Overview: College Laboratory Technician

CUNY Code of Practice Regarding Instructional Staff Titles

7. College Laboratory Technician.

7.1 Title Definition:
A college laboratory technician shall perform laboratory functions and other technical duties of a highly skilled nature which are reasonably related to such functions but which are nevertheless non-teaching. A college laboratory technician, for example, shall provide lecture support in the form of set-ups of equipment displays and demonstrations and laboratory support for experiments and for research. Each department shall develop a specific job description which will be related to the laboratory or technical requirements of the department. Where appropriate, the technician shall exercise some supervision.

7.2 Qualifications:
For appointment at a college laboratory technician, a person, in addition to possessing knowledge and skills related to the discipline, shall be a high school graduate possessing one of the following sets of minimum additional qualifications: (a) four (4) years of work or experience appropriate to the requirements of the department at a level of competence comparable to that indicated by apprenticeship in the skilled trades, or (b) an associate degree from an accredited institution and a minimum of two (2) years of experience of the type described above, or (c) a bachelor’s degree from an accredited institution in an area appropriate to the duties to be performed, or (d) an appropriate combination of at least four (4) years of education and work experience beyond high school. The candidate shall have the personal characteristics needed to work effectively with students and staff.

EXCERPTS FROM THE FACULTY PERSONNEL PROCESS GUIDELINES, Effective FALL 2015

III.G.1. A College Laboratory Technician shall perform laboratory functions and other technical duties of a highly skilled nature which are reasonably related to such functions but which are nevertheless non-teaching. Where appropriate, the technician shall exercise some supervision.

III.G.2. A Senior College Laboratory Technician shall, through technical or administrative skills, assume, under faculty or executive direction, clearly defined supervisory functions or perform complex technical functions in laboratories or technical areas.

III.G.3. Each department in which one or more College Laboratory Technicians or Senior College Laboratory Technicians are appointed shall develop a specific job description which will be related to the laboratory or technical requirements of each position.
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III.G.4. Guidance for reappointment of a College Laboratory Technician is as follows:

- The candidate shall have the personal characteristics needed to work effectively with students and staff.
- The candidate shall have effectively and efficiently performed the functions defined in the departmental job description that applies to his or her position.

III.G.5. Guidance for reappointment of a Senior College Laboratory Technician is as follows:

- The candidate shall have the personal characteristics needed to work effectively with students and staff.
- The candidate shall have effectively and efficiently performed the functions defined in the departmental job description that applies to his or her position.

III.G.6. College Laboratory Technicians or Senior College Laboratory Technicians are eligible for tenure after five years of continuous service.

IV. DOCUMENT SUBMISSION IN SUPPORT OF PERSONNEL ACTION

CLTs follow the same timeline as second through sixth reappointments, but are only required to submit their supervisor’s Annual Performance Evaluation. In a year of tenure or promotion, CLTs also submit a cumulative statement on their work performance to date.