



## FACULTY PERSONNEL COMMITTEE AGENDA

Friday, April 4 2025 ~ 10:00 am – 12:00 pm

In-person: Moot Court (6.68 NB)

### Zoom Link

*For FPC members with approval to attend via zoom and guest.*

<https://jjay-cuny.zoom.us/j/84850283214?pwd=jbehTFiluBHbnVB1B2JBcwjXvbMlAc.1>

Meeting ID: 848 5028 3214 Passcode: 242800

9:45 am – 9:55 am – Meeting check-in/sign-in.

### *Meeting Open to the Public 10:00 am – 11:30 am*

- I. Welcome
- II. Approval of Minutes, 02/07/25 meeting
- III. Personnel Process Ad Hoc Committee Report (*M. Brownstein and A. Crossman*)
  - 1) Service Clarification
  - 2) Distinguished Professor Nomination Clarification
  - 3) Constitution of Appeals Committee
  - 4) Statement of Values
  - 5) Personnel Process Revisions
- IV. New Business and Announcements

### *Executive Session – Full Faculty Personnel Committee 11:30 am – 12:00 pm*

- I. Professor Emerita Exception (1)
- II. Distinguished Professor Nomination (1)

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit <http://johnjay.simplyvoting.com> before 4/4/25 to ensure your access is enabled. The FPC ballot will appear during Friday's meeting.

#### Login Credentials

**Username:** *JJC email*

**Password:** *Password associated with your JJC email account*

\*Meeting materials (minutes; documents to inform discussion; materials for Executive Session, etc.) are in Dropbox: <https://www.dropbox.com/scl/fo/92615zo9peebvgxdj6tam/AJ6SnwzlPTN3pKetGvE8jY?rlkey=ajs9z6qofwhhmi9z4y9ytjim&st=zgmifxkk&dl=0>

### Upcoming FPC Meetings – All meetings listed below are scheduled for in-person

Full FPC

Friday, May 10, 2025 – 6.68 New Building

03/20/25

*\*All times are approximate  
\*\*Appeals meetings are as needed.*



## FACULTY PERSONNEL COMMITTEE MINUTES

**PENDING APPROVAL**

**Friday, February 7, 2025 ~ 10:00 am – 11:00 am**

In-person: Moot Court (6.68 NB)

*Meeting Convened: 10:06am*

*Meeting Adjourned: 10:59am*

*Open meeting attendees:*

*Michael Brownstein, Claudia Calirman, Anthony Carpi, Angela Crossman, Susannah Crowder, Crystal Endsley Taylor, Gail Garfield, Jay Gates, Heath Grant, John Gutierrez, Richard Haw, Shweta Jain, Erica King-Toler, Ali Kocak, Vicente Lecuna, Maxwell Mak, Evan Mandery, Simone Martin-Howard, Karol Mason, Adam Mckible, Mickey Melendez, Jean Mills, Allison Pease, Nicholas Petraco, Jason Rivera, Jennifer Rosati, Stephen Russell, Ellen Sexton, Andrew Sidman, Edward Snajdr, John Staines, Daryl Wout, Myrna Forney, Karen Kaplowitz*

### Zoom Link

*For FPC members with approval to attend via zoom and guest.*

<https://jjay-cuny.zoom.us/j/83617326765?pwd=TuyqqvbE90v3OZFFv21jByJFTFzamn.1>

**Meeting ID:** 836 1732 6765 **Passcode:** 825743

**9:45 am – 9:55 am** – Meeting check-in/sign-in.

**Meeting Open to the Public 10:00 am – 10:20 am**

- I. Welcome
- II. Approval of Minutes, 12/13/24 meeting\*  
Motion approved
- III. New Business and Announcements
  - FPC Processes Working group Update (*A. Crossman*)
    - Group will review the following 4 areas of concentration and return in April with a proposal:
      1. Timing of appeals and Presidential decisions in light of possible appeals
      2. Clarify service language in our FPPG
      3. Composition of appeals committee (small vs. large)
      4. Philosophical statement
  - FPC Committee Reporting (*A. Crossman*)
    - Review and Appeal Committee members will report on patterns, trends, good practices, and areas of concerns found throughout the personnel process. This is in an effort to keep the Full FPC better informed about decisions and processes.
  - Faculty Personnel Process Guidelines' language re Distinguished Professor
    - Committee listed ideas/suggestions of materials to submit with an initial sole nomination ballot:
      1. External letter

2. Teaching record
3. Chair nomination letter
4. P&B nomination vote
5. Evidence of awards
6. CV

-Vote of hands: confirmed that internal DP actions should continue to hold a two-step/vote system

- FPC Processes Working group, charged with: clarifying the language describing the process of Distinguished Prof cases

