



FACULTY PERSONNEL COMMITTEE MINUTES

Friday, September 11, 2020
11:00 am – 3:00 pm, via [ZOOM](#)

Meeting commenced: 11:06 am

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

I. Welcome

-Faculty and staff introduced themselves. President Mason welcomed new members.

II. Approval of Minutes, 05/01/20 meeting

-Action was motioned by President Mason and approved via ZOOM poll.

III. Fall 2020 Personnel Process Updates

-President Mason presented the topic and informed everyone that Angela C. and Kyeanna B., had been leading a project for Faculty Services to scan hard copy files from campus onto electronic platforms, such as DropBox.

-Kyeanna B. detailed the scanning project process: After acquiring needed approval, Faculty Services was permitted on campus to review candidates' hard copy files. FS (Faculty Services) reviewed files in order to pull any documentation that would be otherwise unavailable for faculty to upload on their own to FIDO. Types of documentation included guidance letters and/or information on leaves that may have extended their clock time. Such files would be organized and uploaded to FIDO, but if any documents were found to be of confidential nature, FS would organize and upload it to DropBox instead, such as external letters. Fortunately, many documents are already located on FIDO, such as observations, evaluations, and works of scholarship.

-Ned B. asked if candidates would know what their confidential files contained. He was told that the confidential files would include what they had always included (e.g., external evaluator letters for T&P candidates) with the addition of vote history summary sheets (all candidates). All other materials are not considered confidential.

-Ben B. asked if there was a way to download documents stored on FIDO in bulk. He was told that there is currently no way to view items in that format and reminded that candidate materials were only to be viewed (not downloaded) by reviewers.

-Gail G. asked when appellant files would become available, to which she was answered: that scheduling actions for appellants have not been determined yet, but hardcopy files for these candidates have also been scanned and are on standby when needed.

-Angela C. provided further details on the personnel folder process. She outlined the precautions the department was taking to ensure the confidentiality of these files. FS will make folders for each candidate on DropBox. Thus, it is imperative for FPC members to claim their free DropBox accounts. Each reviewer will only have access to the candidate's materials they are assigned to. Folders on DropBox are also timed, after a certain window, access will be taken away. Files are also kept as "view only" documents to avoid tampering.

-President Mason requested that Kyeanna B. send an email to FPC members reminding them to claim their CUNY e-mail accounts.

-Gail G. inquired about the FIDO log-in process, to which Kyeanna B. responded that the login process is the same as past years - no changes to the website in that area. Faculty are to use their JJ e-mails and passwords.

-Ben B. asked which account would be used for DropBox and Kyeanna B. confirmed that JJ email accounts will be used for the immediate future. Moving forward she will email faculty to request their CUNY login usernames (e-mails) so that future DropBox invites will be sent to those accounts.

IV. New Business and Announcements

-Kyeanna B. discussed the status of anticipated updates to FIDO in collaboration with DoIT. The updated FIDO version (FIDO 4.0) will be moved to a dedicated JJ server to provide more security for candidate files. Other updates will include additional data space has also been provided to support all the documents faculty are uploading and cosmetic improvements to make the interface more user friendly. Full implementation for FIDO 4.0 is planned for spring 2021.

-Angela C. went over COACH recommendations on applying different measure for faculty productivity and work life. Gail G. gave feedback, requested more clarity in the details of the recommendations. President Mason suggested getting more feedback from faculty as well. Angela went on to discuss evaluations and shared a rubric that would help with evaluating faculty for online teaching.

-Paul N. recommends that faculty go through training for online teaching and that the rubric should reflect whether or not a teacher was trained.

Meeting adjourned: 12:16 pm



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 commenced: 10:11am

I. Welcome

President Mason tabled two FPC items submitted from Paul N. and Ned B. for the next FPC agenda in May.

II. Discussion of Guidelines for Listing Foreign Language Publications on Form C (Proposal submitted by Gail Garfield in 3/2021)

Gail started her discussion by clarifying that she did not seek to change the current personnel review standards, rather she's looking to develop guidance for reviewers to evaluate the merits of scholarly material that are written in foreign languages. She asked the committee their thoughts on what would be the best course of action for reading these materials: "do we ask candidates for a transcript of the translation of the publications or seek outside resources for assistance?" Overall, she felt it was important to give a fair review of applicants form Cs and publications.

President Mason asked Gail to share how the Sociology committee addressed this issue in their current voting. Gail shared that they reached out to librarians at John Jay and other CUNY colleges for guidance.

Lucia T. spoke about reaching out to other CUNY librarians and finding out that some colleges had written policies in place for reviewing foreign materials.

Rosemary B. spoke about asking Angela C. for guidance on how to interpret a candidate's file. Angela C. agreed that reaching out to other librarians for support was a good idea. Through this process, they found someone at Harvard that was able to speak to the quality of the publications of these candidates.

Ned B. wanted to know if there is any flexibility in the personnel process for an earlier external review in the third or fourth year to put in the file as a resource.

Provost Li agreed that having support from expert librarians is helpful in determining the quality of materials from candidates. He also liked what Ned B. said regarding getting an expert on a candidates'

language to evaluate materials. However, he expressed that there should still be a separate guideline for foreign reviews in general.

Paul N. asked if the Sociology committee could explain what they found other colleges were doing in these situations. Lucia T. answered that some colleges had a written policy making it the college's responsibility to find a qualified reviewer to comment and evaluate on the foreign language materials. Colleges also noted that these materials were just as valid as any other English language materials.

