HUNTER COLLEGE

Department Chair Orientation

August 20, 2014

Updated January 14, 2015

An electronic version of this document is available at http://www.hunter.cuny.edu/provost

Table of Contents

***Items added January 14, 2015**

Department Chair Orientation Agenda 1

Department Chair Orientation Contact Information 2

Hunter College Department Chair Calendar 3

CUNY Requirements for Department Personnel and Budget Committee and Department Elections* 8

Fall 2014 Faculty Personnel and Budget (FP&B) Schedule of Meetings 17

Spring 2015 Faculty Personnel and Budget (FP&B) Schedule of Meetings 18

Faculty Appointments 19

2014-15 Tenure and Promotion Schedule 22

2014-15 Tenure and Promotion Procedures 25

Templates for Adjunct Appointment / Non-Appointment Notices 32

Hunter Adjunct Absence Policies Memo 34

Fellowship Leave (Sabbatical Leaves) 36

Scholar Incentive Awards 38

Application for Special Leave of Absence Without Pay 39

Application for Partial leave with Partial Pay 41

Multiple Position Policy and Procedures 43

CUNY Multiple Position Memo 44

Immigration Considerations when Advertising for New Hires 54

Hunter College Libraries – Department and Program Liaisons 61

Annual Reports for Academic Departments and Programs 62

Student Learning Assessment: Brief for Chairs 66

CUNY Faculty Scholarship Report: 2013 67

Faculty Workload [FWL] 68

Presidential Travel Award Program 69

President's Fund for Faculty Advancement 72

Shuster Faculty Fellowship Fund 75

Clearance Policy and Procedures 81

Office of the COO/VP for Finance & Administration: Org Chart & Responsibilities 86

President's Initiatives for Student Engagement 91

Office of Advising Liaisons to Major Programs 92

Counseling & Wellness Services: Faculty & Staff Guide 93

Behavior Response Team [BRT] 97
Kognito at-risk for Faculty & Staff 98
Corporate Counseling Associates [CCA]: The CUNY Work/Life Program 99
Hobsons CRM Use for Faculty 100
The International Students Office (ISO) 103
Appendix A: Reappointment/Non-Reappointment Notification Dates for Instructional Staff Serving in PSC-Represented Titles* 105
Appendix B: Code of Practice Regarding Instructional Staff Academic Leaves 108
Appendix C: Hunter College Guide for Entering Faculty Workload Data 122
Appendix D: Recruitment and Search Procedures 157
Appendix E: Know your Hunter and CUNY IDs 166
Appendix F: Sample Peer Teaching Observation for Online Courses* 167

Department Chair Orientation Agenda

August 20, 2014

10:00 am – 2:00 pm

Faculty Dining Room

10:00- 10:15 am	Welcome and Introductions *Vita C. Rabinowitz*
10:15 – 11:15 am	Faculty Appointments, Reappointments, Tenure and Promotion *Vita C. Rabinowitz, Laura Hertzog, Annemarie Nicols-Grinenko*
11:15 – 11:30 am	Leaves: Fellowship, Scholar Incentive, Partial Leaves *Vita C. Rabinowitz, Laura Hertzog, Rhena Montero*
11:30 am – 11:45 pm	Multiple Position Policy and Procedures *Margarett Silva*
11:45 – 12:00 pm	Faculty Searches *John Rose*
12:00 – 12:15 pm	Immigration Issues *Laura Hertzog*
12:15 – 12:50pm	***Lunch***
12:50 – 1:00 pm	Library Liaisons *Daniel Cherubin*
1:00 – 1:10 pm	Reports *Vita C. Rabinowitz*
1:10 – 1:20 pm	Internal Funding Mechanisms *Annemarie Nicols-Grinenko*
1:20 – 1:40 pm	Administrative and Financial Services *Giancarlo Bonagura*
1:40 – 2:00 pm	Student Affairs *Leslie Ader, Amanda Fuentes Lorens, Brian Maasjo*

Department Chair Orientation Contact Information

Leslie Ader, LCSW, Director
Leslie.ader@hunter.cuny.edu 212-772-4918

Giancarlo Bonagura, Vice President and Chief Operating Officer
bonagura@hunter.cuny.edu 212-772-4460

Daniel Cherubin, Chief Librarian and Associate Dean
dcherubi@hunter.cuny.edu 212-772-4161

Amanda Fuentes Lorens, Communications Marketing Director
Amanda.lorens@hunter.cuny.edu 212-772-4916

