FACULTY PERSONNEL COMMITTEE AGENDA

Friday, March 6, 2026 ~ 10:00 am – 11:00 am
In-person: Moot Court (6.68 NB)

Members with an approved accommodations may contact kbailey@jjay.cuny.edu for zoom link

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, 12/12/25 meeting
 III.   Personnel Process Discussion
       a) Form C subcommittee update
       b) Lecturer reappointment: slate vs individual consideration
       c) Student Evaluation of Faculty Reports & Access
       d) Two-year initial appointment
       e) Senior Lecturer promotion updates
 IV.   New Business and Announcements

Executive Session – Full Faculty Personnel Committee 11:30 am – 11:45am

   I.   Emeritus Exception

The Faculty Personnel Committee uses Simply Voting for personnel actions. Please visit http://johnjay.simplyvoting.com before 3/6/26 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 are available in Dropbox. You must use your CUNY Login (….@login.cuny.edu) to access the folder.

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

Spring 2026
Full FPC	Friday, March 6, 2026 - 6.68 NB
Faculty Personnel Appeals Committee	Friday, March 13, 2026 - Rm.630 HH
Faculty Personnel Appeals Committee	Friday, March 27, 2026- Rm.630 HH
Full FPC	Friday, April 17, 2026 – 6.68 NB
Full FPC	Friday, May 8, 2026 – 6.68 NB

FACULTY PERSONNEL COMMITTEE
MINUTES
<mark>**PENDING APPROVAL**</mark>
Friday, December 12, 2025 ~ 10:00 am – 11:00 am
In-person: Moot Court (6.68 NB)

Members with an approved accommodations may contact kbailey@jjay.cuny.edu for zoom link

Meeting Convened: 10:06am

Meeting Adjourned: 10:26am

Open meeting attendees:

George Andreopoulos, Regina Bernard-Carreno, Michael Brownstein, Anthony Carpi, Angela Crossman, Susannah Crowder, Heath Grant, John Gutierrez, Maki Haberfeld, Jay Hamilton, Richard Haw, Michelle Holder, Shweta Jain, Erica King-Toler, Vicente Lecuna, Nathan Lents, Cyriaco Lopes, Evan Mandery, Karol Mason, Mark McBeth, Adam Mckible, Mickey Melendez, Karen Okamoto, Allison Pease, Michael Pfeifer, Chitra Raghavan, Jason Rivera, Jennifer Rosati, Stephen Russell, Ellen Sexton, Andrew Sidman, Edward Snajdr

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

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

I. Welcome

II. Approval of Minutes, 9/19/25 meeting
Motion approved

III. Form C Updates
-Angela C. discussed revamping the Form C to make it more user friendly and provide more clarification on what faculty should include on the form. It should also provide limitations as to how much should be added on the form for each section, depending on the discipline. She requested to form a group to help jump start this process. The following members volunteered to join Angela C.: Erica K-T., Adam M., and Heath G.

IV. New Business and Announcements
- Senior Lecturer Guidance (*pending*)
-Angela C. announced that CUNY will be giving guidance on this and needs a group to help her plan its implementation when received. She requested 3-4 volunteers from FPC and additional Lecturers. Volunteers can email Angela C. directly to participate.
- College Lab Technician Promotion
-Angela C. announced that CUNY will be giving guidance on this too and also needs a group to help her incorporate the guidance that will be given. Volunteers can email Angela C. directly to participate.

12/4/25   **All times are approximate*

- Kyeanna B. announced a correction to the meeting dates. Initially the FPC dates posted a meeting on 3/20, that was a typo, the date is actually 3/27 2/6.

Executive Session – Full Faculty Personnel Committee 10:30 am – 10:45am

I. Emeritus Exception

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Login Credentials
Username: *JJC email*
Password: *Password associated with your JJC email account*

Meeting materials are available in Dropbox. You must use your CUNY Login (….@login.cuny.edu) to access the folder.

