



FACULTY PERSONNEL COMMITTEE

AGENDA

Friday, April 9, 2021

10:00 am – 1:30 pm

Zoom link: <https://jjay-cuny.zoom.us/j/82827665009?pwd=UnFiWVZackNlVXNTVER2ZytoSzdBdz09>

Meeting ID: 828 2766 5009 **Passcode:** 2021123

Meeting Open to the Public 10:00 am – 11:00 am (times are approximate)

- I. Welcome
- II. Discussion of Guidelines for Listing Foreign Language Publications on Form C (Proposal submitted by Gail Garfield in 3/2021)
- III. Adjunct Promotions (Proposal submitted by Ned Benton in 2/2021)

Executive Session – Full Faculty Personnel Committee 11:00 am – 11:45 am (times are approximate)

- I. Fellowship Leaves – Spring 2022
- II. Recap of Fall 2020 & Spring 2021 Appeals

Upcoming FPC Meetings

Friday, May 7, 2021

9:30 am – 1:30 pm

Review of Foreign Language Publications

Request: I am asking the Faculty Personnel Committee (FPC) to consider establishing guidelines that address how foreign language publications listed on an applicant's Form-C should be reviewed when coming-up for personnel action. Such guidelines, when instances arise, would provide guidance not only for the disciplinary committees of the FPC, but also departmental Budget and Personnel (P & B) committees, as well.

Rationale: In an increasingly globalized academic environment that acknowledges the importance of multi-linguistic diversity, how do faculty decision-making bodies such as the FPC and department P & B committees respond to the dominance of English language scholarship at John Jay College, while also affirming the inclusion of foreign language scholarly publications? As we know, publications in English, the impact factor of English language journals, and the prestige of English language academic publishers are major considerations that give added weight for personnel decisions. In this context, the dominance of the English language publications is asserted, maintained, and reaffirmed by systemic practices that often marginalize, if not discredit, disvalue, or ignore foreign scholarly publications altogether. This is the results of an English dominance academic cultural environment, yet it is not necessarily the intent of personnel decision-makers in the role of reviewers. We are largely a monolingual academic environment, thus it is often simpler or easier to perpetuate the status of English as the dominant language for academic production, because we lack the will or resources to do otherwise.

John Jay does rely on external reviewers' tenure and/or promotion decisions, but not for faculty coming up for reappointment. However, if an author does not translate the publication, and if an external reviewer is unable to speak to the quality of a foreign language publication, then the value or lack thereof is often omitted from consideration, even if the publication appears on an applicant's Form-C. In recognizing the growing importance of foreign language publications to enhancing the scholarly value of a professor's academic curriculum vitae some colleges that are similar to ours, place the responsibility on the author to either translate or recount what a particular foreign

language publication is about and its merit to the field of study. Others may generally try to find an external reviewer, who can read in the written language and comment specifically on the quality of the work. And, some college departments, such as Modern Languages and Literatures, have by design faculty who tend to publish in languages other than English, and have the ability to provide an effective review of such publications.

In deliberations of the P & B committee in the Sociology Department, of which I am a member, we found that foreign language publications constituted a major portion of the scholarship in one file under review. External letters failed to provide any clear understanding of the merit of the foreign language publications. Even though guidance was sought from appropriate John Jay administrators, they too were generally at a loss on how to assess those publications. Frustrated, several of my colleagues and I questioned whether or not we provided a fair review of the applicant's scholarship, particularly in the absence of our own inability to read the publications. We were told we could consult librarians, but had difficulty finding a librarian qualified to comment on the scholarship in that particular language. Some may suggest that the issue of how to treat foreign language publications is not that significant because rarely does such an issue come-up before the FPC. But, when it does appear, how should personnel committees respond? As we seek to internationalize our curricula, increase faculty exchanges, and collaborate on research and scholarship, we may see increasing instances of multi-lingual publications. In preparation for those occurrences, faculty must have guidance on how to appropriately review the scholarly merits of our colleagues' foreign language publications.

Adjunct Promotion Additions to the FPC Guidelines

Draft 5 –December10, 2020

II.M Adjunct Promotion

II.M.1. The policy of the college is that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by the promotion of adjunct faculty members, just as is the case for full-time faculty. The standard of review is defined in Sections III.B, III.C.3, III.C 4, III.D, and III.E.

II.M.2. Consistent with III.C.1.c, the college recognizes that different disciplines have different criteria by which to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.H identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.

II.M.3. 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 Ph.D. (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be promoted to the title of Adjunct Assistant Professor. If a promotion is granted, its effective date is the first day of classes during the subsequent fall semester.

II.M.4 In the case of initial appointment of an adjunct faculty member who has been or is currently appointed to a full-time tenure-track faculty position at another academic institution, and the rank is at the Associate Professor or Full Professor level, the Provost shall authorize appointment at the same rank as an adjunct faculty member.

