



## **FACULTY PERSONNEL COMMITTEE AGENDA**

**Friday, May 1, 2020**  
**9:30 am – 11:00 am**, via ZOOM<sup>1</sup>

***Meeting Open to the Public 9:30 am – 10:45 am\****

- I. Welcome**
- II. Approval of Minutes, 12/13/19 and 4/3/20 meetings**
- III. Electronic Voting**
- IV. New Business and Announcements**

***Executive Session – Full Faculty Personnel Committee 10:45 am\* – 11:00 am***

- I. Faculty Academic Leaves**
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### **Fall 2020 PFC/ FPAC Meetings:**

The 2020-2021 FPC and FPAC schedule is pending and will be shared with members before the third Monday in June, as per the Faculty Personnel Process Guidelines.

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<sup>1</sup>[FPC Meeting Zoom link](#)

Meeting ID: 948-3703-8287  
Meeting Password: 444864

Full Link: <https://jjay-cuny.zoom.us/j/94837038287?pwd=UjBaMEpYR1INdmRuSHNPNYUjNUd3Zz09>

**\*All times are approximate**



## **FACULTY PERSONNEL COMMITTEE AGENDA**

**Friday, April 3, 2020**

Virtual session (via Zoom) due to COVID-19

**9:30am - 10:30am**

**NOT YET APPROVED – will be voted on at the 5/1/2020 FPC Meeting**

### **AGENDA ITEMS** (open meeting)

Meeting began: 9:40am

Kyeanna described the meetings logistics so that FPC members would know the functions of the Zoom virtual meeting room. She explained chat options, audio settings, and the 'raise hand' function.

### **I. Discussion regarding future FPC meetings**

President Mason announced that we will continue with all meetings as scheduled, in this new virtual format. May FPC meeting will proceed as scheduled, electronically via Zoom.

### **II. 2020-2021 Reappointment, Tenure and Promotion Process**

-Provost Li discussed the number of request (19) that have come in for promotion/tenure as of March 27. He explained to all that Kyeanna B. had already sent out Memos of Guidance to chairs and candidates regarding the process for promotion/tenure. He reviewed some of the items in those memos such as: FIDO will open June 1, 2020 and close September 11, 2020 with the hopes of providing committee members access to review FIDO files, on September 15 or 16; candidates external **material's** must be put in electronic format; and external letters will only be accepted electronically. Matthew P. will be holding a virtual Form C workshop. Provost Li stated that eventually we will develop a secure place to upload/store external letters for committee member reviews.

-Kyeanna B. restated that 19 promotion/tenure requests have been submitted and faculty and chairs have received the communications with the memos of guidance needed. Faculty have until the end of April to gather their external evaluator lists and they have been notified that their materials need to be sent electronically (format to be decided upon by faculty and chair). Faculty/Chairs need to confirm with external evaluators, what format is best for them to receive the materials. Kyeanna B. also

discussed evaluations. Faculty that had observations completed prior to March 10, 2020 can submit those electronically via e-mail to Natalie P. and/or Kyeanna B. for future filing into faculty files. Those that have not completed observations can elect to do so by notifying their chairs by May 1, and need to be submitted to our office by the end of May. Annual evaluations can still be conducted as planned and Chairs can meet with faculty virtually or by telephone. Student evaluations will not be conducted after the 8 week 1 courses period (that closed March 20, 2020). Provost Li will be sending out a follow-up communication regarding these evaluations. Kyeanna B. also mentioned that 2<sup>nd</sup> to 6<sup>th</sup> reappointment memos will be going out next week.

-Mathew P. confirmed that he will be working on virtual workshops to help faculty through their given actions processes.

-Jessica G-N asked if faculty can request student feedback since there will be no evaluations (as those have been canceled). It was advised by the President and Provost to refrain from doing anything formal **as we do not know people's circumstances during** this uncertain time and we do not want to add any unnecessary pressures. However, informal feedback is encouraged especially regarding towards our distance learning format.

