



FACULTY PERSONNEL COMMITTEE
Friday, September 15, 2023 ~ 10:00 am – 12:00 pm*, via [ZOOM](#)
Meeting Minutes

Meeting Convened: 10:04am

Meeting Adjourned: 11:44am

Open meeting attendees:

Rosemary Barberet, Michael Brownstein, Claudia Calirman, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Angela Crossman, Susannah Crowder, Geert Dhondt, Gail Garfield, Robert Garot, Heath Grant, John Gutierrez, Maria Haberfeld, Shweta Jain, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Mak Maxwell, Evan Mandery, Karol Mason, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Andrew Sidman, Edward Snajdr, Katherine Stavrianopoulos, Robert Till, Daryl Wout, Karen Kaplowitz, Ned Benton

Meeting Open to the Public 10:00 am – 11:15 am*

- I. Welcome
- II. Approval of Minutes, 05/12/23 meeting
Committee approved minutes.
- III. President's Charge to the FPC (*Provost Chairing meeting & charging the committee*)
Interim Provost Pease urged committee members to read the Faculty Personnel Process Guidelines to adequately understand the guidance. Committee members were also strongly reminded to keep discussions of all personnel actions confidential.
- IV. Fall 2023 Personnel Process (*Faculty Services*)
 - Overview of Fall 2023 personnel process
Kyeanna Bailey discussed:
 - the use of Dropbox with access to all committee members via both their @jjay.cuny.edu and/or @login.cuny.edu email addresses for general materials
 - importance of RCs choosing readers, chairs, and appeals member during their first meeting
 - File review and voting protocols (FIDO, Quorum, Simply Voting, etc.)
Jennifer Dobbins discussed:
 - the use of FIDO and how to properly access it through VPN when off campus, she stressed that it must be done through the Cisco AnyConnect system administered by DOIT
 - reminded all committee members to review the FIDO Quick GuideKyeanna Bailey discussed:
 - P&Bs need a minimum for 4 votes on any given action and abstentions count as a no
 - members cannot vote on their own actions

Natalie Plaza discussed:

-all committee voting materials will be on Dropbox with exception of P&B voting results only being accessible to conveners/chairs via CUNY credentials; voting ballots are done by chairs via DOIT's simply voting system

-Academic Leave communication will be sent to P&B chairs next week

- Role and responsibilities of Committee members

Kyeanna Bailey reminded Committee members to consider the actions they will have coming up. For example, if they have a full professor promotion, but only have associate professors and a lecturer on the committee, a vote would not be possible and a separate committee would have to be created (approved by the Provost).

V. Senate Proposal on Lecturer Reclassification (*Karen Kaplowitz, Faculty Senate*)

Committee members requested a change in the language of the proposal. This revised documentation will be provided as material for the next FPC meeting in December, at which point the committee will hold a vote.

VI. Lecturers serving on P & B Committees (*Angela Crossman*)

At this time P&B members can only have one untenured person on their committee. Lecturers are considered untenured. Lecturers vote on anything except for full professor.

VII. New Business and Announcements

Executive Session – Full Faculty Personnel Committee 11:15 am – 12:00 pm*

Initial Appointments without Tenure (Fall 2023 & Spring 2024)

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit <http://johnjay.simplyvoting.com> before 9/15/23 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

Upcoming FPC/FPAC Meetings

Fall 2023

Full FPC

Friday, December 8, 2023

Spring 2024

Full FPC

Friday, February 9, 2024 (*as needed*)

Faculty Personnel Appeals Committee

Friday, February 16, 2024 **

Faculty Personnel Appeals Committee

Friday, March 8, 2024**

Faculty Personnel Appeals Committee

Friday, March 15, 2024**

Full FPC

Friday, April 12, 2024

Full FPC

Friday, May 10, 2024



FACULTY PERSONNEL COMMITTEE MINUTES

Friday, December 8, 2023 ~ 10:00 am – 12:00 pm*, via [ZOOM](#)

Meeting Convened: 10:08am

Meeting Adjourned: 11:55am

Open meeting attendees:

Michael Brownstein, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Glenn Corbett, Angela Crossman, Susannah Crowder, Geert Dhondt, Gail Garfield, Robert Garot, Heath Grant, John Gutierrez, Maria Haberfeld, Shweta Jain, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Mak Maxwell, Evan Mandery, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Andrew Sidman, Edward Snajdr, Katherine Stavrianopoulos, Robert Till, Daryl Wout, Ned Benton, Tony Balkissoon

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

- I. Welcome
- II. Approval of Minutes, 09/15/23 meeting
Committee approved minutes
- III. Revised Senate Proposal on Lecturer Reclassification (*Karen Kaplowitz, Faculty Senate*)
 - Committee did not approve proposal. Angela Crossman and Ned Benton will revise written proposal for re-discussion at next FPC meeting.
 - Interim Provost Allison Pease and Tony Balkissoon reminded committee that lectures currently have other pathways to professor lines: departments can have a search for lectures to apply to open assistant professor positions, also there is already a waiver policy in place to hire a lecturer to an open assistant professor line without having to do a search.
- IV. New Business
 - Lecturers serving on P&B Committees (*Angela Crossman*)
 - It is currently advised that P&Bs should only have one untenured person in their committee (either a lecturer or an untenured faculty member), further discussion on this at next FPC meeting.
 - Adjunct Promotion Policy and Procedure (*Angela Crossman*)
 - Discussion tabled for next FPC meeting.
- V. Announcements

