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In May 2021 the Faculty Personnel Committee approved an amendment (submitted by Faculty Senate and Department Chairs) to the 2017 Adjunct Promotion policy. A summary of the amendment is below.

**Summary of Change: Adjunct Promotion**

This amendment adds two new subsections to the Faculty Personnel Guidelines: II.M and III.H. These sections define the process and criteria for the promotion of adjunct faculty members. The new sections include the description of process and criteria to the Faculty Personnel Process Guidelines (FPPG). Most provisions remain and procedures remain unchanged. Important changes are:

- The process of appointment (to new title) includes a vote by an FPC Review Committee during the spring semester.
- The criteria for promotion from Assistant to Associate Professor for adjunct faculty members remain the same as for full-time faculty members, but the guidance regarding appropriate evidence to meet the criteria is clarified.
- Eligibility for consideration for promotion to Associate rank requires 5 years or 10 semesters of instructional service (at John Jay College).
- The guidance concerning the criteria for promotion to Full Professor is not modified.

**Adjunct Promotion Policy**

*(Faculty Personnel Process Guidelines, section II.M.)*

II.M.1. The policy of the college is that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by the promotion of adjunct faculty members, just as is the case for full-time faculty. The standard of review is defined in Sections III.B, III.C.3, III.C 4, III.D, and III.E.

II.M.2. Consistent with III.C.1.c, the college recognizes that different disciplines have different criteria by which to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.H identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.

II.M.3. In the case of a newly completed Ph.D. or other terminal degree in the field, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be promoted to the title of Adjunct Assistant Professor. If a promotion is granted, its effective date is the first day of classes during the subsequent fall semester.

II.M.4 In the case of initial appointment of an adjunct faculty member who has been or is currently appointed to a full-time tenure-track faculty position at another academic institution,
and the rank is at the Associate Professor or Full Professor level, the Provost shall authorize appointment at the same rank as an adjunct faculty member.

II.M.5a. In the case that scholarly and/or creative accomplishment and service, when accompanied by successful teaching, deserve to be recognized by promotion, the application for promotion is considered in the spring semester based on a schedule provided by the Office of the Provost, involving the following steps:

- Submission of a file/dossier for promotion (See III.L.5 below) to the department chair;
- Review and vote by the Department Personnel and Budget Committee;
- Review a vote by an FPC Review Committee designated by the Provost; and
- Review by the President who makes an independent determination in consultation with the Provost.

- There is no appeal process.

II.M.5b. The file/dossier for adjunct promotion consists of the following:

- Curriculum Vitae listing all scholarly and/or creative accomplishments, activities within the field, and if there is any grant activity.
- A letter to the Department P&B that details and evaluates work since the last appointment/promotion. In a narrative of no more than two pages, assess teaching, scholarship, and service. In the discussion of teaching, reflect on development as a teacher and the innovations or improvements made in particular courses. The overall narrative should explain how activities have contributed to the success of the candidate’s department, the college, or the university and to the candidate’s standing in the broader scholarly or creative community.
- A summary of student evaluations at John Jay in the past six semesters or, if shorter, since the last appointment/promotion.
- Other supporting materials pertinent to the application, including but not limited to:
  - peer-reviewed scholarly books
  - peer-reviewed articles or equivalent works (such as peer-reviewed performances, exhibitions, etc.)
  - papers presented at academic conferences
  - performances/exhibitions or curatorial work recordings of performances
  - portfolios of artistic work
  - law review articles
  - peer-reviewed book chapters
  - edited books
  - scholarly articles published in non-refereed journals
  - reviews translations other books
  - encyclopedia articles
  - articles in non-scholarly print (i.e., magazines, newsletters, non-scholarly journals, etc.)
  - reports (in-house, for agencies, etc.)
  - custom published works/self-published works
  - reprints or performances
  - other scholarly technological products or creative works
Application of Promotion Criteria to Candidates from the Adjunct Faculty  
(Faculty Personnel Process Guidelines, section II.H.)