-**Kyeanna discussed the process to extend someone's tenure clock:** Faculty up for tenure this Fall 2020 that would like extend their clocks, have to notify the Provost (via e-mail - copying Kyeanna B. and chair) by May 1, 2020. Brian A. asked for clarification regarding what year **of someone's career** was best to apply for a tenure clock extension. Provost Li answered his concern by explaining that only those candidates **who's clocks are up**, should apply. Kyeanna further explained, that for subsequent years, any faculty that would like to extend their clocks, need to notify the Provost (via e-mail - copying Kyeanna B. and chair) by February 1 of the year they are up for tenure application. For example, if they are due to apply Fall 2021, they would need to request the extension by February 1 2021.

-Jay G. suggested that it would be wise to advise faculty to reach out to their presses (article/books) to find out if they anticipate any delays in their publications.

-Ned B. suggested that faculty be given an opportunity to add a document to their file that expresses concern or describes the hurdles that they are/have gone through this year so that they can use that when they go up for tenure year, to decide if they need to extend their clock. The President and Provost agreed that this would be a good process to follow as it would allow faculty to look back and make a more informed decision on whether they need to extend their clock or evaluate if they were able to resolve their issues and feel they have a fair opportunity to continue into their tenure year.

### **III. Electronic Voting**

-Tony B. referenced that virtual secret ballots have been used in the past during emergency circumstances. Due to the current state of the world, various colleges are now adopting a wider range of virtual practices. Colleges only require, that any votes completed in virtual meetings, be done so anonymously. He stated that we can use survey tools to ensure anonymity and give faculty recommendations on the tools the college is most familiar with.

-Joe L. cited the student election system, as a good example of a program used to process secret ballots. He elaborated on what Tony B. stated, regarding the use of survey sites to gather votes anonymously. He explained that there are even options to write in new voting choices on these types of sites when needed. The process: the Chair would send in the ballot and the list of those that are required to vote on those particular actions. This information would then be used to administer the survey via a link to individuals. The actual votes would be secret, only the results would be submitted back to the chair. This process has been used in the past for HEO elections without an issue.

-President Mason feels that with the options mentioned, we have the capabilities to proceed with our meetings virtually and vote anonymously. She hopes everyone feels comfortable to move on in this format and opened the floor for discussion.

-Angela C. expressed concern over the flexibility of the voting process when it comes to ballot elections or nominations, as sometimes these require multiple voting sessions – initial and secondary voting levels - (unlike the P&B process) or on the spot nominations. She believes we should look to something with more agility. Joe L. suggested using another survey when you need to vote on a second level ballot, but would need more details to figure out something better for these types of voting sessions.

-Ned B. expressed favor towards the survey systems mentioned by Joe L. as he felt they would genuinely be confidential. His only concern was that the bylaws would need to be amended to adopt this new virtual way of voting.

-Jessica G-N wanted to know how many days in advance should she notify Joe L. of needing a survey. Joe L. answered by saying, in emergency cases they would need a couple of hours, but in normal circumstance they would need a day or two.

-President Mason would like to work with Tony B. and Joe L. to make a blanket resolution bylaw that would cover electronic meetings with secret ballots.

-Andrew S. asked if chairs had the flexibility to use any anonymous survey tool they are familiar with, or do they need to adhere to a particular system. President Mason encouraged chairs to use any mechanism they are most comfortable with, provided it is confidential.

#### **IV. Appeals in Electronic Format**

-President Mason updated the committee on the March 13, 2020 and March 20, 2020 appeal meetings: She stated that because we are not able to go to the college to view hard copy files, the March 20, 2020 meeting will be postponed. However, since everyone should have already reviewed the files for the March 13, 2020 meeting date, (as the college was open up until that date) we would like to proceed with that meeting virtually. The president requested feedback on whether or not everyone was comfortable with moving forward this way, as an option to the appellants. President Mason believes we can meet all the technological concerns, but wants to make sure that the presenters/chairs also feel prepared.

-Jay G. questioned if it would be fair to hold the meeting in a different medium. President Mason emphasized that this will be presented as **the appellants' choice** — an

option for them to proceed virtually if they want to. If they are not comfortable with this medium, they **don't have to choose it**. Jay G. also wanted to know, what would happen if an appellant opted not to hold their session virtually. President Mason explained that a later date could be chosen and we would proceed when it is possible to proceed in a physical format.