II.M.5. In the case that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by promotion, the application for promotion is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:

- Submission of a file/dossier for promotion (See III.L.5 below) to the department chair;
- Review and vote by the Department Personnel and Budget Committee;
- Review a vote by an FPC review committee designated by the Provost; and
- Review by the President who makes an independent determination in consultation with the Provost.
- There is no appeal process.

II.M.5. The file/dossier for promotion consists of the following.

a) Curriculum Vitae listing all scholarly and/or creative accomplishments, activities within the field, and if there is any grant activity.

b) A letter to the Department P&B that details and evaluates work since the last appointment/promotion. In a narrative of no more than two pages, assess teaching, scholarship, and service. In the discussion of teaching, reflect on development as a teacher and the innovations or improvements made in particular courses. The overall narrative should explain how activities have

contributed to the success of the candidate's department, the college, or the university and to the candidate's standing in the broader scholarly or creative community.

c) A summary of student evaluations at John Jay in the past six semesters or, if shorter, since the last appointment/promotion.

d) Attach any other supporting materials pertinent to the 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

III.H Application of Promotion Criteria to Candidates from the Adjunct Faculty

III.H.1 Consistent with III.C.1.c, the college recognizes that different disciplines have different criteria to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.G identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.

III.H.2 Timetable

The following time limitations apply.

- Promotion based on receipt of the Ph.D. or other terminal degree takes place per section II.L.3.
- Promotion from Assistant to Associate Professor shall not occur before five years or ten semesters of instructional service.
- Promotion from Associate to Full Professor shall not take place before five years or ten semesters of instructional service at the rank of Associate Professor.

The following are deadlines for the process

Deadline	Action
October 1	Candidate notifies Chair and Provost of intent to apply for promotion.
November 1	If Chair and Provost agree that the applicant meets qualifications to apply, a FIDO folder will be set up and made available to the candidate.
February 15 th	File/Dossier for Promotion as described above (CV, Cover Letter, Student Evaluations, Examples of Scholarship, etc.) uploaded to FIDO.
February 15 th – March 15 th	Department P&B meets and reviews Candidate's File/Dossier
March (TBD) <i>This date will depend on when the April meeting is scheduled and when Spring Break is scheduled</i>	File/Dossier for Promotion along with Chair's note submitted to Provost's Office.
April (TBD) <i>This date changes depending on when Spring Break is scheduled</i>	FPC votes
By May 15 th	Provost notifies Candidate for Promotion of decision

If FIDO is used, the timeline would stay mostly the same, except the Candidate would have to be permitted time before 2/15 to upload their materials.

II.H.3. Substantive Criteria: The College recognizes that different disciplines have different criteria by which to assess excellence. For promotion from Assistant to Associate Professor, the following guidance can be applied.

- Degree credentials for appointment or promotion are the same as for full-time faculty in the same disciplines.
- Expectations for teaching quality are the same as for full-time faculty.
- Scholarship: Substantial weight can be given to artistic, literary, professional, and technical works and reports in the candidate's field, which are not ordinarily peer-reviewed.
- Service: Substantial weight can be given to professional and community service beyond the college in the candidate's field.

III.H.4: Promotion to Full Professor

Expectations and criteria for promotion to Full Professor shall be the same as for regular faculty in the same discipline.

Rationale

This proposal adds two new subsections to the Faculty Personnel Guidelines: II.M and III.H. These sections define the process and criteria for the promotion of adjunct faculty members. The current process is described in a memorandum from the Office of the Provost (Appendix A), and these new sections move the description of process and criteria to the Faculty Personnel Guidelines.

Most provisions remain unchanged, and the procedures in the memorandum are incorporated into the Guidelines. Important changes are:

1. The process of appointment includes a vote by an FPC review committee during the spring semester.
2. The criteria for promotion from Assistant to Associate Professor for adjunct faculty members remain the same as for full-time faculty members, but the guidance regarding appropriate evidence to meet the criteria is clarified.
3. Eligibility for consideration for promotion to Associate rank requires 5 years or 10 semesters of instructional service.
4. The guidance concerning the criteria for promotion to Full Professor is not modified.

The working group has assembled promotion criteria from CUNY campuses, and it is clear that campuses have the discretion to offer specific guidance as to necessary and appropriate evidence demonstrating satisfaction of the university criteria for promotion.

Furthermore, Section II.C.1.c of the Faculty Personnel Guidelines authorizes departmental criteria.

III.C.1.c. It is recognized that different disciplines have different criteria by which to assess excellence, such as the role of multiple authorship and the length of articles, or the value and nature of the candidate's artistic or journalistic works. It is the responsibility of the candidate's chair, in developing the annual evaluation, to assess how the candidate's scholarship satisfies the criteria of the candidate's department and discipline and how it demonstrates progress toward meeting the requirements for tenure relative to their time of service at the college. The candidate must also address these matters in the Form C.

Appendix A:



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