



FACULTY PERSONNEL COMMITTEE AGENDA

Friday, May 9 2025 ~ 10:00 am – 12:00 pm

In-person: Moot Court (6.68 NB)

Zoom Link

For FPC members with approval to attend via zoom and guest.

<https://jjay-cuny.zoom.us/j/81267899035?pwd=hrc4ktFFMjTI6aQ0i9ez8JKqZDbxLr.1>

Meeting ID: 812 6789 9035 **Passcode:** 752344

9:45 am – 9:55 am – Meeting check-in/sign-in.

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

- I. Welcome
- II. Approval of Minutes, 04/04/25 meeting
- III. Personnel Process Ad Hoc Committee Report-Updates (*M. Brownstein* and *A. Crossman*)
 - 1) Constitution of Appeals Committee
 - 2) Personnel Process Revisions
- IV. 2024-2025 Personnel Committee Overview (*A. Crossman*)
 - 1) Department Chairs: Share experience regarding post-vote discussions with faculty.
 - 2) Review Committee Chairs: Share concerns and feedback in terms of process and candidate materials.
 - 3) Trends, Feedback, Concerns, Process Gaps (open to all committee members)
- V. New Business and Announcements

*Meeting materials (minutes; documents to inform discussion; materials for Executive Session, etc.) are in Dropbox:

<https://www.dropbox.com/scl/fo/e8ezzycty3msvjx6adxkt/AOcsBV4K6lsI5tQA-9fgPqY?rlkey=fjihqgby0io1c2naic6hvfq47&st=lf10xenl&dl=0>

2025-2026 FPC Schedule

Next year's calendar is in-progress. The calendar, voting deadlines, meetings and review committee assignments will be share with the 2025-2026 committee by the end of June 2025.



FACULTY PERSONNEL COMMITTEE MINUTES

PENDING APPROVAL

Friday, April 4 2025 ~ 10:00 am – 12:00 pm

In-person: Moot Court (6.68 NB)

Meeting Convened: 10:08am (no quorum in room, but quorum with Zoom, 3 members on the way)

Meeting Adjourned: 11:48am

Open meeting attendees:

Michael Brownstein, Anthony Carpi, Angela Crossman, Susannah Crowder, Geert Dhondt, Crystal Endsley Taylor, Gail Garfield, Jay Gates, Heath Grant, John Gutierrez, Richard Haw, Shweta Jain, Erica King-Toler, Ali Kocak, Vicente Lecuna, Maxwell Mak, Evan Mandery, Simone Martin-Howard, Karol Mason, Adam Mckible, Mickey Melendez, Jean Mills, Allison Pease, Nicholas Petraco, Jason Rivera, Jennifer Rosati, Stephen Russell, Andrew Sidman, Edward Snajdr, John Staines, Daryl Wout, Myrna Forney, Karen Kaplowitz

Zoom Link

For FPC members with approval to attend via zoom and guest.

<https://jjay-cuny.zoom.us/j/84850283214?pwd=jbehTFiluBHbnVB1B2JBcwjXvbMlAc.1>

Meeting ID: 848 5028 3214 Passcode: 242800

9:45 am – 9:55 am – Meeting check-in/sign-in.

Meeting Open to the Public 10:00 am – 11:30 am

- I. Welcome
- II. Approval of Minutes, 02/07/25 meeting
Motion approved
- III. Personnel Process Ad Hoc Committee Report (*M. Brownstein and A. Crossman*)
 - 1) Service Clarification*
 - Gail G. voiced concern over faculty in reappointment ranks, not being able to serve on college-wide committees. Faculty at these ranks mainly serve on department committees, as it may be more appropriate to their ranks. Michael B. agreed to clarify service expectations for different rank levels.
 - *Vote of hands: confirmed to adopt*
 - 2) Distinguished Professor Nomination Clarification*
 - committee did not require discussion nor did members raise questions or concerns
 - *Vote of hands: confirmed to adopt*
 - 3) Personnel Process Revisions
 - President Mason asked for clarification of 10-day appeals window (is it calendar days?). Michael B. will look into this.

