



ADJUNCT PROMOTION POLICY AND PROCEDURES

Policy

Though there is no contractual provision for the promotion of part-time faculty at CUNY, John Jay recognizes that outstanding scholarly and/or creative accomplishments when accompanied by successful teaching, deserve to be recognized just as they do for full-time faculty. The CUNY criteria for appointment or promotion to professorial ranks are as follows:

Assistant Professor For appointment as or promotion to assistant professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the Ph.D. degree, or an equivalent [terminal] degree, in an accredited university.

In the libraries, for promotion to or appointment as assistant professor, the candidate must, in addition to the requirements of instructor, have completed a doctorate or an additional master's degree and in exceptional cases some other logical combination of two years' graduate study or more beyond the bachelor's degree.

Associate Professor For promotion or appointment to the rank of associate professor, the candidate must possess the qualifications for an assistant professor, must have obtained the Ph.D. or an equivalent degree from an accredited university, and in addition he/she must possess a record of significant achievement in his/her field or profession, or as a college or university administrator. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. There shall be evidence of his/her continued growth and of continued effectiveness in teaching. Longevity and seniority alone shall not be sufficient for promotion.

In the libraries, for promotion to or appointment as associate professor, the candidate must, in addition to the requirements set forth for assistant professors in the libraries, possess a record of significant achievement in his/her profession. There shall be evidence that his/her competence and achievements are recognized and respected outside his/her own immediate community.

Professor For promotion or appointment to the rank of professor, the candidate must possess the qualifications for an associate professor, and in addition a record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline. There shall be evidence of his/her continued growth and the judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion. Longevity and seniority alone shall not be sufficient for promotion.

Procedure

In the case of a newly completed Ph.D. or other terminal degree in the field:

Adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their PhD (i.e. transcript or letter from Registrar with date of completion), and with a subsequent appointment, be promoted to the title of Adjunct Assistant Professor. If promotion is granted, its effective date is the first day of classes during the subsequent fall semester.

In the case of merit by scholarly or creative production tantamount to a higher rank: If your record merits appointment or promotion to a rank higher than Instructor, the following should occur.

1. Make an appointment with the chair of the department in which you teach to discuss the likelihood of your receiving promotion.
2. If the chair supports your application, you must submit the following to the chair to be shared with the department Personnel & Budget Committee and, if successful at the department level, the Provost:
 - a) Curriculum Vitae listing all scholarly and/or creative accomplishments, activities within your field, and if there is any grant activity.
 - b) A letter to the Department P&B that details and evaluates your work since your last appointment/promotion. In a narrative of no more than two pages, assess your teaching, scholarship, and service. In your discussion of teaching, reflect on your development as a teacher and the innovations or improvements you have made in particular courses. Your overall narrative should explain how your activities have contributed to the success of your department, the college, or the university and to your standing in the wider scholarly or creative community.

- c) A summary of student evaluations at John Jay in the past six semesters or, if shorter, since your last appointment/promotion. Course evaluations from spring 2015 to the present are accessible via MyClassEvaluation (<https://jic.mce.cc/results>). Please contact Virginia Gardner, vgardner@jjay.cuny.edu, for evaluations prior to spring 2015.
- d) Any other supporting materials germane to your application, including but not limited to:
- Peer Reviewed Scholarly Books
 - Peer Reviewed Articles or Equivalent Works (such as peer reviewed performances, exhibitions, etc.)
 - Papers Presented at Academic Conferences
 - Performances/Exhibitions or Curatorial Work
 - Recordings of Performances
 - Portfolios of Artistic Work
 - Law Review Articles
 - Peer Reviewed Book Chapters
 - Edited Books
 - Scholarly Articles Published in Non-Refereed Journals
 - Reviews
 - Translations
 - Other Books
 - Encyclopedia Articles
 - Articles in Non-Scholarly Print (i.e. Magazines, Newsletters, Non-Scholarly Journals, etc.)
 - Reports (In-House, for Agencies, etc.)
 - Custom Published works/self-published works
 - Reprints or performances
 - Other scholarly technological products or creative works
3. Once the chair has these materials s/he must convene the department P & B Committee for a vote on the promotion.
4. If the vote is positive, the chair will forward the materials along with a cover note to the Manager of Faculty Services and the Provost indicating the reasons for the department's endorsement.
5. The Provost will make the final determination as to the appropriateness of the promotion, and notify the applicant and the chair of the department.

Timeline

- March 1st File/Dossier for Promotion as described above (CV, Cover Letter, Student Evaluations, Examples of Scholarship, etc) submitted to your Department Chair
- March 1st-30th Department P&B meets and reviews Candidates File/Dossier
- April 5th File/Dossier for Promotion along with Chair's note submitted to Provost's Office: Attention ***Kyeanna Bailey, Manager of Faculty Services***
- By May 15th Provost notifies Candidate for Promotion of decision

Questions can be directed to the Manager of Faculty Services, Kyeanna Bailey
kbailey@jjay.cuny.edu.

Last updated February 16, 2017