



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, May 13, 2022 ~ 12:00 pm – 2:00 pm*
(Scheduled time, actual time may be adjusted),
via [ZOOM](#)

*Meeting Open to the Public 12:00 pm – 2:00 pm**

- I. Welcome
- II. Approval of Minutes, 04/01/22 meeting
- III. Working Group Report - Update (*Gail Garfield & Working Group Members*)
 - Languages Other Than English Scholarship
- IV. Adjunct Promotion Process
 - Review of 2021-2022 process
- V. FPC 2022-2023 (*Kyeanna Bailey & Natalie Plaza*)
 - Review of Meeting Schedule & Due Dates
 - Meeting Format
 - Upcoming logistical project(s)
- VI. New Business and Announcements

Upcoming FPC Meetings

Fall 2022
Full FPC

Friday, September 16, 2022

Meeting ID: 863 5798 9121

Meeting Password: 525303

FACULTY PERSONNEL COMMITTEE MINUTES

PENDING APPROVAL

Friday, April 1, 2022 ~ 10:00 am – 12:00 pm*

Meeting Convened: 10:16 am

Meeting Adjourned 11:31am

*Meeting Open to the Public 10:00 am – 12:00 pm**

I. Welcome

II. Approval of Minutes, 12/10/21 meeting

- Motion to approve – Andrew Sidman
- Second - Jon Jacobs
- No discussion or comments
- Minutes approved with one (1) abstention

III. Departmental Updates - Standards for Scholarship (*Department Chairs*)

AAS – Yes, TB will email to KB

ANT – In Progress; primarily follows the guidelines from the American Anthropological Association

AMU – In Progress

CTA – Communication – In progress; Theater Arts – follows Association guidelines

CHS- Department is divided. They will pause and revisit.

CRJ – no formalized discussion/decision as yet; Chair has a sense that guideline discussion will proceed

ECO – Undecided

ENG – In progress, more information by later 2022/early 2023

HIS – In progress; informal discussions but will likely decide against

DIS – In discussion

LLS – Not now, but will continue discussions

LIB – revisiting guidelines established years ago

MAT – Tabled until the Department Chair returns (no member present)

MLL – Undecided

PHI – In progress; mixed sentiment

POL – In progress; Updates in Fall 2022

PSY – Decided no with the support and input from the junior faculty

PAD – Revisiting old guidelines; Updates in Fall 2022

SCI – Undecided, discussion still occurring

STEM – new chair for Spring 2022; proposal will be sent. Chair will review and discuss with department

SEEK - In progress

SOC – Decided no after a cycle of drafts, comments and discussion.

BB Questioned about timeline to complete

KM responded that it is based on the progress of each department and what they decide to do

Much of the feedback from departments that were “in progress” or “declined” was that their departments are multi and inter disciplinary. Creating guidelines did not seem optimal or to their benefit or that it would take time to come to an agreement or draft guidelines for each discipline.

Lastly, the FPC was reminded while the guidelines are helpful for the faculty; the guidance is for the FPC when reviewing personnel actions.

IV. Working Group Report (*Gail Garfield & Working Group Members*)

- Languages Other Than English Scholarship

TB suggested that the 4th bullet point be reframed as: should be accompanied by full references in English

Anthony C suggested that the 3rd bullet point should have the following clause added: “candidate to provide the committee with some measure of the skill of the translation”. He also suggested that the 4th bullet point be clearly noted for reappointment status.

Angela C suggested that the 1st bullet point should have the following clause added: “as available”. She also suggested having a clear-cut point for when candidates should be evaluated earlier in the personnel process (during reappointments).

KM asked the Working Group Members to factor in the committee comments and come back with a resolution that the FPC could adopt.

KB asked, if this is adopted, how would this information be disseminated annually. Ned and Angela suggested that it should be incorporated into the FPP guidelines.

GG requested for the committee to e-mail her directly, regarding all their comments/suggestions.

V. New Business and Announcements

KB

-requested that departments copy academicaffairs@jjay.cuny.edu on their P&B election e-mails to Maribel P. and Kimberly C.

-reminded the committee of the new adjunct promotion process, which now includes the review committee. She also mentioned her intention to circulate a document at the next FPC meeting, to help gather committee feedback on how best to implement the new adjunct promo process.