Laura Hertzog, Special Counsel to the President & Dean of Faculty and Staff Relations
Laura.hertzog@hunter.cuny.edu 212-772-4220

Brian Maasjo, Director of Advising
Brian.massjo@hunter.cuny.edu 212-772-4881

Rhena Montero, Senior Administrative Coordinator
rmonter@hunter.cuny.edu 212-772-4150

Annemarie Nicols-Grinenko, Senior Advisor for Faculty Affairs
Annemarie.Nicols-Grinenko@hunter.cuny.edu 212-772-4150

Vita C. Rabinowitz, Provost & Vice President for Academic Affairs
Vita.rabinowitz@hunter.cuny.edu 212-772-4150

John Rose, Dean for Diversity & Compliance
John.rose@hunter.cuny.edu 212-772-4242

Margarett Silva, Senior Administrative Coordinator
msilva@hunter.cuny.edu 212-772-4150

Hunter College Department Chair Calendar

2014 – 2015

Date	Activity/Event/Program	Notes
June 2014		
June 2	Department Annual Reports	Reports due to Office of the Provost
June 24	George N. Shuster Faculty Fellowship Fund Pilot Program: for peer review or professional editing of faculty manuscripts and grant proposals	2014-15 Pilot program announcement emailed to all faculty – *applications accepted on a rolling basis through June 30, 2015*
July 2014		
July 15	Faculty workload	Deadline for finalizing Spring 2014 faculty workload data
August 2014		
August 19	(New) Adjunct Orientation	Invitations sent to adjuncts in late July/early August; Deans and Chairs encouraged to join adjuncts for lunch during orientation
August 20	(New) Chair Orientation	All chairs welcome; invitations sent in late June/ early July
August 21	New Full-time Faculty Orientation	Invitations sent to new f/t faculty in late July/early August; Deans and Chairs encouraged to join new faculty for lunch during orientation
August 28	Fall 2014 classes begin	
September 2014		
September 1	College is closed	Labor Day
September 3	Registration closes at 11:59pm	Approvals for course overtallies, faculty permissions, and course overloads must be posted in CUNYfirst by September 3, 2014 to allow students to complete their registration by 11:59p.m
Early September	President's Initiatives for Student Engagement	2014-15 program announcement emailed to all faculty – *applications accepted on a rolling basis*
September 8	President's Fund for Faculty Advancement	Applications due to Dept. Chairs from faculty
September 9	FP&B meeting	PCR, 2:00 – 4:00pm
September 10	Department meetings	
September 17	Senate meeting	714W, 3:30- 5:25pm
September 19	President's Fund for Faculty Advancement	Applications due to Deans from

		Dept. Chairs
September 23	Classes follow a Friday Schedule	
September 24-26	No classes scheduled	Rosh Hashanah
September 29	President's Fund for Faculty Advancement	Applications due to Office of the Provost from Deans, with Deans' recommendations
September 30	FP&B meeting	PCR, 2:00 – 4:00pm
October 2014		
October 3-4	No classes scheduled	Yom Kippur
October 8	Department meetings	
October 8	Senate meeting	714W, 3:30- 5:25pm
October 12	No classes scheduled	
October 13	College is closed	Columbus Day
October 14	FP&B meeting	PCR, 2:00 – 4:00pm
October 17	Spring 2015 Undergraduate Research Fellowships	Applications due from faculty
October 22	Senate meeting	714W, 3:30- 5:25pm
October 28	FP&B meeting	PCR, 2:00 – 4:00pm
November 2014		
November 2014	President's Fund for Faculty Advancement	It is anticipated that awards will be announced this month.
November 3	Presidential Travel Award Program	Applications due to Dept. Chairs from faculty
November 4	FP&B meeting	PCR, 2:00 – 4:00pm
November 5	Senate Meeting	714W, 3:30- 5:25pm
November 7	Fall 2014 Multiple Position Reports	Reports due to Dept. Chairs from faculty
November 10	Presidential Travel Award Program	Applications due to Deans from Dept. Chairs
November 11	FP&B meeting	PCR, 2:00 – 4:00pm
November 12	Department meetings	
November 14	Fall 2014 Multiple Position Reports	Reports due to Deans from Dept. Chairs
November 18	FP&B meeting	PCR, 2:00 – 4:00pm
November 19	Senate meeting	714W, 3:30- 5:25pm
November 25	FP&B meeting	PCR, 2:00 – 4:00pm
November 27-30	College is closed	Thanksgiving
December 2014		
December 1	Adjuncts hired on a semester basis shall receive notice of appointment or non-reappointment for the following spring on or before December 1	
December 1	Presidential Travel Award Program	Applications due to Office of the