-Provost Pease asked for a safeguard allowing only for a direct appeal to the President, if the candidate exhausted their other appeals process first. Kyeanna B. clarified that a direct appeal to the president is a safeguard in itself, meant to be used in the absence of a college's appeals mechanism. Since John Jay does have an appeals process, candidates should use it before a direct appeal to the President. She suggested updating our language to better reflect this standard.

-Committee expressed concern over the appeals compressed timeline.

-Richard H. noted that candidates have multiple chances to appeal. Michael B. stated, there is an expectation for candidates to appeal negative results. The process of each appeal, with each being looked at differently by different people, allows the candidates to decide what works best for them. In the end, the process should be faculty lead as much as possible.

-Committee supported the idea of having a "tick-box" form that candidates could fill-out when requesting an appeal. Although it was unclear if the candidate should also be allowed to submit a written statement or updated materials with the form.

-Committee requested that if any changes to the appeals process are approved, that they be detailed in the FPPG guidelines.

-Committee raised concerns over Chairs submitting a written letter of reasons that could potentially show bias, this could cause problems for Chairs. Committee was unsure on how best to keep such documentation confidential. Myrna F. shared that while there is a way to define the confidential process within our FPPG guidelines, certain items can still be considered "discoverable" should the College receive a grievance.

-Kyeanna B. inquired, if a candidate were to be given two "no's, and thus moved to another level of appeal, would they be able to write two statements? Committee would need to decide those specifics.

-President Mason acknowledged, the Committee's goal for the final decision not to come to her until a candidate has already gone through an appeal process first. She was supportive of adding language that indicates candidates do not have the right to a direct appeal, until they have gone through the appeals process. She also recommended adding a note that those changes are contingent upon the new collective bargaining agreement.

-Kyeanna B. described with caution, what this new process (if approved) would entail. She outlined the actions and timeframes for the Fall (reappointments, tenures, academic leaves, appeals, FPC/specials) and for the Spring (1st reappointments, promotions, academic leaves, appeals, adjunct reclassifications, FPC/specials). She also reminded the committee that Fall in particular, would be a tight window as final votes would need to be presented to the president before Dec 1 (or more accurately, prior to Thanksgiving as the college is usually closed for holiday in the last days of November). Spring in particular would also require a fuller schedule with the added promotion actions.

-Michael B. emphasized that the committee also had the option of doing nothing and instead keep the process as it stands today, should they all prefer it that way.

4) Constitution of Appeals Committee

-Committee had serious concerns over lack of representation (e.g. race, gender, rank, discipline, etc.) if only full professors made-up the appeals committee.

-John S. raised concerns about workload increase for these appeals members

5) Statement of Values*

-committee asked to remove "and only in extreme circumstances" and proposed to add the statement to the FPPG guidelines.

**Vote of hands: confirmed to adopt*

6) Bonus considerations

- Topic 1) P&B Chair writes letter of reasons for its vote. Committee concern(s): will the letters of reasons between committees be confidential? Myrna F. stated they are confidential only among the process. Many still have concerns about the letters showing bias and having that represented in a written document.
- Topic 2) FPC to hold annual “debrief”. Committee concern(s): committee did not require discussion nor did members raise questions or concerns

IV. New Business and Announcements

Kyeanna B. requested of President Mason, clarification/verification in writing of the following:

- Policy to conduct business in-person with Zoom members counting towards quorum (specifically those without prior certification to join remotely)
- Policy of voting rights for Zoom members (specifically those without prior certification to vote remotely)

Executive Session – Full Faculty Personnel Committee 11:30 am – 12:00 pm

I. Professor Emerita Exception (1)

II. Distinguished Professor Nomination (1)

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit

<http://johnjay.simplyvoting.com> before 4/4/25 to ensure your access is enabled. The FPC ballot will appear during Friday’s meeting.

Login Credentials

Username: *JJC email*

Password: *Password associated with your JJC email account*

*Meeting materials (minutes; documents to inform discussion; materials for Executive Session, etc.) are in Dropbox:

<https://www.dropbox.com/scl/fo/92615zo9peebygdj6tam/AJ6SnwzlPTN3pKetGvE8jY?rlkey=ajs9z6qofwhhmi9z4y9ytjim&st=zgmifxkk&dl=0>

Upcoming FPC Meetings – All meetings listed below are scheduled for in-person

Full FPC

Friday, May 9, 2025 – 6.68 New Building