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

Spring 2026

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Faculty Personnel Appeals Committee	Friday, February 6, 2026 – Rm.630 HH
Full FPC	Friday, March 6, 2026 - 6.68 NB
Faculty Personnel Appeals Committee	Friday, March 13, 2026 - Rm.630 HH
Faculty Personnel Appeals Committee	Friday, March 27, 2026- Rm.630 HH
Full FPC	Friday, April 17, 2026 – 6.68 NB
Full FPC	Friday, May 9, 2026 – 6.68 NB

FORM C PROPOSED REVISIONS

Rationale

The goal of the proposed draft revisions to the Form C are as follows:
- Create a title for the form that is transparent and meaningfully related to its purpose (with an acronym possible)
- Provide a cover sheet that explains the goal of the form and sets a less intimidating tone for its purpose
- Make the form visually clearer and cleaner for faculty
- Differentiate the form to clearly accommodate the various roles of faculty users of the form (e.g., library faculty, counseling faculty)
- Reorder the form to top-load criteria that are shared by all faculty using the form (i.e., teaching, service)
- Differentiate and clarify expectations in teaching section (provide list of teaching responsibilities, then briefly summarize evidence of effectiveness and efforts to improve – with note that rationale goes in self-evaluation
- Page/word limit for self-evaluation

FEBRUARY 23, 2026

SUBMITTED BY
FPC – FORM C SUBCOMMITTEE
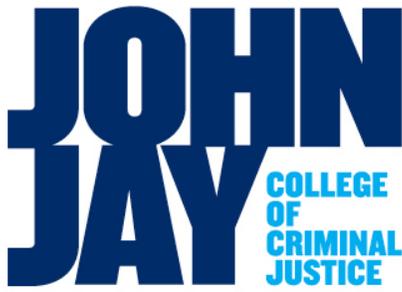
Faculty Activity Report (FAR) ~~(Form C)~~

The Faculty Activity Report (FAR) is your (the candidate's) application for reappointment, CCE, tenure and/or promotion. What you share in this form shows your department P&B and College FPC what you have accomplished in teaching, service, and scholarship (as appropriate to your role). Use this form to clearly explain and highlight the contributions you are making to the college and to your field, in your own voice.

The FAR is a cumulative document that is revised and updated annually and is submitted for consideration during the reappointment, tenure and promotion processes, documenting your accomplishments and achievements since your appointment to your current rank.

Candidates: Carefully review the Faculty Personnel Process Guidelines (FPPG; under Helpful Links: https://www.jjay.cuny.edu/about/senior-leadership/academic-affairs/faculty-services/full-time-faculty), particularly sections **I.B. The Form C (FAR)** and **III. Guidance for Candidates and Personnel Committees**. They provide *extensive and useful information* that will help guide and support completion of the FAR.

For each section, provide the requested information. The goal of each question is to provide an opportunity for you to share your achievements and contributions in that area. However, **please** be as concise as possible in your descriptions and avoid repeating the same information in multiple locations. When the same activity could be considered mentorship or service, for example, it is best to choose one location and describe it well in that location on the form.

Section I: Submission date and background information.
Section II: *Teaching.* We are expected to achieve effectiveness as teachers/librarians/counselors and/or mentors, and this can involve growth/improvement over time. In this section, list courses taught or librarianship responsibilities. Then, briefly summarize evidence of your effectiveness and efforts to improve. Use the types of evidence outlined in the FPPG (e.g., peer and student evaluations; professional development; pedagogical changes; student learning).
Section III: *Service.* List your service and leadership activities across domains (dept, college, etc.) with dates – and briefly describe key activities/contributions/accomplishments as appropriate.
Section IV: *Scholarship/Creative activities.* List your published/completed works in the appropriate areas.
Section IV: *Self-evaluation.* Address and reflect on your activities and accomplishments and how they contribute to the success of your department and/or the college. You might address significant aspects of teaching (what you tried, how it worked, how you adapted or experimented, your philosophy), service, and scholarship that reviewers might not understand; how your scholarship satisfies department/disciplinary criteria; any extraordinary circumstances; your plan for the coming year (pre-tenure/CCE); or, when applying for tenure or promotion, a summary of accomplishments and contributions since initial appointment at John Jay or your last promotion.