NB

- would like the FPC to think about a plan on how to address the middle states assessment of administrative and support services

-would like the FPC to think about how many at large members the committee would like to have in the next coming years

KM

-regarding the at large members: asked TB to e-mail KB any plans that may affect the composition of the FPC

AC

-announced that the blackboard page for the council of chairs, now has samples for evaluator emails. She also reminded chairs that only 6 evaluators (max) are needed.

Language Other than English Scholarship Working Group
Summer 2021-Spring 2022

Working Group Members: Gail Garfield, Elsa-Sofia Morote, Schevaletta Alford, Rosemary Barberet, Lucia Trimburo, Angela Crossman, Katarzyna Celinska, Maria Habermeld

Background: In our efforts to understand the processes other colleges and universities follow to make decisions on Language Other than English Scholarship for faculty who are being reviewed for personnel actions, we have sought information from thirteen pre-selected academic institutions, both public and private: the University of Florida, Columbia University, American University, Stonybrook University, University of Toronto, University of Wisconsin-Madison, University of New Mexico, Texas State University, Middlebury College, University of Arizona, Kent State University, Michigan State University, and Morgan State University (see attachment). Their responses to our inquiries included a range of official and unofficial policies and the majority of the responses are either department or division specific. Drawing upon the responses received, we are providing the following statement for consideration that could offer guidance to the Faculty Personnel and Department Personnel and Budget Committees when evaluating Language Other than English Scholarship for personnel action.

Statement: We work in an increasingly globalized academic environment that acknowledges the importance of multi-linguistic diversity and recognize faculty's potential and value to broadly disseminate their research and scholarship in non-English publications. Therefore, John Jay College of Criminal Justice recognizes scholarly publications in languages other than English and accepts their importance as part of an applicant's personnel file as either primary or supplementary evidence for personnel actions, as follows:

For reappointment decisions, when:

1. In English an applicant provides a title page, written synopsis of the published scholarly work, and describes the significance of the work to the field of study; and/or
2. Item 4, 5/and/or 6 below apply to the published scholarly work.

For mid-tenure evaluation:

3. When an applicant's publication record is reviewed, the Dean and/or department Chair will assess what modifications are needed for the scholarly publication to align with the other than English applicable guidance of either items 4, 5, or 6 below in their written review of the applicant's progress toward tenure and/or promotion.

And for tenure/promotion evaluations, when:

4. Peer-reviewed articles, chapters, books, and other scholarly publications in languages other than English are accompanied by translations of the published works (if available), and/or with information on the selectivity or reputation of the journal, composition of the editorial board, editor(s), and/or publisher, as applicable; and/or
5. External reviewers who are in the academic discipline read and evaluate the scholarship in the original language, and provide a written assessment of the significance of the research and value of the scholarship to the field of study in English; and/or
6. The publication reflects translation of a work from English to another language, or translation to English from a language other than English, where the scholarly value is in the skill of translation. Evidence for the skill of translation could come from sources such as published reviews of the translation, or an external reviewer who is a scholar in the area of translation studies and who assesses the accuracy, language usage, and idiomaticity of the published work, for example. If there are multiple translations of a single scholarly publication to different languages, then each published work will be considered as evidence of an applicant's scholarly production, upon external review/evidence, but only in those instances where there are different language translations.