		Provost from Deans, with Deans' recommendations
December 1	2015-16 Fellowship Leaves	Applications due to Dept. Chairs from faculty
December 1	Fall 2014 Multiple Position Reports	Reports and summary form due to Office of the Provost from Deans
December 1	2015–16 Applications for Scholar Incentive Awards	Applications due to Dept. Chairs from faculty
December 2	FP&B meeting	PCR, 2:00 – 4:00pm
December 3	Senate meeting	714W, 3:30- 5:25pm
December 10	Department meetings	
December 10	Senate meeting	714W, 3:30- 5:25pm
December 15	2015-16 Fellowship Leaves	Applications due to Deans from Dept. Chairs
December 15	2015-16 Scholar Incentive Awards	Applications due to Deans from Dept. Chairs
December 15	PSC-CUNY Research Grants	Typical deadline for faculty to submit proposals
December 16	Reading Day/Final Exams	
December 16-23	Fall 2014 Final Exams	
December 24-25	College is closed	Christmas
December 31	College is closed	New Year's Eve
January 2015		
January 1	College is closed	New Year's Day
January 2	Winter Session 2015 classes begin	
January 13	2015-16 Fellowship Leaves	Applications due to Office of the Provost from Deans
January 13	2015-16 Scholar Incentive Awards	Applications due to Office of the Provost from Deans
January 19	College is closed	Martin Luther King Day
January 23	Winter Session 2015 Final Exams	
TBD	January Commencement	
January 28	Spring 2015 classes begin	
February 2015		
February 1	Faculty workload	Deadline for finalizing Fall 2014 faculty workload data
February 3	Registration closes at 11:59pm	Approvals for course overtallies, faculty permissions, and course overloads must be posted in CUNYfirst by February 3, 2015 to allow students to complete their registration by 11:59p.m
February 3	FP&B meeting	PCR, 2:00 – 4:00pm
February 11	Department meetings	

February 11	Senate meeting	714W, 3:30- 5:25pm
February 12	College is closed	Lincoln's Birthday
February 16	College is closed	President's Day
February 17	FP&B meeting	PCR, 2:00 – 4:00pm
February 18	Classes follow a Monday schedule	
February 25	Senate meeting	714W, 3:30- 5:25pm
Late February	Annual Tenure and Promotion Workshop	Invitation to all tenure-track and tenured professorial rank faculty sent 3 weeks prior to the workshop
March 2015		
March 3	Spring 2015 Multiple Position Reports	Reports due to Dept. Chairs from faculty
March 10	FP&B meeting	PCR, 2:00 – 4:00pm
March 11	Department meetings	
March 11	Senate meeting	714W, 3:30- 5:25pm
Mid-March	CUNY Faculty Scholarship/Creative Activity Reports	2014 reporting system opens; email notification and instructions sent to all faculty
March 17	Spring 2015 Multiple Position Reports	Reports due to Deans from Dept. Chairs
March 24	FP&B meeting	PCR, 2:00 – 4:00pm
March 25	Senate meeting	714W, 3:30- 5:25pm
April 2015		
April 1	Notice of non-reappointment of HEOs up for first or second reappointment	
April 3 - 11	Spring Recess	
April 10	Spring 2014 Multiple Position Reports	Reports and summary form due to Office of the Provost from Deans
April 14	FP&B meeting	PCR, 2:00 – 4:00pm
April 15	Department meetings	
April 15	Senate meeting	714W, 3:30- 5:25pm
April 28	FP&B meeting	PCR, 2:00 – 4:00pm
April 29	Senate meeting	714W, 3:30- 5:25pm
TBD	Department annual reports	Annual report instructions sent to Dept. Chairs
May 2014		
May 1	Adjuncts hired on a semester basis shall receive notice of appointment or non-reappointment for the following fall on or before May 1	
May 1	Notice of non-reappointment of HEOs beginning 3rd reappointment	
Early May	CUNY Faculty Scholarship/Creative Activity	Deadline for faculty to submit

	Reports	calendar year 2014 scholarship/creative activity
May 5	FP&B meeting	PCR, 2:00 – 4:00pm+
May 6	Department meetings (Dept. elections)	
May 6	Senate meeting	714W, 3:30- 5:25pm
May 13	Senate meeting	714W, 3:30- 5:25pm
May 15	Notification of appointment or non-reappointment for adjuncts who have served in same department of the college for at least **6 consecutive semesters**, excluding summers, during the **3 year period immediately preceding the appointment**.	If reappointed, people in these categories receive appointment for fall **and** spring of the following year
May 17	Reading Day/Final Exams	
May 18-224	Spring 2015 Final Exams	
May 25	College is closed	Memorial Day
TBD	Spring Commencement	

