

TO: Vice Presidents
Directors

FROM: Oswald Fraser
Interim AVP for Administration

DATE: December 23, 2020

SUBJECT: **Full Time and Part Time (Teaching Adjuncts, Non-Teaching Adjuncts, College Assistants) Position Request Process**



In response to the COVID-19 pandemic, the University has instituted a freeze on all new full-time and part-time personnel hiring, and all other personnel actions that result in a salary increase (other than contractual increases). A Vacancy Review Board has been created to review exceptions campuses might want to have considered relevant to the hiring freeze.

The Vacancy Review Board will consider the FT and PT (Adjuncts, CA, NTA) exceptions that fit the following criteria:

- Demonstrate a direct relationship to safety, academic excellence and retention, strategic investments, operational disruption or cost reduction.
- Paid with state or city tax levy operating and capital funds, funds held by the NYS treasury (Income Fund Reimbursable), funds held by NYC (ACE, Tech Fee, Non-Misc. Income), non-tax levy funds in unincorporated entities or accounts, and tax levy supported non-grant funds at the Research Foundation (RF).
 - Colleges can continue to hire grant funded positions on the RF, if, and only if, there is a clear understanding that the position is only funded as long as the grant funds exist.
 - Funding from State or City appropriations or from City Council or similar funds are NOT considered grant funds.
 - Colleges can continue to hire positions funded with other separately incorporated affiliated entity revenues; only after direct consultation with the college President. Prudence is highly encouraged due to predicted financial shortfalls at those entities.

In addition to reviewing the submissions, the Vacancy Review Board will also consider campus staffing levels and the current and projected financial condition of the campus. They may also consult with University and College subject-matter 'experts' if and when needed.

Therefore, John Jay College is implementing the following process for requesting full-time and part-time positions:

Full Time Recruitment Requests (including interim or substitute full-time positions):

- Requesting department must complete the attached FT Position Request Form and the VRB request form for each position.
- Per CUNY guidelines above, a detailed justification is required for each request, and should include:
 - An explanation of the need for the position, demonstration of the direct relationship of the position to campus safety, academic excellence and retention, strategic investments, operational continuity or cost reduction;
 - An explanation of how the program will pay for the new position without exceeding its budget for the fiscal year;
 - A proposed job description;
 - Current and proposed organizational charts for the department.
- Indicate if the position is funded from any grant, RF, ROA or included in specific program budget (such as Academic Excellence Fees). The Approved Program's budget is required if the position is funded by a specific program.
- The VRB form must be submitted to HR (ofraser@jjay.cuny.edu) once reviewed and approved by the Division's VP.
- HR will review the request with the Budget Office and upon the Interim VP & COO approval, it will be forwarded to the President for final review and submission to the VRB. **Please note that only the President has the final authority to move any position forward for consideration by the Vacancy Review Board.**
The Division VP/ Requesting Department will be notified once the VRB review process is completed.

Part-Time Recruitment Requests:

- Requesting department must complete the attached VRB request form for each position request.
- Per above guidelines, a detailed justification is required for each request, and should include ***(Please note that the Position Request form is no longer needed for part-time positions):***
 - An explanation of the need for the position, demonstration of the direct relationship of the position to campus safety, academic excellence and retention, strategic investments, operational continuity or cost reduction;
 - An explanation of how the program will pay for the new position without exceeding its budget for the fiscal year;
 - The PT Budget (Adjuncts, CA /NTA Budget allocation) must be included with the VRB showing that the position is within the approved Department's budget;
 - A proposed job description and/or list of position's responsibilities.
- Indicate if the position is funded from any grant, RF, ROA or included in specific program budget (such as Academic Excellence Fees). The Approved Program's budget is required if the position is funded by a specific program.
- The VRB form must be submitted to HR (ofraser@jjay.cuny.edu) once reviewed and approved by the Division's VP.

- HR will review the request with the Budget Office and upon the Interim VP &COO approval, it will be forwarded to the President for final review and submission to the VRB. **Please note that only the President has the final authority to move any position forward for consideration by the Vacancy Review Board.**
- All personnel actions are contingent on VRB's approval.
- The Division VP/ Requesting Department will be notified once the VRB review process is completed.

If you have any questions, do not hesitate to contact me at ofraser@jjay.cuny.edu.