



**FACULTY PERSONNEL COMMITTEE  
AGENDA**

**Friday, December 13, 2019**

Room L.61, New Building

**11:00 am-2:00 pm**

***Meeting Open to the Public 11:00 am – 12:15 pm\****

- I. Welcome**
- II. Approval of Minutes, 9/13/19 meeting**
- III. Fellowship Leaves (Recent PSC-CUNY Contract Update)**
- IV. PSC Concerns – Tenure and Promotion Process**
- V. New Business and Announcements**

***Executive Session – Full Faculty Personnel Committee 12:15 pm\* – 2:00 pm***

- I. Initial appointments (Fall 2019 – Spring 2020)**
- II. Faculty Academic Leaves**
- III. Distinguished Professor Nomination**
- IV. Distinguished Professor Reappointment**

**Spring 2020 PFC/ FPAC Meetings:**

Faculty Personnel Appeals Committee	Friday, February 14, 2020
Faculty Personnel Appeals Committee	Friday, February 28, 2020
Faculty Personnel Appeals Committee	Friday, March 13, 2020
Faculty Personnel Appeals Committee	Friday, March 20, 2020
Full FPC	Friday, April 3, 2020
Full FPC	Friday, May 1, 2020

**Notes:**

**\*All times are approximate**



## FACULTY PERSONNEL COMMITTEE MINUTES

Friday, September 13, 2019

Room L.61, New Building

9:30 am-1:00 pm

**NOT YET APPROVED – will be voted on at the 12/13/2019 FPC Meeting**

***Meeting Open to the Public 9:30 am – 11:30 am***

*Meeting convened: 9:39 am*

### **I. Welcome**

All those present introduced themselves individually to the committee.

Adding to the Agenda:

President M. asked if anyone wanted to add anything to the agenda before proceeding.

### **II. Charge to the Committee (2019-2020 Personnel Action Process)**

President M. spoke briefly about the importance of FPC file reviews and how vital it is to know the process. She gave the floor to the Director of Faculty Services (Kyeanna B.) for more information on this topic.

Kyeanna B. explained how the voting and review of files process works. She referred to the P&B process and how review committees are organized. She explained how quorum is found and also described how actions are broken down in groups. Deadlines were also explained and mentioned the proposed date for files to be open to the P&B (9/18/19) and for the Review Committee (9/25/19). Kyeanna described the process of choosing first and second readers for the review committees and how vital to the process this selection was.

Faculty was also reminded of when to pick-up voting packets (the office would inform faculty when they were ready), the importance to view both files (FIDO and Hardcopy), and how faculty must make file review appointments by e-mailing [academicaffairs@jjay.cuny.edu](mailto:academicaffairs@jjay.cuny.edu).

### **III. Approval of Minutes, 5/03/19 meeting**

President M. requested a change to the minutes on page 2 to remove the sentence starting with “President M. made it clear....” And just have it be “President M. asked...”. Alisse W. moved for the motion and Mangai N. seconded.

### **IV. Faculty Personnel Appeals Process, Taskforce Report**

President M. gave a backstory of the initial discussion of the appeals process.

Ned B. discussed what the written narrative explained and the possible solutions for a new appeals committee could be. He expressed his favor towards option 3 as he wanted people that had experience with the FPC part of the appeals process.

Monica S. spoke about what options were most in favor. Option 2 seemed to be what they were leaning into. It was for the number of committee appeals members to be reduced and have people that were not part of any reviews beforehand (fresh eyes). Option 3 was also an option that was favored because it would include members that had experience with the process rather than have people that have not had the experience of being in the FPC before at all.

Jonathan J. seconded Ned's favor towards option 3 because while option 2 seems appealing, - that faculty up for action would want a set of fresh eyes to look at their work, with a group of members that have not been part of any FPC process-; he would still think it is best to have people with experience.

Benjamin B. seconded Monica's favor towards option 2 as he believed a new fresh set of eyes would be better. He did not feel that a lack of experience hindered a valid review of someone's work.

Jessica G-N questioned if all options made sure, that members were recused if they had anything to do with a specific candidate's initial voting process. President M. answered yes, members would still be recused if they had anything to do with the candidate's previous votes.

President M. gave further details on the purpose of discussing a change to the appeals committee. She discussed that the current grouping is too large to be able to have a meaningful and timely conversation about a faculty's action and too large to hold a deliberative decision. Thus looking for a new option was needed.

Jay H. Added some observations: a lot of faculty members have election fatigue and emphasized of needing an appeals committee change may be due to a difficult last semester.

President M. made a clarification in response to Jay H. She clarified that the appeals discussion was not driven from a difficult last semester, but rather from various other concerns that have been brought to her attention over time. One example is the concern of having non-FPC members being on the committee.