Faculty Activity Report (FAR) ~~(Form C)~~

SECTION I: BACKGROUND

1. **Date:**

2. **Name:**

3. **Department** *(If assigned to a secondary department/program, list both; e.g., Math/SEEK, Psychology/English):*

4. **Date of first JJC appointment on CCE or instructor or tenure bearing line**:

5. **Present Rank:**

6. **Effective Date of Present Rank:**

7. **Master's Degree:**

8. **Master's Thesis Title**:

9. **Doctorate:**

10. **Dissertation Title:**

11. **Progress toward doctorate** *(if not completed)*:

12. **Doctoral Dissertation Advisor or Sponsor:**

13. **Summary of Previous Employment (in reverse chronological order):**

Faculty Activity Report (FAR) (Form C)

SECTION II: TEACHING

List below your teaching/librarianship/counseling activities and/or responsibilities, provide evidence of your teaching effectiveness/librarianship/ counseling for counseling faculty and efforts to improve, as well as any mentoring activities you completed. Evidence will differ, as a function of your role at the College.

Library faculty: **Refer to section III.B.3** of the Faculty Personnel Process Guidelines for what to include in this section.
All other faculty: **Refer to section III.B** of the Faculty Personnel Process Guidelines.
Faculty seeking promotion to Senior (Doctoral) Lecture: Refer to FPPG guidelines on excellence.

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14. *Responsibilities:* **List all courses you have taught and any special role you had in a particular course (e.g., curriculum developer), or list your librarianship responsibilities, or list your counseling responsibilities.**

15. *Evidence:* **Briefly summarize (a) evidence of teaching effectiveness or librarianship effectiveness AND (b) efforts to improve. Feel free to use lists, data, bullets.** *(The self-evaluation in Section V is where you reflect on your teaching and philosophy and its contributions to your department and the college.)*

16. *Mentoring:* **Describe any student mentoring activities.**

SECTION III: SERVICE

Below, list service commitments since appointment to your current rank with dates of service for each activity/committee. Be sure to indicate any leadership roles and briefly note key accomplishments. For each role or assignment, provide dates of service and indicate if you received reassigned time or other compensation.
Refer to **Section III.E.**, FPPG for guidance and expectations for service.

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17. **List your service commitments since appointment to your current rank.** *Provide evidence of effective service to students, department, college, and/or university and, if applicable, to your scholarly or professional community of practice.*

Faculty Activity Report (FAR) ~~(Form C)~~

18. **List Administrative/Leadership Assignments** *(e.g., Deputy Chair, Major Coordinator, Center Director, etc.)*

19. **List Professional Activities:** *(e.g., participation in your national professional organization; indicate any leadership roles and dates of each activity)*

SECTION IV: SCHOLARSHIP/CREATIVE ACTIVITY

Required for all tenure-track faculty and instructors. Evidence of scholarship is not expected or required for (Doctoral) Lecturers. If relevant or helpful, please include metrics or other indicators of quality or rigor. Please denote any student co-authors for any of your publications (e.g., with an asterisk).
Review Section III.C, Faculty Personnel Process Guidelines for detailed guidance. Within categories, list publications in reverse chronological order. Provide complete citations in a standard citation format, preferably APA, MLA or Turabian.

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20. **Publications:**

    20A. *Candidates for promotion: List only those publications released <u>since</u> appointment to your current rank. Candidates for tenure and reappointment: List only those publications released <u>since</u> initial tenure track appointment at John Jay College.*

    20B. *Candidates for promotion: List only those publications released <u>prior</u> to appointment to current rank. Candidates for tenure and reappointment: List only those publications released <u>prior</u> to initial tenure track appointment at John Jay College.*

21. **Papers Presented / Proceedings from Conferences:**

    21A. *Candidates for promotion: List only those papers presented since appointment to current rank. Candidates for tenure and reappointment: List only those papers presented since initial tenure track appointment at John Jay College.*

    21B. *Candidates for promotion: List only those papers presented <u>prior</u> to appointment to current rank. Candidates for tenure and reappointment: List only those papers presented <u>prior</u> to initial tenure track appointment at John Jay College.*

22. **List Works in Progress:** *(Refer to Section III.D of Faculty Personnel Process Guidelines, Glossary for Reporting Status of Publications and Work in Progress).*

23. **List Grant Activity (successful and pending):**

24. **List Honors, Prizes, and Awards** with corresponding dates:

25. **List any other activities considered relevant**:

Faculty Activity Report (FAR) (Form C)
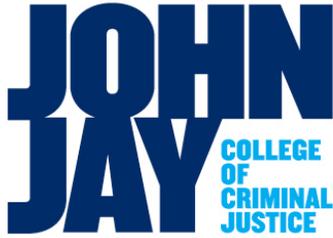

SECTION V: SELF EVALUATION

All candidates: Use this section to go into greater depth to self-evaluate your teaching, librarianship, mentorship, counseling work, service and/or scholarship listed above. You might address significant aspects of your teaching or service, describing or summarizing successes, provide context for evaluators about your scholarly work, and indicate plans for the coming year, for example. Refer to **Section I.B** and **Section III** of the FPPG for detailed guidance.
Maximum length: 5 pages, single spaced (=2500 words)

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26. SELF EVALUATION:

_____
(Signature)

FORM C

FACULTY REPORT AND SELF EVALUATION (Form C)

BACKGROUND

1. **Date:**

2. **Name:**

3. **Department** (*If assigned to a secondary department/program, list both; e.g., Math/SEEK, Psychology/English*):

4. **Date of first JJC appointment on tenure bearing line**:

5. **Present Rank:**

6. **Effective Date of Present Rank:**

7. **Master's Degree:**

8. **Master's Thesis Title**:

9. **Doctorate:**

10. **Dissertation Title:**

11. **Progress toward doctorate** (*if not completed)*:

12. **Doctoral Dissertation Advisor or Sponsor:**

13. **Summary of Previous Employment (in reverse chronological order):**

TEACHING
Refer to section III.B, Faculty Personnel Process Guidelines
(Library faculty should refer to section III.B.3 of the Faculty Personnel Process Guidelines).

14. Using the types of evidence outlined in section III.B. "Teaching" in the Faculty Personnel Process Guidelines, provide evidence of teaching effectiveness and efforts to improve teaching.

15. Using the types of evidence outlined in section III.B. "Teaching" in the *Faculty Personnel Process Guidelines*, describe any student mentoring activities.

INTELLECTUAL/PROFESSIONAL DEVELOPMENT
Refer to section III.C, Faculty Personnel Process Guidelines.
Within categories, list publications in reverse chronological order.
Use standard citation format, preferably APA, MLA, or Turabian.

16. Publications:

16A. (*Candidates for promotion: List only those publications released since appointment to your current rank. Candidates for tenure and reappointment: List only those publications released since initial tenure track appointment at John Jay College*).

16B. (*Candidates for promotion: List only those publications released prior to appointment to current rank. Candidates for tenure and reappointment: List only those publications released prior to initial tenure track appointment at John Jay College*).

17. Papers Presented / Proceedings from Conferences:

17A. (*Candidates for promotion: List only those papers presented since appointment to current rank. Candidates for tenure and reappointment: List only those papers presented since initial tenure track appointment at John Jay College*).

17B. (*Candidates for promotion: List only those papers presented prior to appointment to current rank. Candidates for tenure and reappointment: List only those papers presented prior to initial tenure track appointment at John Jay College*).

18. List Works in Progress: *(Refer to Section III.D of Faculty Personnel Process Guidelines, Glossary for Reporting Status of Publications and Work in Progress).*

19. List Honors, Prizes, and Awards with corresponding dates:

20. List Grant Activity (successful and pending):

SERVICE
Refer to Section III.E, Faculty Personnel Process Guidelines.
List Dates.

21. Referring to the guidelines in section III.E "Service" in the Faculty Personnel Process Guidelines, list your service commitments since appointment to your current rank, indicating whether compensated or uncompensated. Provide evidence of effective service to students, department, college, and/or university and, if applicable, to your scholarly or professional community of practice.

22. List Administrative Assignments *(e.g., Deputy Chair, Major Coordinator, Center Director, etc.; assignments for which you received reassigned time or other compensation)*:

23. List Professional Activities:

24. List any other activities considered relevant:

FORM C

SELF EVALUATION

Refer to section I.B.3., Faculty Personnel Guidelines.
Average length: 5 pages, single spaced.

25. SELF EVALUATION:

_____
(Signature)