***Executive Session – Full Faculty Personnel Committee 10:20 am – 10:50 am***

- Distinguished Professor Nomination (1) (*Provost Pease*) \*

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Login Credentials

**Username:** *JJC email*

**Password:** *Password associated with your JJC email account*

\*Meeting materials (minutes; documents to inform discussion; revised proposal language; materials for Executive Session, etc.) are in Dropbox:

[https://www.dropbox.com/scl/fo/dm8ddi17vxxzyzz54h82a/AGERnSi0\\_smtYKkwyUepegg?rlkey=wh0qck3798ech65bt4amhqiw4&st=azv5lzgx&dl=0](https://www.dropbox.com/scl/fo/dm8ddi17vxxzyzz54h82a/AGERnSi0_smtYKkwyUepegg?rlkey=wh0qck3798ech65bt4amhqiw4&st=azv5lzgx&dl=0)

**Upcoming FPC/FPAC Meetings** – All meetings listed below are scheduled for in-person

Spring 2025

Faculty Personnel Appeals Committee

Friday, March 7, 2025 - 630 Haaren Hall

Full FPC

Friday, April 4, 2025 – 6.68 New Building

Full FPC

Friday, May 10, 2025 – 6.68 New Building

# FPC Appeals and Process Ad Hoc Committee

## **Contributors**

- Michael Brownstein, Angela Crossman, Shweta Jain, Erica King-Toler, Ali Kocak, Evan Mandery, Mickey Melendez, Jason Rivera, Jennifer Rosati (with special guest appearances from Kyeanna Bailey and Jim Cauthen)

## **Agenda**

1. Clarify service language in FPPG
2. Clarify Distinguished Professor nomination language in FPPG
3. Revise constitution of FPC Appeals Committee
4. Insert statement of values in FPPG
5. Revise elements of personnel process

# Agenda Item #1: clarify service language

III.E. 1. Department, college, and university service, as well as service to students outside of teaching and mentoring, is recognized as important in considering a candidate for reappointment, tenure, C.C.E. or promotion to either Associate or full Professor. The expectation for service increases as one moves up the ranks. ~~While~~ Candidates for C.C.E., tenure, and Associate Professor are expected in their first year and in subsequent years to provide effective service that supports students, departments, the college, and/or university. ~~€~~ Candidates for full Professor should have an established record of continuing and increasingly significant service and leadership to the college community and/or university as well as the candidate's scholarly or professional community of practice, **although service to one's scholarly or professional community cannot replace service to the college and/or university.**

# Agenda Item #2: Clarify Distinguished Professor nomination language

II.J.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. (The number of Distinguished Professorships across the university is **limited capped at 175**.) 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 potential nomination to the FPC for its review and vote prior to launching the formal nomination process. The FPC will consider the candidate's CV, P&B vote and chair letter of nomination in evaluating whether the College should proceed with the formal nomination process (II.J.4).

II.J.4. If the President supports the nomination; 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.

# Agenda Item #3: Revise constitution of appeals committee

The subcommittee recommends keeping the “small” Appeals Committee, but with the following changes:

1. The FPC Appeals Committee membership be restricted to full professors
2. The FPC Appeals Committee membership be restricted to professors with at least 3 years cumulative experience as members of the FPC
3. To ease implementation, all FPC members who meet the requirements of (1) and (2) be considered standing members of the Appeals Committee
  - NB: An alternative option would be to require all college departments to nominate one professor who meets the requirements of (1) and (2) to serve as standing members of the Appeals Committee.

The subcommittee also makes the following two recommendations:

1. Adopt the **City** College practice: the Department Chair writes a letter summarizing **the Chair's assessment of the candidate** and P&B's main reasons for its vote. This letter is treated as a confidential element of the candidate's file, in the same way as outside letters of recommendation.
1. The full FPC hold an annual "debrief" as part of its April or May meeting to discuss concerns, surprises, inconsistencies, or other issues that arose in the annual personnel process.



# Agenda Item #4: Insert statement of values

We recommend the following statement be inserted on Page 1 of the FPPG:

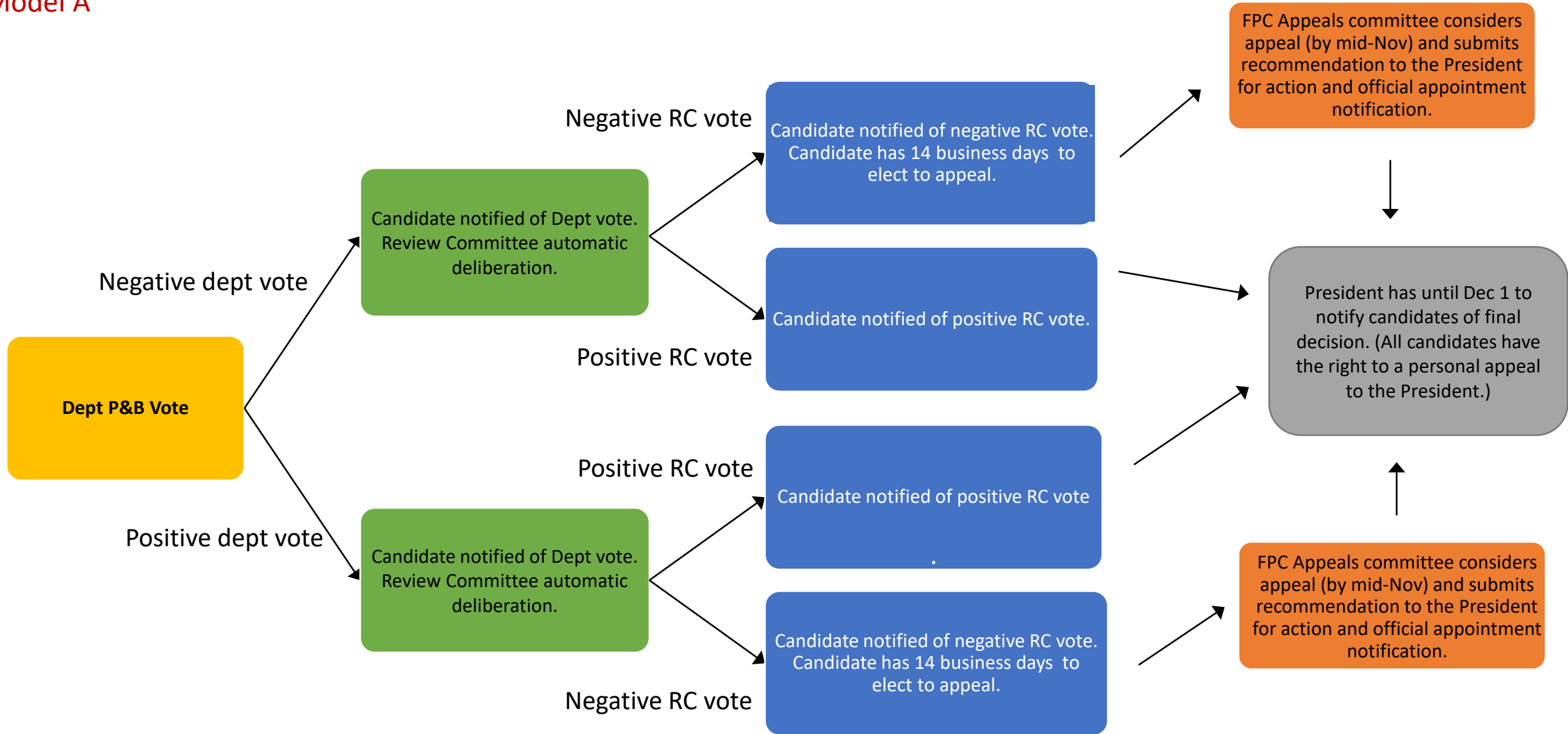
The CUNY Manual of General Policy states, “The Board of Trustees recognizes the historic tradition that vests both the privileges and responsibilities of academic governance in the faculty of a college. The faculty, as the body chiefly responsible for the educational mission as well as for academic standards, is that part on which the health of the whole institution depends. In this role, the faculty has a long tradition of collegiality, in which its various educational responsibilities are freely shared among its members. (BTM,1975,09-22,005,\_\_) Central to the exercise of this collegial responsibility is the practice of peer judgment, by which the faculty assumes the responsibility for its own vitality. In this role, the faculty sets standards for its own qualifications, ethics and performance. The collegial body itself maintains such standards by the exercise of its own authority. But such authority, if freely consented to, must be responsibly and regularly exercised. Thus, the willingness of the faculty to judge itself rigorously determines its capacity to define the institutions’ mission and to maintain its standards. (BTM,1975,09-22,005,\_\_)”

John Jay College interprets this statement to mean that the personnel process should prioritize the judgment of the faculty. In making recommendations to the CUNY Board of Trustees, following completion of all phases of the faculty evaluation process, the College President should overturn FPG recommendations rarely and only in extreme circumstances.

# Agenda Item #5: Revise elements of personnel process

Model A is our current practice

# Model A



## Model A has two problems

1. The CUNY Manual of General Practice appears to require candidates to affirmatively appeal negative department votes.
  - 5.1: “The action of a departmental P and B committee in refusing to make an affirmative recommendation, unless appealed from by a candidate considering himself aggrieved is final and conclusive as far as faculty action is concerned, and may not be acted upon by any faculty body higher in the chain of promotion procedure—i.e. the divisional or college P and B. Notwithstanding this provision, the president is free to make his or her own recommendation in accordance with the pertinent Board of Trustees Bylaws. (BTM,1967,12-18,003,\_B)”
2. We recommend that the timeline be changed to facilitate all steps of the faculty-led personnel process—including appeals—to be completed before files are sent to the President and before CUNY-mandated calendar deadlines.
  - To meet the mandated deadlines, this may require the FPC to consider promotions to full professor in the spring each year

Model B