Angela C. asked if we should still have a discipline expert to speak during the appeals process, when there will be review committee members already part of the appeals committee, but just don't vote.

President M. asked all members to take a turn to share their opinions/concerns with the change to the appeals committee and what option they favor most (or if none at all).

A majority expressed that they do want to make the committee smaller, but are not sure what the best options are and what the smaller committee should look like. Some requested more information on what other college's do for the appeals process. Some expressed not being ready to vote on the matter. A few also expressed their favor of keeping the committee as it currently stands.

From the consensus of the room President M. gather that this item was not ready for a vote.

Angela C. was added to the Appeals Discussion Committee.

## **V. New Business and Announcements**

### Ten Year Look-Back:

Kyeanna gave a quick review of that the packet handed out was regarding. She also explained what the first page (yellow sheet) depicted. She explained the outcomes of candidate actions and what the numbers show for overall negative/positive results for specific types of actions.

Ned B. expressed the request to show an overall progress sheet of candidates throughout the year.

Andrew S. expressed concern for some errors on the sheet and Kyeanna will be looking at the numbers to correct any errors or provide any clarification as to why the numbers stand as they do.

**Open Session adjourned: 11:30 am**

**Eligibility for Fellowship Award (Sabbatical):**

**Amend** Article 25.3 (a) as follows:

Eligibility: It is the intention of the parties that the funds for fellowship awards be limited to instructional staff members of the permanent instructional staff. Tenured members of the permanent instructional staff (including, for these purposes, instructional staff who have been approved for tenure effective the following September 1), and those holding the title Lecturer with a certificate of continuous employment, who have completed six years of continuous paid full-time service with the University exclusive of non-sabbatical or fellowship leave shall be eligible for a fellowship award. Individuals in professorial titles who are on leave from the title Lecturer with a certificate of continuous employment shall be eligible for a fellowship award. Service shall include service in a school or college maintained in whole or part with City funds immediately preceding service in a college or institution under the jurisdiction of the Board of Trustees, provided that credit for such prior service shall not exceed three (3) years. Fellowship leaves awarded for the Fall semester or for the full academic year shall begin on the day full-time teaching faculty are scheduled to return from annual leave under Section 14.1.

**Clinical Professor - Medical Series:**

The parties will establish a labor/management committee to discuss the existing limitations on service in the Clinical Professor - Medical series title under Section 11.7.

**Salaries above Base:**

**Amend** the Pilot Program under Second Addendum to Settlement Agreement to provide that the pilot program will extend through the end of the 2023-24 academic year.

**Add** the following titles as eligible for a salary above base:

- Distinguished Lecturer
- Clinical Professor

**Non-Teaching Adjunct Rates and Assigned Overtime Rates:**

**Amend** Article 24.2 (b) to delete the following sentence:

Salary schedules for Non-teaching Adjunct I - V have been added to Article 24, which contains rates applicable to employees who are remunerated at a rate of 60% of the adjunct or hourly rate.

**Amend** the following sentences in Article 24.7 ("Assigned Overtime Rates") effective 8/25/2022, as follows:

a. Counseling

All other non-classroom staff engaged in counseling assignments shall be remunerated at the appropriate non-teaching adjunct or hourly rate.

b. Professional Library Staff

Associate Professors, Assistant Professors and Instructors shall be remunerated in accordance with the appropriate non-teaching adjunct/hourly schedule and in accordance with the stated guidelines.

c. Professional Registrar Staff

Associate Registrars and Assistant Registrars shall be remunerated in accordance with the appropriate non-teaching adjunct/hourly schedule and in accordance with the stated guidelines.

d. Professional Business Management Staff

An employee who was converted from an Assistant Business Manager or Assistant to Business Manager title effective January 1, 1988, to a HEO series title and remains in the converted HEO series title performing the same duties performed in the former Business Manager series title shall be remunerated in accordance with the appropriate non-teaching adjunct/hourly schedule and in accordance with the stated guidelines.

**Continuing Education:**

Salary increases in the Supplemental Agreement will conform to the terms of this MOA.

The parties agree to meet prior to January 1, 2020, to discuss CETs in the Math Start program who are appointed as full-time CUNY Start Instructors and their placement on the CUNY Start Instructor salary schedule.

The parties also agree to meet and discuss implementation of an hourly pay rate schedule that incorporates existing service increments for CETs teaching in the Math Start program.

**CLIP and CUNY Start Instructors:**

**Amend** Appendix D to provide that CLIP and CUNY Start Instructors hired on an annual basis shall receive written notice of reappointment or non-reappointment on or before July 1.