President Mason asked for volunteers to research this topic further. Volunteers included: Rosemary B., Elsa-Sofia M., Maki H., Angela C., Chevy A., Katarzyna C., Lucia T., Gail G.

Elsa-Sofia M. shared that reviewers should focus on the peer-reviewed quality of the publications and get assistance from librarians too rather than looking at outside resources.

Vicente L. asked to change the term "foreign language" to "other than English". President Mason agreed.

Warren shared concerns about where all this would lead the committee. He explained that not everyone is an expert in everyone's field. Committees mainly refer to the expertise of external reviewers or peer-reviewed journals to evaluate the merits of publications. He argue that if committees start to need outside resources to read publications, then what is stopping them from then using outside resources to read all the things in a general file that committees are not experts in as well.

Rosemary B. added that not all different language materials are peer-reviewed, such as books or specially funded projects.

Alisse W. added that she thinks this is critically important if we are serious about decolonizing our universities. She also suggested that since we are at the end of the semester with some faculty leaving Chair positions, maybe Gail G.'s committee could revisit the volunteer list in the Fall. President Mason agreed that this was a good point. She suggested Gail use the summer to figure out the lay of the land while herself and Provost Li figure out what they can on the CUNY side and then Gail can revisit this in the Fall to solicit more participation.

Paul said we are supposed to read a candidates entire file and if we cannot literally read materials, we are not completing our part. He also understood Warren's point, but thinks we should walk away from impact factors because it may not take into consideration books and various ways in which certain journals may rate disciplines.

III. Adjunct Promotions (Proposal submitted by Ned Benton in 2/2021)

Ned B. gave a brief overview of the proposal, explaining that the plan involves integrating the adjunct promotion process into the current faculty personnel committee process.

Ned B. moved for the Motion of adopting this proposal. David M. seconded. All members agreed unanimously.

Ned B. will find out if this proposal needs to go to the college counsel.

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

- I. Fellowship Leaves – Spring 2022 (tabled for May FPC)
- II. Recap of Fall 2020 & Spring 2021 Appeals

Meeting adjourned: 11:03am

Upcoming FPC Meetings

Friday, May 7, 2021 9:30 am – 1:30 pm



FACULTY PERSONNEL COMMITTEE MINUTES

**Friday, May 7, 2021
9:30 am – 12:30 pm**

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

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

Meeting Open to the Public 9:30 am – 12:00 pm (times are approximate)

Meeting commenced: 9:38am

I. Welcome

-President Mason took the opportunity to thank the Faculty Services Office for their service.

II. Approval of Minutes (April 9, 2021)

-Warren E. moved for motion to approve minutes, Geert D. seconded the motion. The motion passed.

III. Fellowship Leave Proposal

-President Mason and Provost Yi presented the proposal to add fellowship leaves on to the same voting path as the rest of the voting actions (such as reappointments).

-Ned B. moved for motion to approve the Fellowship Leave Proposal, Geert D. seconded the motion. The motion passed.

-Jay G. requested to change the language from “sabbatical leave” to “fellowship leave”. Jay G. moved for motion to change the language, Warren E. seconded the motion. . The motion passed.

IV. Proposals Submitted by Ned Benton/Council of Chairs

Proposal I (appeal process)

-Concerns were raised regarding minimizing the number of members in an appeals committee. There were also concerns on having a committee made up mostly of department Chairs and admins to faculty. The committee felt it could have the potential of marginalizing candidates. It was also requested to provide more clarification on how alternate members would be selected be it by each review committee selecting a member or the Provost selecting a rotating member from the pool of those selected by the review committees. It was suggested to add

additional language to the proposal in which describes that an alternate member, selected by the Provost, would be added as a seventh member. Due to concerns over lack of clarity on the language of the proposal, the committee agreed to have Tony B. write up a new summary of the proposal.

-Tony submitted the new language for section 2D4. Geert moved for motion to change the language, Ned B. seconded the motion. The motion passed.

-Ned motioned to vote on the proposal (with the new language), Maki H. seconded the motion. The motion passed.

Proposal II (faculty compensation)

-The committee expressed concerns with having to know all the given factors that are involved in salary negotiations to be able to proceed properly.

-It was requested to edit the language and removed “full professor to be selected by faculty senate”.

-Ned B. moved for motion to vote on the proposal (with changed language), Geert D. seconded the motion. The motion failed.

Proposal III (Criteria for Scholarship)

-issues arose involving the language used in the proposal. Tony B. mentioned that the CUNY Board would need to approve the criteria’s language. Additionally, members were concerned that the more specific the guidelines were made, the more the chances there would be for appeals. Other members expressed the opposite, and believed it would be good to have specific guidelines that the department shares with the FPC as their standards. This would deter members of other departments from applying their own standards to other disciplines.

Proposal Submitted by Paul Narkunas

-Committee members were concerned with having chairs involved in the review process. Some spoke on the suggestion to have Chairs in the room during reviews to give minimal feedback, but not allowing them to present on the action.

-Paul N. moved for motion to approve the proposal, Geert D. seconded. The motion failed.

V. Announcements

-President Mason took the opportunity to thank the Committee for their service during these trying times.

Executive Session – Full Faculty Personnel Committee 12:00 pm – 12:15 pm (times are approximate)

I. Fellowship Leaves – Spring 2022

Meeting adjourned:

Materials for Open Meeting Items II – V are available [here](#)