Other than English Scholarship Working Group
Summer 2021-Spring 2022

Institution	Relevant Policy or Language
1. University of Florida	Anthropology Dept. has language to this effect: • Recognizing the international scope of anthropology and the value of broadly disseminating our research, publication of books, articles, chapters, and other scholarly output in non-English venues is valued and accepted as part of a candidate's research record and evaluation. Translations of works published in English and distributed by foreign publishers can also be included and considered as part of the research portfolio. Such translations are not viewed as ancillary, but rather, are recognized as indicating significant international and regional impact.
2. Columbia University	Mentions this issue in the tenure and promotion guidelines: "If important publications are in a language other than English, a brief synopsis in English of their contents must be included." https://provost.columbia.edu/sites/default/files/content/Faculty Affairs/Tenure Guidelines 2020-21.pdf
3. American University	Note: Guidelines at AU appear to be department-specific: The Dept. of World Languages and Cultures specifically mentions publications not in English. - They don't give specific information, but highlight means of evaluating publications (e.g., "By respected press, we refer to academic book publishers widely known for rigorous peer review processes and who publish field-relevant work by researchers in other research intensive, peer institutions. ..., given the range of fields represented in World Languages and Cultures, the most appropriate academic presses will necessarily vary by language and disciplinary area. ...in linguistics, the department considers acceptable a substantial number of articles in important refereed journals in lieu of a book. Assessment of the strength of journals again requires a consideration of the particular area of linguistics in which the work is situated and will include factors such as generally accepted reputation of the journal, the composition of the editorial board, and the presence of work by scholars at peer research intensive institutions in the journal, as well as indicators such as impact factor when relevant. It is expected that the majority of the volume chapters and / or articles will appear in prestigious peer-reviewed venues, where prestigious again refers to an assessment of publishing outlet, the volume editor, and the cocontributors to the volume." https://www.american.edu/provost/academicaffairs/upload/wlc-promotion-and-tenure-guidelines.pdf
4. Stonybrook University	All letters written in a language other than English must be accompanied by a translation. (emailed) https://www.stonybrook.edu/commcms/senatecas/records/key-senate-documents/ptc-guidelines.php
5. University of Toronto	From Dr. Heather Boon, Professor and Vice-Provost, Faculty & Academic Life, heather.boon@utoronto.ca (please send her what we come up with) We have no formal policies related to this at U of T. Our informal processes include: <ul style="list-style-type: none"> • For external letters of assessment submitted in a foreign language: the chair should get them properly translated (by someone trained as a translator – to ensure absence of bias) • For materials submitted by candidates as part of their dossiers, in many units this is often fairly straightforward because the members of the committee likely read the languages. • In general, our current advice would be that the candidate should provide an English language version unless there is certainty that all those reviewing the file can read the foreign language material.
6. University of Wisconsin-Madison	<i>Arts & Humanities Division – Tenure Documents.</i> Candidate submits in dossier: "J. Representative Publication/Work One representative sample of the candidate's publications, or in the arts, a representative work sample, should be included in the dossier.

	<p>This could be a journal article or a chapter of a book, or a sample of another type of scholarly contribution equivalent in scope. If the representative publication is written in a language other than English, or if there are substantial passages in the representative publication in a language other than English, a translation should be provided. If there are problems meeting this requirement, the department should speak with the chair of the divisional committee.”</p> <p>https://d808bmy3b6p21.cloudfront.net/wp-content/uploads/sites/50/2018/09/AH-Tenure-Guidelines-2021-2022-1.pdf</p>
7. University of New Mexico	<p><i>Dept of Foreign Languages & Literatures:</i> https://ofas.unm.edu/faculty/rpt_guidelines/pt-documents/AS_FLL_tenure_and_promotion_policy2012.pdf</p> <p><i>Translations</i></p> <p>A book-length translation is recognized as a valid and important contribution to the profession. It does not normally carry the same weight as an original scholarly monograph. It will be weighted more heavily if the candidate, in addition to translating the text, writes a preface, introduction or afterword, or if the translation contains some sort of scholarly apparatus. The significance of the original work to the field, as well as the publishing venue, are also factors in evaluating translations.</p> <p>Dept of Spanish & Portuguese: https://ofas.unm.edu/faculty/rpt_guidelines/pt-documents/SP_Tenure_and_Promotion_Criteria_2012.pdf</p> <p>“Refereed publications written in Spanish and Portuguese and published abroad or in the US have the same weight as those published in English.”</p>
8. Texas State University	<p>Our unofficial policy is to consult where necessary with internal and/or external experts for a quality assessment. From Lucy Harney, Professor and Chair, Department of World Languages & Literatures; Associate Dean for International Academic Affairs, Liberal Arts; Texas State University; (512) 245-2360; harney@txstate.edu; https://www.worldlang.txstate.edu/</p>
9. Middlebury College	<p><i>From Jeffrey Cason, Provost (cason@middlebury.edu):</i></p> <p>Dear Angela: It is indeed the case that we also frequently review and evaluate faculty scholarship in languages other than English. However, we do not have any particular handbook provisions that make any kind of special consideration of such scholarship. Rather, we rely on the evaluation of our colleagues who work in those areas to provide their judgment on the work of these colleagues, as well as external reviewers who are in the fields of our faculty colleagues and can read and evaluate the scholarship in the original languages. We don't have any special provisions here that we apply.</p>
10. University of Arizona	<p><i>Inclusive scholarship:</i> https://facultyaffairs.arizona.edu/universitys-inclusive-view-scholarship</p> <p>College of Humanities promotion & tenure - scholarship: https://arizona.app.box.com/v/coh-pt-criteria</p> <p>The determination of "reputable" publishers and other "respected" venues is best made within each academic specialization; documentation of publishers' status in marginal cases is the responsibility of candidates and departmental/program administrators and review committees, augmented by input from external reviews. Publications in languages other than English are of equal value to English, provided that language is accessible for and subject to departmental/ program and external review. Individual departments and programs will be the final arbiters of what may and may not be included as primary or supplementary evidence.</p> <p>On CVs: For publication titles in languages other than English, provide translations [in brackets].</p>
11. Kent State University	<p><i>Philosophy Dept:</i> https://www.kent.edu/philosophy-faculty-handbook/reappointment-tenure-and-promotion</p> <p><i>Scholarship</i></p> <p>In evaluating scholarship activities, the Department takes into account factors such as the breadth and depth of the candidate's knowledge and scholarship in the field; evidence of high-quality research activity; the significance of the candidate's research to extending knowledge in the field; and the clarity of the candidate's research project.</p>