The parties agree to meet prior to March 1, 2020, to discuss language to be included in Appendix D concerning the location of, content of, and employees' access to their personal personnel files.

The parties also agree to meet and discuss eligibility for Travia Leave and retiree health insurance benefits for CLIP and CUNY Start Instructors in the optional retirement program.

**Hunter Campus Schools Teachers:**





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## **Article 25: Research, Fellowship, and Scholar Incentive Awards\*** <sup>[1]</sup>

\*Effective with the 2010 - 2011 academic year, Articles 25.1 and 25.2 were superseded by Letter Agreements dated August 17, 2010, February 7, 2012, and February 27, 2014. For the current terms, see the [February 27, 2014 Letter Agreement](#) <sup>[2]</sup>.

25.1 The parties agree that the University shall provide funds for research and fellowship awards.

The following sums shall be provided for PSC/CUNY Research Awards:

Effective September 19, 2007 - \$3,622,958

Effective March 19, 2010 - \$3,704,218

Effective July 1, 2014 - \$3,884,218

### 25.2 PSC-CUNY Research Awards

(a) Eligibility: It is the intention of the parties that the funds for research shall be available without restriction to all full time members of the instructional staff, and the junior members of the faculty in particular, who are on the regular University payroll processed through the Office of the Comptroller of the City or State of New York. The parties further intend that research funding shall be used to support activities in the creative arts and all academically relevant research in the areas of natural science, social science and humanities, including but not limited to research related to curriculum development, improvement in teaching, adaptation of standard educational techniques to special clientele and the relationship between technical or occupational training and the liberal arts curriculum.

(b) Committee: The Chancellor shall appoint a faculty committee to be composed of representation among the Biological Sciences, the Physical Sciences, the Social Sciences, the Humanities, the professional schools and a representative of the non classroom professional staffs. Such committee shall be constituted as the University Committee on Research Awards, charged with the responsibility to make, in its discretion, research grants to individual instructional staff members of The City University of New York. The Chancellor may designate such University personnel as required for the financial administration of the research fund.

(c) The Committee shall be responsible for establishing guidelines for the application and approval of research awards and shall communicate these procedures to all members of the instructional staff.

### 25.3 Fellowship Awards

(a) Eligibility: It is the intention of the parties that the funds for fellowship awards be limited to instructional staff members of the permanent instructional staff. Tenured members of the permanent instructional staff, including those holding the title Lecturer with certificates of continuous employment, who have completed six years of continuous paid full time service with the University exclusive of non sabbatical or fellowship leave, shall be eligible for a fellowship award. Individuals in professorial titles who are on leave from the title Lecturer with a certificate of continuous employment shall be eligible for a fellowship award. Service shall include service in a school or college maintained in whole or part with City funds immediately preceding service in a college or institution under the jurisdiction of the Board of Trustees, provided that credit for such prior service shall not exceed three (3) years.

(b) Applications:

1. Applications for a fellowship award may be made for the following purposes:

- (i) Research (including study and related travel)
- (ii) Improvement of teaching
- (iii) Creative work in literature or the arts

2. Such application shall also state that the applicant will continue to serve for at least one year after expiration of the term of his or her leave unless this provision is expressly waived by the Board of Trustees.

3. The application in the form of a plan shall be submitted to the appropriate departmental committee and, if approved, to the college committee on faculty personnel and budget. If the latter committee approves, it shall forward the application to the President with its endorsement. Such endorsement must state that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave, and that the work the applicant intends to do is consonant with the principles of the fellowship leave. The President shall transmit such application to the Board of Trustees, with his or her own recommendation.

4. The Board of Trustees will consider the advantage of the applicant as a scholar and teacher to be expected from such a fellowship award, and the consequent advantage through his or her service to the college. Special consideration shall be given to those applicants who have not had a sabbatical leave or fellowship in fourteen (14) or more years.

5. Application may be for one of three types of fellowship leaves:

- a full year leave at 80% of the bi-weekly salary rate
- a one-half year leave at 80% of the bi-weekly salary rate
- a one-half year leave at full pay

There is an expectation that there will be a minimum of one half-year leave at full-pay every other year at each college.

Fellowship leaves received by members of the instructional staff who serve in the libraries will be of the same duration as those of other instructional staff. Members of the instructional staff who serve in libraries will not accrue annual leave during the period of the fellowship leave.

Members of the unit who receive a full year fellowship leave at 80% of the bi-weekly salary rate may, at their option, upon written notice to the President no later than October 30 or March 30, whichever is applicable, terminate the fellowship leave after one half year.

Where fellowships are terminated upon request under Section 25.3 (b) 5, such termination relieves the University of any obligation to further claims for the second half of the leave, but does not