%	1	16.7%	0	0.0%	0	0.0%	3	50.0%	38	65.5%	20	34.5%	58
HOSTOS CC	9	42.9%	0	0.0%	2	9.5%	0	0.0%	3	14.3%	9	42.9%	8	61.5%	5	38.5%	13
YORK	5	41.7%	2	16.7%	2	16.7%	0	0.0%	0	0.0%	7	58.3%	19	57.6%	14	42.4%	33
CITY	5	38.5%	3	23.1%	1	7.7%	1	7.7%	1	7.7%	7	53.8%	275	52.2%	252	47.8%	527
LEHMAN	12	37.5%	5	15.6%	3	9.4%	1	3.1%	4	12.5%	16	50.0%	18	51.4%	17	48.6%	35
COL. OF STAT. ISL.	13	37.1%	2	5.7%	7	20.0%	0	0.0%	0	0.0%	22	62.9%	28	50.9%	27	49.1%	55
JOHN JAY	8	34.8%	5	21.7%	2	8.7%	0	0.0%	0	0.0%	15	65.2%	16	50.0%	16	50.0%	32
UNIVERSITY-WIDE	182	34.5%	59	11.2%	48	9.1%	71	13.5%	4	0.8%	324	61.5%	11	47.8%	12	52.2%	23
GRAD. SCH. & UNIV.	3	33.3%	1	11.1%	2	22.2%	0	0.0%	0	0.0%	6	66.7%	10	47.6%	11	52.4%	21
HUNTER	18	31.0%	4	6.9%	5	8.6%	8	13.8%	1	1.7%	40	69.0%	16	45.7%	19	54.3%	35
BARUCH	9	27.3%	2	6.1%	1	3.0%	6	18.2%	0	0.0%	24	72.7%	14	45.2%	17	54.8%	31
KINGSBORO. CC	9	25.7%	4	11.4%	2	5.7%	3	8.6%	0	0.0%	23	65.7%	4	44.4%	5	55.6%	9
QUEENS	14	25.4%	2	3.6%	4	7.2%	8	14.5%	0	0.0%	38	69.0%	9	42.9%	12	57.1%	21
BROOKLYN	10	24.4%	4	9.8%	3	7.3%	3	7.3%	0	0.0%	30	73.2%	17	41.5%	24	58.5%	41
BRONX CC	5	23.8%	2	9.5%	1	4.8%	1	4.8%	0	0.0%	15	71.4%	11	39.3%	17	60.7%	28
QUEENSBORO. CC	6	21.4%	2	7.1%	0	0.0%	4	14.3%	0	0.0%	22	78.6%	3	30.0%	7	70.0%	10
NYC COL. OF TECH.	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	10.0%	9	90.0%	3	25.0%	9	75.0%	12

		TOTAL FULL-TIME FACULTY													
		1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
TOTAL		242	230	235	256	240	242	263	272	273	271	269	290	320	334
Female		84	86	91	101	96	97	107	113	118	120	120	122	147	156
Male		158	144	144	155	144	145	156	159	155	151	151	168	173	178
TOTAL MINORITY**		52	52	51	60	62	61	73	65	68	66	63	76	87	83
Black		31	31	30	33	34	32	33	33	35	36	35	38	41	40
Hispanic		16	15	15	17	20	19	30	20	18	16	16	22	25	27
Asian Am./Pac. Isl.		5	5	6	8	8	8	10	12	15	14	12	16	19	16
Am. Indian/Al. Nat.		0	1	0	0	0	0	0	0	0	0	0	0	0	0
White		176	163	168	180	163	167	175	192	191	189	183	198	217	233
Italian American		14	15	16	16	15	14	15	15	14	16	14	16	16	18

		EINSTEIN AND DISTINGUISHED PROFESSOR													
		1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
TOTAL		1	1	1	1	2	3	2	0	1	3	5	4	5	6
Female		0	0	0	0	1	1	1	0	0	1	1	1	1	1
Male		1	1	1	1	1	2	1	0	1	2	4	3	4	5
TOTAL MINORITY**		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Black		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian Am./Pac. Isl.		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Am. Indian/Al. Nat.		0	0	0	0	0	0	0	0	0	0	0	0	0	0
White		1	1	1	1	2	3	2	0	1	3	5	4	5	6
Italian American		0	0	0	0	0	0	0	0	0	0	0	0	0	0