	<p>The Department recognizes that activities will vary considerably among individuals and that the quality and merit of these activities should thus be assessed within each candidate's unique scholarly context, including area(s) of specialization, methodologies employed, and the extent to which the candidate's work interfaces with other disciplines and with fields outside academe. In particular, the Department recognizes that some faculty publish in a variety of modes, including single and multiple author books, edited books, book chapters, journal articles, and reviews; others focus upon a single mode, such as journal articles. A publication in a language other than English will be regarded as comparable to a similar English language publication. Furthermore, the ability to publish works in a language which is not native to the speaker provides additional evidence of the candidate's scholarship.</p> <p>1. Scholarly Translations</p> <p>Scholarly translations are crucial to making important research available to a wider audience, both within and outside the academic world. They require a deep understanding of the work in its disciplinary and cultural context. Book translations published by quality academic presses typically undergo the same blind review process as the original manuscript. Because of their importance, translations of previously published philosophical essays and book chapters should be accorded roughly equal weight as a publication in a journal of that quality would be given. A book translation, while generally not equivalent to a single-authored book, should still be regarded as a major accomplishment.</p>
12. Michigan State University	<p>https://hr.msu.edu/ua/performance/faculty-academic-staff/tenure-system.html</p> <p>1. External referees must be professionally capable to evaluate the candidate's scholarly work objectively and to comment on its significance in the discipline. Letters must predominantly represent persons other than collaborators and in no case may those who served as primary dissertation chair or major advisor for post doctoral research be chosen as external referees.</p>
13. Morgan State University	<p><i>Provost:</i> I don't believe we have such a policy, but I leave Dr. Ngom, dean of CLA, to chime in if it is different from what I said.</p> <p><i>Dean Ngom:</i> We don't have such a policy, publications are assessed with the same criteria regardless of the language in which it is written:</p> <ul style="list-style-type: none"> - peer-reviewed and indexed outlet - quality of the publication/essay <p>Some journals publish in more than one language, that's why it is a bit challenging.</p>

FACULTY PERSONNEL COMMITTEE 2022-2023 MEETING DATES

The Faculty Personnel Committee meets in three capacities: Full Faculty Personnel Committee (FPC), Faculty Personnel Appeals Committee (FPAC) and Review Committees (RC).

The Appeals and Review Committee meetings are closed to non-committee members.

