

Greetings & Welcome New Faculty!

We are delighted that you will be a member of the John Jay College faculty in **Fall 2024**. By joining the college, you will become part of the social justice mission that is our hallmark. You will be joining a faculty that is recognized for innovative scholarship and outstanding teaching. You will be preparing diverse students for lives of ethical leadership, global citizenship, and engaged service. Our faculty play an important role in helping our students achieve their academic and professional goals, and, of equal consequence, become life-long learners. You join over **430** full time faculty colleagues, many of whom share your research interests and your enthusiasm for teaching and mentoring students at all levels of the curriculum, from freshman learning communities to doctoral seminars.

Unique to our campus, we have a community hour from 1:40 to 2:50 each day, which allows for deeper and more meaningful exchanges between faculty and students within and outside of their academic departments. We see this time and the activities that take place during it as essential to our success in student engagement and in building a sense of common purpose. To get a sense of the community you are joining, please explore our website at www.jjay.cuny.edu. Please go directly to the Academic Affairs website at www.jjay.cuny.edu/academics and Office of the Provost www.jjay.cuny.edu/about/governance-senior-leadership/academic-affairs/office-provost updates and events for faculty. The most recent John Jay News can be found at <https://www.jjay.cuny.edu/news-events/news>.

The purpose of this letter is to prepare for your arrival and to notify you of some key events designed to welcome you to campus.

In addition to your annual salary as documented in your appointment letter, the college has agreed to support you in the following ways:

Teaching Expectations

Full-time, tenure-track (TT) faculty teach 6 courses (18 credit hours) per year (typically 3/3). Untenured TT faculty receive 8 courses (24 hours) of reassigned time, six courses to be used during the first five pre-tenure years and two post-tenure, to support your scholarly and/or creative activity. Lecturers teach 8 courses (24 hours) per year (typically 4/4).

Technology

The College provides faculty members with a desktop computer linked to a printer as part of the standard office set up.

Special Funding

For conference travel, you must rely on the academic travel allocation to your department from which faculty travel is funded.

Additional Funding

If applicable, additional funding is outline in a separate Start-Up New Hire Checklist and/or Memorandum of Understanding (MOU). If you have not received your letter please contact Kyeanna Bailey, Director of Faculty Services at kbailey@jjay.cuny.edu. Please include a copy of your email communication with Provost Pease to expedite your request.

Questions related to accessing funding and equipment procurement please email the office of Academic Operations and a copy of your Start-Up/MOU Letter (AcademicOperations@jjay.cuny.edu).

Benefits

Information about faculty benefits can be found at <https://www.jjay.cuny.edu/about/governance-senior-leadership/finance-administration/human-resources> (Human Resources Main page. Please navigate to find various resources and information).

Additional resources for faculty:

- COVID-19 [Health & Safety Guidelines](#)
- [Faculty Affairs](#) (CUNY)
- [Faculty Services](#) (JJC)
- [Faculty Events and Updates](#)
- [Lloyd Sealy Library](#)
- [Office of Advancement and Research](#)
 - [Funding Opportunities](#)
- [Teaching & Learning Center](#)

Contact Persons

Angela Crossman, Interim Dean of Faculty, works with faculty to create a sense of community, trust, and involvement through regular formal and informal events and opportunities for engagement and support. Dr. Crossman may be reached at acrossman@jjay.cuny.edu.

Kyeanna Bailey is the Director of Faculty Services. In addition to working with new faculty, Dr. Bailey facilitates faculty personnel-related matters and general faculty inquiries. Faculty Services supports faculty as they progress through the reappointment, tenure, and promotion process, known at John Jay as the Faculty Personnel Process. If you are a foreign national, Dr. Bailey is also the person to contact to begin visa processes. Dr. Bailey may be reached at kbailey@jjay.cuny.edu.

Website: www.jjay.cuny.edu/faculty-services

General Inquiries: FacultyServices@jjay.cuny.edu

Kinya Chandler, Interim Associate Provost of Strategy & Operations, and the Operations staff handle all aspects of start-up including accessing funds and equipment procurement. Associate Provost Chandler handles administrative and financial matters for the Office of the Provost and division of Academic Affairs. Associate Provost Chandler may be reached at kchandler@jjay.cuny.edu.

Website: www.jjay.cuny.edu/academic-operations

General Inquiries: AcademicOperations@jjay.cuny.edu

We look forward to seeing you in Fall 2024 & Spring 2025!

Sincerely,

Office of the Provost
Dean of Faculty
Faculty Services