III.H.1. Consistent with III.C.1.c., the college recognizes that different disciplines have different criteria to assess excellence, such as the value and nature of the candidate's artistic or journalistic works. Therefore Section III.G identifies how the standard criteria for promotion are assessed for adjunct faculty candidates for promotion.

III.H.2. The following time limitations apply:

- Promotion based on receipt of the Ph.D. or other terminal degree takes place per section II.L.3.
- Promotion from Assistant to Associate Professor shall not occur before five years or ten semesters of instructional service.

Promotion from Associate to Full Professor shall not take place before five years or ten semesters of instructional service at the rank of Associate Professor.

If FIDO (or equivalent electronic platform) is used, the timeline will adjust to permit candidates an opportunity to upload their materials before the departmental P&B review.

II.H.3. The College recognizes that different disciplines have different criteria by which to assess excellence. For promotion from Assistant to Associate Professor, the following guidance can be applied:

- Degree credentials for appointment or promotion are the same as for full-time faculty in the same disciplines.
- Expectations for teaching quality are the same as for full-time faculty.
- Scholarship: Substantial weight can be given to artistic, literary, professional, and technical works and reports in the candidate’s field, which are not ordinarily peer-reviewed.
- Service: Substantial weight can be given to professional and community service beyond the college in the candidate’s field.

III.H.4: Expectations and criteria for promotion to Full Professor shall be the same as for regular faculty in the same discipline.
Adjunct Promotion Process Timetable 2022-2023
(for Adjunct Assistant and Adjunct Associate Professors)

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 2022</td>
<td>Candidate notifies Chair of intent to apply for promotion. Send brief letter of intent and updated CV to your department chair</td>
</tr>
<tr>
<td>November 15, 2022</td>
<td>Chair confirms/notifies applicant meets qualifications to apply.</td>
</tr>
<tr>
<td>February 15, 2023</td>
<td>File/Dossier for Promotion as described above (CV, Cover Letter, Student Evaluations, Examples of Scholarship, etc. - see Section II.M.5b.) submitted to Department Chair – via email or Dropbox*, per Chair’s instructions.</td>
</tr>
<tr>
<td>February 15 – March 15, 2023</td>
<td>Department P&amp;B meets and reviews Candidate’s File/Dossier</td>
</tr>
<tr>
<td>March 24, 2023</td>
<td>File/Dossier for Promotion along with Chair’s note submitted to Provost’s Office/Faculty Services, via Dropbox*.</td>
</tr>
<tr>
<td>On or before April 28, 2023</td>
<td>The College’s Faculty Personnel Committee (FPC) votes</td>
</tr>
<tr>
<td>May 15, 2023</td>
<td>Provost notifies Candidate for Promotion of decision</td>
</tr>
</tbody>
</table>

*Until FIDO is upgraded to support Adjunct Personnel Actions, personnel materials will be shared and reviewed via the CUNY Dropbox.

FIDO – Faculty Internet Document Organizer (online personnel file/action platform).

**Adjunct Lecturers and Adjunct Instructors.**

In the case of a newly completed Ph.D. or other terminal degree in the field, adjunct faculty with Instructor or Lecturer appointments may, upon verification of receipt of their Ph.D. (i.e., transcript or letter from Registrar with the date of completion), and with a subsequent appointment, be promoted to the title of Adjunct Assistant Professor.

Submit your terminal degree verification and updated CV to your Department Chair, who will then submit your materials to the Office of the Provost & Faculty Services.

**Submission of Completed Materials (Department Chairs only)**

To minimize confusion and reduce overlapping emails, Department Chairs must send materials after all information and voting, where applicable, is complete.

Submit all complete packets of materials to the Office of Academic Affairs Dropbox: Kyeanna.Bailey08@login.cuny.edu. Please give me ‘Edit’ privileges.