FULL FACULTY PERSONNEL COMMITTEE – CHAIRED BY PRESIDENT MASON

Fall 2022

Friday, September 16 10:00 am – 1:00 pm

Friday, December 9 10:00 am – 12:30 pm

Spring 2023

Friday, March 10 10:00 am – 12:30 pm (as needed)

Friday, April 21 12:00 pm – 2:30 pm (UCAS meeting in AM)

Friday, May 12 10:00 am – 12:30 pm

FACULTY PERSONNEL APPEALS COMMITTEE – CHAIRED BY PRESIDENT MASON

Spring 2023

Friday, February 10 10:00 am – 3:00 pm (as needed)

Friday, February 17 10:00 am – 3:00 pm (as needed)

Friday, March 3 10:00 am – 3:00 pm (as needed)

Friday, March 10 10:00 am – 3:00 pm (as needed)

FACULTY PERSONNEL REVIEW COMMITTEE

President Mason does not attend Review Committee Meetings.

Fall 2022

Friday, October 7 10:00 am – 1:00 pm

Friday, October 21 10:00 am – 1:00 pm

Friday, October 28 10:00 am – 1:00 pm

Spring 2023

Friday, March 10 9:00 am – 10:00 am

Friday, April 28 9:00 am – 10:00 am

FACULTY PERSONNEL COMMITTEE 2021-2022 AGENDAS & DEADLINES

FULL FACULTY PERSONNEL COMMITTEE (AGENDA MATERIALS)

FPC MEETING DATE	ANTICIPATED AGENDA ITEMS	MATERIALS FOR AGENDA DUE TO PROVOST OFFICE
Friday, 9/16/22	Committee Charge for 2022-2023 personnel process; Overview of 2022-2023 personnel process changes (<i>if applicable</i>); New Business; Policy discussions; Initial Appointments (Fall 2022)	Friday, 8/26/22
Friday, 12/9/22	New Business; Policy discussions; Initial Appointments (Spring 2023); DP Reappointments (<i>as needed</i>)	Friday, 11/11/22
Friday, 3/10/23	New Business; Policy discussions; DP Reappointments (<i>as needed</i>);	Friday, 2/24/23
Friday, 4/21/23	New Business; Policy discussions, Appeals Outcome reporting; (<i>as needed</i>)	Friday, 3/24/23
Friday, 5/12/23	New Business; Policy discussions	Friday, 4/14/23

Requests to submit items for FPC discussion or vote (i.e. proposals) should be sent to Kyeanna Bailey, Director of Faculty Services kbailey@jjay.cuny.edu.

DEPARTMENTAL P&B AND REVIEW COMMITTEES (TABULATED VOTES AND RELATED FORMS)

Faculty Personnel File Access commences Monday, September 19, 2022. More information and communication will follow.

PERSONNEL ACTIONS	ITEMS DUE TO PROVOST OFFICE	
	DEPT. P&B	REVIEW COMMITTEE
FALL 2021		
2 nd – 5 th Reappointments Distinguished Lecturers	Thursday, 9/29/22	Friday, 10/7/22
6 th Reappointments; Faculty Leaves - Fall 2023 (<i>Dept P&B ONLY</i>); DP Reappointment (<i>Dept P&B ONLY</i>)	Thursday, 10/13/22	Friday, 10/21/22
Tenure only; Combined Tenure and Promotion; Promotion Only DP Reappointment (<i>Dept P&B ONLY</i>)	Thursday, 10/14/22	Friday, 10/28/22
SPRING 2022		
1 st Reappointments; Adjunct Promotions (<i>as needed</i>)	Thursday, 2/23/23	Friday, 3/10/23
Faculty Leaves - Spring 2024 (<i>Dept P&B ONLY</i>) Adjunct Promotions (<i>as needed</i>)	Thursday, 3/30/23	Friday, 4/21/23

Dept P&B Committees may meet any time after FIDO access is granted. All tabulated votes and related forms are due to the Office of the Provost on the dates provided.

Review Committees may begin reviewing files any time after FIDO access is granted. However, the committee may only vote after the Provost Office has confirmed receipt of the **Dept. P&B vote and signed Form F**. All tabulated votes and related forms are due to the Office of the Provost on the dates provided.

Both Departmental P&B and FPC Review Committees are responsible for scheduling virtual committee meetings and electronic voting. Please contact facultyservices@jjay.cuny.edu if the committee requires a deadline extension.

DRAFT