		PROFESSOR													
		1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
TOTAL		77	74	79	86	85	89	89	85	83	76	78	79	71	73
Female		19	19	20	26	26	29	30	29	27	25	24	24	22	25
Male		58	55	59	60	59	60	59	56	56	51	54	55	49	48
TOTAL MINORITY**		4	3	3	5	8	8	9	9	9	8	7	7	6	6
Black		2	1	1	2	4	4	5	5	5	5	4	4	5	5
Hispanic		1	1	1	2	2	2	2	2	2	2	2	2	1	1
Asian Am./Pac. Isl.		1	1	1	1	2	2	2	2	2	1	1	1	0	0
Am. Indian/Al. Nat.		0	0	0	0	0	0	0	0	0	0	0	0	0	0
White		71	69	72	76	71	75	74	71	69	63	66	67	60	62
Italian American		2	2	4	5	6	6	6	5	5	5	5	5	5	5

		ASSOCIATE PROFESSOR													
		1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
TOTAL		92	92	87	81	73	74	80	62	83	82	82	85	85	94
Female		35	35	32	30	30	29	29	30	31	33	36	36	39	41
Male		57	57	55	51	43	45	51	32	52	49	46	49	46	53
TOTAL MINORITY**		17	18	17	15	13	15	18	18	20	20	21	24	21	25
Black		9	10	9	9	7	9	11	11	12	12	13	15	12	13
Hispanic		5	5	5	3	4	4	5	5	5	5	6	6	7	9
Asian Am./Pac. Isl.		3	3	3	3	2	2	2	2	3	3	3	3	2	3
Am. Indian/Al. Nat.		0	0	0	0	0	0	0	0	0	0	0	0	0	0
White		67	64	61	59	53	53	58	44	58	55	54	55	60	62
Italian American		8	10	9	7	7	6	6	5	7	7	7	6	6	7

		ASSISTANT PROFESSOR													
		1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
TOTAL		48	38	41	52	52	53	55	67	71	60	69	65	64	73
Female		24	22	26	29	26	27	27	35	41	45	38	45	47	44
Male		24	16	15	23	26	26	28	32	30	35	31	40	47	44
TOTAL MINORITY**		17	14	15	20	22	25	24	23	25	24	20	26	38	37
Black		12	11	10	13	12	12	10	10	12	10	10	8	9	11
Hispanic		4	3	3	2	5	7	8	6	5	5	6	8	13	10
Asian Am./Pac. Isl.		1	0	2	5	4	6	6	7	9	7	7	10	12	13
Am. Indian/Al. Nat.		0	0	0	0	0	0	0	0	0	0	0	0	0	0
White		27	21	23	26	28	26	28	40	42	42	47	56	74	79
Italian American		4	3	3	4	2	2	3	4	4	4	2	3	2	1

		INSTRUCTOR													
		1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
TOTAL		5	7	12	10	7	7	9	18	15	14	12	18	17	21
Female		3	5	9	8	5	5	8	12	12	10	6	8	8	9
Male		2	2	3	2	2	2	1	6	3	4	6	8	9	12
TOTAL MINORITY**		4	5	6	5	6	3	3	4	5	5	7	6	8	7
Black		3	3	6	3	5	2	2	1	1	2	5	4	5	3
Hispanic		1	1	0	2	1	1	1	2	2	2	1	2	2	4
Asian Am./Pac. Isl.		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Am. Indian/Al. Nat.		0	0	0	0	0	0	0	0	0	0	0	0	0	0
White		1	2	6	5	1	4	6	12	10	9	5	9	9	11
Italian American		0	0	0	0	0	0	0	0	0	0	0	1	0	3

		LECTURER													
		1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
TOTAL		19	18	15	28	21	16	28	22	20	18	14	21	28	23
Female		3	5	4	8	6	6	12	7	7	6	4	5	10	7
Male		16	13	11	18	13	10	16	15	13	12	10	13	18	16
TOTAL MINORITY**		10	12	10	15	13	10	19	11	9	9	8	13	14	8
Black		5	6	4	6	5	5	5	6	5	7	6	7	6	5
Hispanic		5	5	6	8	8	5	14	5	4	2	4	4	6	3
Asian Am./Pac. Isl.		0	0	0	1	0	0	0	0	0	0	0	2	2	0
Am. Indian/Al. Nat.		0	1	0	0	0	0	0	0	0	0	0	0	0	0
White		9	6	5	11	8	6	9	11	11	7	6	7	13	13
Italian American		0	0	0	0	0	0	0	0	0	0	0	1	1	2

ATTACHMENT G

Part Time Instructional Staff Application Form

The Council of Chairs has reviewed the ~~Part~~ Time Instructional Staff Application Form,” attached to the memorandum titled “Adjunct Hirings” from the Dean of Human Resources to the Department Chairs, dated March 18,2005.

