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Memo

Date: Monday, April 3, 2017
To: Faculty up for Certificate of Continuous Employment (CCE), Fall 2017
From: Kyeanna Bailey, Manager of Faculty Services
C: Jane Bowers, Provost
RE: Memo of Guidance for CCE Candidates –preparation of personnel files for Fall 2017 review

Obtaining your **Certificate of Continuous Employment** is a major milestone in your career. As a CCE candidate, much of your portfolio has been developed through successive reappointments; this final year will be your opportunity to frame your work as it pertains to teaching and service. We recognize that coming up for CCE requires thought and preparation. This *Memo of Guidance* describes the steps to be taken in preparation for Fall 2017 review of your personnel action(s).

General guidance for all candidates:

Faculty are expected to review and adhere to the guidance in the *Faculty Personnel Process Guidelines (FPPG)*, effective March 2017. A copy of the *FPPG* is attached to this e-mail; you will also find it posted with other relevant forms and memos regarding the reappointment process on the Faculty Services website under Full-Time Faculty (<http://www.jjay.cuny.edu/full-time-faculty>). Other resources you might find helpful include the PSC CUNY contract (<http://www.psc-cuny.org/contract>) and the CUNY bylaws (<http://policy.cuny.edu/bylaws>). You are always welcome to contact the Office of the Provost/Faculty Services for guidance regarding policy, process and practice pertaining to your personnel actions.

Specific Guidance:

Your next steps will include updating entries and crafting a strong narrative for your Form C, gathering the documentation that best supports your personnel actions, and submitting/uploading your materials to your personnel file. Attached to this e-mail are the documents to support you through this work:

- ***Form C Template, update 2017*** – the personnel form required for consideration of all faculty personnel actions.
- ***Fall 2017 FIDO Quick Guide for Faculty*** – step-by-step instructions for uploading your digital materials to the Faculty Internet Document Organizer.
- ***SEOF Guide: How to Print and Save Your MyClassEvaluation Results*** – for adding SEOF reports directly to your FIDO profile
- ***Fall 2017 Timeline*** –reflects critical steps in the personnel action review process.

**CCE Candidates, Memo of Guidance Fall 2017:
Preparation of Personnel Files**

PREPARING YOUR MATERIALS FOR INCLUSION IN YOUR FILE

As a candidate for reappointment with CCE, you'll be expected to submit the following materials to your personnel file for reviewer consideration:

Your updated Form C. Every candidate up for a personnel action is required to submit an updated Form C. Your Form C is the document in which you present evidence of your sound teaching and teaching improvement and your contributions in service-oriented tasks and/or administrative assignments at the department, college, university and professional level. It also serves as a table of contents for FIDO-based review.

Section I.B of the *Faculty Personnel Process Guidelines (FPPG)* describes in detail how your Form C should be organized. Please note the sections that address teaching and service (*demonstration of research and scholarship is not required for CCE consideration*).

Please note that Form C item 25 – the Self Evaluation – serves a special purpose. This is your space to place all your Form C entries into context as it pertains to your reappointment; it's also an opportunity to summarize the past five years of teaching and service. You'll want to spend some time on this narrative and to share drafts with your colleagues and your chair. Please refer to section I.B.5, *FPPG* for guidance.

Evidence of your teaching and service. The following sections of the *FPPG* are particularly helpful in identifying what your reviewers will be looking for when considering your personnel action(s):

Section III. B. Teaching

Section III.E. Service

SUBMITTING MATERIALS FOR INCLUSION IN YOUR PERSONNEL FILE

As the candidate up for action, you are responsible for ensuring that your personnel file is updated and complete in terms of documenting your achievements and activities. Your departmental chair is responsible for providing the finalized Annual Evaluation and Peer Observation(s) of Teaching; Faculty Services/Office of the Provost will ensure other critical documents are in place.

For Fall 2017 consideration, you will be able to update, augment and reorganize your personnel file starting Monday, 5/01/2017 and ending Friday, 9/08/2017. After 9/08/2017, faculty personnel files will be closed and no further revision can be made.

About your personnel file: Your complete personnel file comprises both your hard copy file held by the Provost's Office and the digital files you'll upload to FIDO (Faculty Internet Document Organizer). For Fall 2017–Spring 2018, FIDO will provide your reviewers the detailed overview of your activities, scholarship and accomplishments as they pertain to your proposed personnel action(s). The hard copy file held by the Provost's Office will reflect the administrative and confidential aspects of your John Jay career (e.g., leaves, letters from external evaluators, history regarding past personnel actions, etc.). This will also be the place where your supplemental materials that can't be uploaded to FIDO will be held.

CCE Candidates, Memo of Guidance Fall 2017: Preparation of Personnel Files

Your reviewers will primarily work with your FIDO-based documentation as a way of understanding what you've accomplished in terms of teaching and service/administrative duties. They will also review your Provost Office file for additional context regarding your history at John Jay. We encourage you to use FIDO for storing critical documents pertaining to your productivity. Please note that we will continue to accept hard copy documents until all personnel records have been converted to the electronic format.

Your Student Evaluation of Faculty (SEOF) results are included as part of your faculty personnel file, and so are considered by your reviewers when you are up for key personnel actions. SEOFs administered in paper format (Fall 2014 and prior semesters) are already represented in your hard copy personnel file. Results from SEOFs administered online (Spring 2015 to the present) will be available to your reviewers directly via *MyClassEvaluation*. However, some faculty prefer to upload their SEOF reports to their FIDO profile so that all their information is in one place. The *How to Print and Save Your MyClassEvaluation Results* and *FIDO Quick Guide* attached to this memo provide simple instructions for converting your online SEOF reports to pdf and then uploading them to your FIDO profile.

Accessing your personnel files: As of this writing, your access to FIDO has been activated. The *Fall 2016 FIDO Quick Guide for Faculty* (attached to this e-mail) provides instructions on how to log in, access your personalized faculty page and then upload, replace and/or remove documents. We encourage you to upload as many of your relevant documents before personnel files are formally closed on Friday, September 8, 2017.

You may also make an appointment to review your hard copy personnel file held in the Provost's Office, to submit materials not suitable for FIDO submission, etc. Please send an e-mail with your appointment request to academicaffairs@jjay.cuny.edu, and a member of the Faculty Services team will respond.

In need of consultation? As we've done before, Faculty Services/Office of the Provost will offer workshops for faculty who'd like additional support in preparing for their upcoming personnel action(s): creating effective Form Cs, expectations and guidelines at different action levels, working with FIDO, etc. Please stay tuned for e-mailed announcements regarding upcoming workshops.

- For guidance on preparing and presenting your materials to showcase your qualifications for reappointment, contact **Allison Pease, Associate to Provost for Faculty** (apease@jjay.cuny.edu).
- For logistical questions and concerns about updating your personnel files in preparation for Fall 2017 consideration, contact **Kyeanna Bailey, Manager of Faculty Services** (kbailey@jjay.cuny.edu).