-Ned spoke about figuring out a new platform to upload confidential external letters securely. President Mason responded by saying that this something they are working on now, as this year all external evaluator letters will be submitted electronically. She plans to look at platforms to hold the letters securely for private reviews after they will be submitted.

-Roll-Call vote was in favor of allowing virtual option for remaining appeals cases.

-Jessica G-N spoke about revamping FIDO if we are to have virtual meetings and depend on electronic files more heavily, as we would need to make sure that it is secure. For example, candidates should not be able to remove documents that should stay in their files. Kyeanna B. shared that prior to remote working; Faculty Services had been working with DoIT to revamp FIDO on this and other similar issues. It is on hold for now, but once DoIT can go back to the project they will be able to address these FIDO concerns.

-Kyeanna B. asked if votes on leaves can move forward electronically. President Mason and Ned B. agreed that electronic votes can be used to move forward on those actions even at the FPC level.

Meeting ended: 11:00am

## **FACULTY PERSONNEL COMMITTEE AGENDA**

**Friday, December 13, 2019**  
Room L.61, New Building  
**11:00 am-2:00 pm**

**NOT YET APPROVED – will be voted on at the 5/1/2020 FPC Meeting**

Allison Pease (ENG, Institutional Effectiveness), Matthew Perry (HIS, Provost Office), Dyanna Pooley (Assessment)

**Meeting Open to the Public 11:00 am – 12:30 pm\***

*Open Session Convened: 11:08am*

### **I. Welcome**

President M. asked for everyone to introduce themselves at the start of the meeting. The President then proceeded into explaining her goal for faculty hiring and how searches are conducted. Her goal is to have a faculty that is more representative of the college's student body. She suggested that departments should reach out to institutions that produce faculty of color in their disciplines. She also explained that while you cannot ask questions about race, there are in depth questions that you can ask to find a more diverse pool of applicants, such as: "what is your experience with working with our population?"

### **II. Approval of Minutes, 9/13/19 meeting**

Motion presented by Jay G.; motion seconded by Andrew S.; all in favor and approved.

### **III. Fellowship Leaves (Recent PSC-CUNY Contract Update)**

Andrew S. brought forth the issue of allowing faculty to request a leave, after the leave request deadline has passed. Because faculty are not informed of their tenure status until after the leave deadline, faculty are unable to apply for their leave during this semester.

President M. discussed that she has a concern about the culture of the college faculty to take a leave right after receiving tenure.

The group agreed that given the circumstances, Andrew's group should be allowed to apply for leave this coming Spring. However, going forward, actions should remain the same to ensure that groups do not go out of cycle in regards to the CUNY deadlines and policy that you can only apply one year before the requested leave.

#### **IV. PSC Concerns – Tenure and Promotion Process**

President M. would like to ensure that all committees review hard copy files for faculty that are up for actions. She wants to make sure that the departments follow through with their responsibilities. She made mention of a sign-in process that was brought to her attention, to ensure that files are read. However, she expressed that she did not fully agree with this approach and would rather, today, simply raise awareness of this concern to make sure that Chairs share with their faculty on the importance to fulfil their duties.

Paul N. shared that this type of policing will not work, and ultimately will not satisfy whomever has made complaints or shared concerns about the process anyway.

#### **V. Assessment of the Faculty Personnel Process – Middle States Standards**

Dyanna Pooley (Director of Outcomes Assessment) explained what the compliance model is about and emphasized that everyone should focus on “why are you assessing?”, “is an assessment necessary?”, “are their policies and/or procedure to asses?”

President M. requested that Allison P. and Dyanna P. (Assessment) guide the college as to where we need to have assessments and how these assessments go back to each of the seven standards.

Provost L. expressed that while there is still work to be done, he is very pleased with the assessment process that this college has constantly been working towards.

President M. is expecting some guidance from the assessment group to help demonstrate to Middle States that we are meeting the standards.

Jay G. raised the concern that if we do not have a good assessment with something, what would the CUNY repercussions look like. President M.’s response centered on the importance of keeping data. She shared that while we are required to collect and submit data to CUNY, what’s important is that we look at the data find ways to fix anything that we are not excelling in. What matters is that we use that information to do something about it and how successful we are in addressing these issues.

#### **VI. New Business and Announcements**

No new business or announcements

*Open Session adjourned: 12:01pm*