Council members raised a range of concerns about the form and instructions, including the following:

- potential adverse impacts in recruiting of adjunct faculty;
- unresolved workload impacts related to the responsibilities of Chairs in implementation;
- concerns about how the form might be implemented in a digital format;
- concerns about privacy rights and issues of academic freedom;
- lack of consultation with the Graduate Program Directors who recruit adjunct faculty for graduate courses;
- concerns about lack of sufficient consultation in the development of the form and procedure; and
- concerns about how such a procedure should be adopted and issued.

The Council of Chairs recommends that Chairs and Administrators defer implementation of the form and associated instructions, pending further consultations about form and substance.



John Jay College of Criminal Justice
The City University of New York
Office of Human Resources
555 West 57th Street - Suite 612, New York, New York 10019

ATTACHMENT H

Donald J. Gray, Dean for Human Resources
Telephone: (212) 237-8512
Facsimile: (212) 237-8939
E-mail: dgray@jjay.cuny.edu

MEMORANDUM

TO: All Departmental Chairpersons
FROM: Donald J. Gray
Dean for Human Resources
DATE: March 18, 2005
RE: Adjunct Hirings

As you are aware, President Travis assembled a Task Force to examine the process of Adjunct Faculty Hiring at John Jay College. The members of the Task Force were Maki Haberfeld, Timothy Stevens, James Cohen, Rick Richardson, Basil Wilson, Robert Pignatello and I.

The committee advanced several recommendations aimed at improving the recruitment process and strengthening our ability to verify the accuracy of applicant information in connection to their employment. President Travis has approved these recommendations and has asked me to communicate these changes to you. They are:

- 1 **Recruitment of Adjuncts**: To address the issue of early recruiting and screening for qualified applicants, The College will place a general "anticipated adjunct positions" vacancy notice via CUNY and John Jay websites twice per year (more frequently if you desire). These notices will also be placed in the CUNY consolidated N.Y. Times advertisements as well as those periodicals that would assure the widest possible outreach. Vitaes received will be forwarded directly to departmental chairpersons for their reference. This change is intended to further assist chairpersons in the recruitment process and does not replace any existing recruiting tools you may be utilizing. I will be writing to you shortly about a web based application under development that will provide you with a searchable data base of potential adjunct employees.

-over-

ATTACHMENT H (cont)

2. Employment Application: The new “Part-Time Instructional Staff Employment Application Form” is to be completed by all applicants for adjunct teaching positions at the College. This application collects important background information that will be verified by the College. A supply of these applications accompanies this letter. This application serves several functions:
 - The application provides you with important information you need in the hiring decision process.
 - Via the application, the candidate will provide information regarding references and credentials that must be verified (see below).
 - The application becomes part of the employee personnel file. No one will be processed through Personnel/Payroll without the completed application.

3. Interviewing and Appointing Candidates: The process of interviewing applicants for teaching adjunct positions will remain with the respective academic department. The new employment application will be utilized as part of this process. All reference checks will be carried out by the Chairperson of the particular department prior to the extension of an employment offer. In exceptional, last minute cases, Chair-people may need to extend the employment offer and complete reference checks during the first days of the semester. All employment offers are subject to satisfactory reference checks. Important note: Any applicant that indicates a criminal conviction record and/or a termination for cause on their employment application must be approved by the College Provost prior to the extension of an employment offer.

4. Verification of Credentials: Degrees and/or licensure verification will be carried out by the Department of Human Resources before the completion of the first semester of employment. All employment will be subject to satisfactory credential verification. After you extend an employment offer to an individual, please direct them to bring their completed employment application to the Human Resources Department for further employment and payroll processing. We ask that you inform each individual that a copy of their degree (or transcript with degree notation) will be required prior to the end of their first semester of employment.

5. Rehiring of Adjuncts with Prior Service at John Jay College and/or other CUNY Institution: There are various reasons that an adjunct faculty member may be non-reappointed to the college (e.g. performance, course demand, budget considerations). When an applicant indicates prior service at John Jay College, it is incumbent upon the Departmental Chairperson to verify that the applicant left the College in good standing by making inquiry of the previous chairperson/department director and reviewing the applicant’s personnel file.

If I can assist you with any questions or concerns, please feel free to contact me at X8512. Additionally, I am available to review the process at one of the council of Chairperson’s meetings, should you so desire.

cc: Task Force Members
President Jeremy Travis

Encl.