Upcoming FPC/FPAC Meetings

Spring 2024

Full FPC
Faculty Personnel Appeals Committee
Faculty Personnel Appeals Committee

Friday, February 9, 2024 (*as needed*)
Friday, February 16, 2024 **
Friday, March 8, 2024**

12/08/2023

**All times are approximate
**Appeals meetings are as needed.*

Faculty Personnel Appeals Committee
Full FPC
Full FPC

Friday, March 15, 2024**
Friday, April 12, 2024
Friday, May 10, 2024

Meeting ID: 864 5353 1035

Meeting Password: 694014



FACULTY PERSONNEL COMMITTEE MINUTES

Friday, February 9, 2024 ~ 10:00 am – 11:00 am*, via [ZOOM](#)

Meeting Convened: 10:06am

Meeting Adjourned: 10:26am

Open meeting attendees:

Rosemary Barberet, Michael Brownstein, Claudia Calirman, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Glenn Corbett, Angela Crossman, Susannah Crowder, Geert Dhondt, Gail Garfield, Robert Garot, Heath Grant, John Gutierrez, Maria Haberfeld, Shweta Jain, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Mak Maxwell, Evan Mandery, Karol Mason, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Edward Snajdr, Katherine Stavrianopoulos, Robert Till,

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

I. Welcome

Committee voted to switch to in-person sessions for Full FPC meetings

II. Approval of Minutes, 12/08/23 meeting

Committee approved minutes

III. Revised FPP Guidelines: Lecturers (*Angela Crossman*)

Committee approved amendments

IV. New Business

V. Announcements

Angela Crossman will circulate draft of updates to the adjunct promotion process; requested the committee share names of faculty that write particular good peer observations or have a particularly good format for running peer observations; asked committee to submit nominees for Faculty Service to the College Award by 2/15.

Upcoming FPC/FPAC Meetings

Spring 2024

Faculty Personnel Appeals Committee

Friday, March 8, 2024

Full FPC

Friday, April 12, 2024

Full FPC

Friday, May 10, 2024

Meeting ID: 871 6039 2463

Meeting Password: 645826



FACULTY PERSONNEL COMMITTEE MINUTES

Friday, April 12, 2024 ~ 10:00 am – 12:00 pm*, via [ZOOM](#)

Meeting Convened: 10:08am

Meeting Adjourned: 11:42am

Open meeting attendees:

Rosemary Barberet, Michael Brownstein, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Glenn Corbett, Angela Crossman, Susannah Crowder, Geert Dhondt, Gail Garfield, Robert Garot, Heath Grant, Maria Haberfeld, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Maxwell Mak, Evan Mandery, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Edward Snajdr, Katherine Stavrianopoulos, Robert Till, Daryl Wout

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

- I. Welcome
- II. Approval of Minutes, 02/09/24 meeting
Motion approved
- III. Adjunct Reclassification (*Angela Crossman*)
Corrections will be made to this document in consideration to vote for the next meeting
- IV. FPC Schedule & Format 2024-2025 (*Kyeanna Bailey*)
Meetings chaired by the President (e.g. Faculty Personnel Committee & Faculty Personnel Appeal Committee) will convert to in-person sessions. P&B and Review Committee meetings can remain remote as desired.
- V. New Business
- VI. Announcements

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

- I. Professor Emeritus Exception

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Login Credentials

Username: JJC email

Password: Password associated with your JJC email account

Upcoming FPC Meetings

04/01/24

**All times are approximate*

Spring 2024
Full FPC

Friday, May 10, 2024

Meeting ID: 871 6039 2463

Meeting Password: 645826



FACULTY PERSONNEL COMMITTEE MINUTES

Friday, May 10, 2024 ~ 10:00 am – 12:00 pm*, via [ZOOM](#)

Meeting Convened: 10:09am

Meeting Adjourned: 11:39am

Open meeting attendees:

Rosemary Barberet, Michael Brownstein, Claudia Calirman, Anthony Carpi, Katarzyna Celinska, Shu Yuan Cheng, Glenn Corbett, Angela Crossman, Gail Garfield, Robert Garot, Heath Grant, John Gutierrez, Maria Haberfeld, Shweta Jain, Erica King-Toler, Vicente Lecuna, Nivedita Majumdar, Maxwell Mak, Evan Mandery, Karol Mason, Adam Mckible, Jean Mills, Allison Pease, Michael Pfeifer, Jennifer Rosati, Ellen Sexton, Andrew Sidman, Katherine Stavrianopoulos, Robert Till, Daryl Wout

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

- I. Welcome
- II. Approval of Minutes, 04/12/24 meeting
Committee approved Minutes
- III. Adjunct Reclassification Process 2024-2025
Committee approved Proposition B
- IV. New Business
Appeals Committee Composition (E. Mandery)
-E. Mandery will send proposed changes to K. Bailey, whom will forward materials to current & new FPC members. A vote will be considered at next meeting.
-President Mason requested rotating Chairs to update incoming Chairs on this item.
- V. Announcements

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

- I. Distinguished Professor Reappointment (5)

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit <http://johnjay.simplyvoting.com> before 5/10/24 to ensure your access is enabled. The FPC ballot will appear during Friday's meeting.

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Upcoming FPC Meetings

2024 – 2025 Schedule TBA

Meeting ID: 871 6039 2463

Meeting Password: 645826