Notes

1. This calendar does not include deadlines related to personnel-related actions. The 2014 Tenure and Promotion Schedule may be found on the Provost's website at http://www.hunter.cuny.edu/provost/reports-policies/procedures. Deadlines for all other personnel actions are set by the Deans' Offices.
2. This calendar is also posted on the Provost's website at http://www.hunter.cuny.edu/provost/teaching-research/calendars-schedules-and-deadlines.

CUNY Requirements for Department Personnel and Budget Committee and Department Elections

Added: 1/14/2015

The City University of New York
Office of the General Counsel and Vice Chancellor for Legal Affairs
535 East 80th Street, New York, N.Y. 10021
Phone: (212) 794-5382
Fax: (212) 794-5426

Writer's direct phone: (212) 794-5506
Writer's e-mail: frederick.schaffer@mail.cuny.edu

Frederick P. Schaffer
General Counsel

Jane Sovern
Deputy General Counsel

Amy S. Bennett
Jane E. Davis
Marina B. Ho
Abby L. Jennis
Richard Malina
*Daphna H. Mitchell**
Linda Myles
Paul F. Occhiogrosso
Katherine Raymond
*Michael D. Solomon**
Jo-Anne Weissbart

**Associate General Counsel*

PERSONNEL ADVISORY MEMORANDUM

November 1, 2004

To: College Presidents

From: Frederick P. Schaffer

Re: Personnel and Budget Committee Proceedings and Departmental Elections

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The purpose of this memorandum is to set forth (1) the most significant requirements concerning Personnel and Budget Committee ("P&B") proceedings, and (2) the procedural requirements for departmental elections of chairpersons and P&B members. This memorandum also applies to colleges with department committees on appointments and promotions in lieu of the P&B committee.[1] These requirements emanate, for the most part, from Articles VIII and IX of the Bylaws of the Board of Trustees and may be modified in a college's Governance Plan that has been adopted by the Board of Trustees.[2]

A. PERSONNEL AND BUDGET COMMITTEE PROCEEDINGS

The primary role of departmental P&B committees is to review the candidacies of faculty members for appointment, reappointment, promotion, and tenure.

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[1] Plan No. One, as described in Bylaw sections 9.1(e) and 9.8(a).

[2] *See* Bylaw sections 8.14 and 9.12.

1. <u>**Voting Requirements**</u>

A majority of the whole number of voting members of the P&B committee must be present, and a majority of the whole number of voting members must vote affirmatively to pass a positive recommendation of a departmental or college P&B committee (Bylaw sections 9.7(b) and 8.12).

Votes of P&B committees shall be by secret ballot (Bylaw sections 8.12 and 9.2).

In order to cast a vote, a faculty rank member must be physically present at the P&B committee meeting. There is no proxy or absentee voting permitted.

A P&B member who is on leave of absence or on sabbatical retains his/her voting rights in the department, unless the P&B member has otherwise agreed in advance of being granted the leave or sabbatical. As with all other faculty, he/she must be physically present to vote. A P&B member who has received notice of non-reappointment, submitted his/her resignation, or is on Travia (retirement) leave may not vote on the P&B.

A P&B member should not vote on matters in which he/she has a personal or pecuniary interest, e.g., his/her own promotion or the promotion of a spouse or domestic partner. If questions arise about whether a member has a pecuniary interest, the department chairperson should consult with the college's Labor Designee.

2. <u>**Minutes**</u>

In accordance with Bylaw sections 8.12 and 9.2, the minutes of P&B committee proceedings shall conform, insofar as practicable, to Robert's Rules of Order. The Board Resolution of June 5, 1967 concerning P&B procedures (known as the "Max-Kahn Memorandum") provides in relevant part:

> <u>Minutes</u>. The minutes of a P&B Committee should conform to the canons set forth by <u>Robert's Rules of Order, Revised</u>: (page 248) "The secretary ... should keep a record of what was done and not what was said..." The action upon motions, and not the discussion which led to such actions, should be recorded, unless the P&B should order, by a majority vote, that the discussion be recorded. It is the duty of the Chairman of the P&B Committee to rule out of order random and irrelevant discussions of the candidate's merits, and to keep the discussions to the consideration of objective and relevant data, insofar as this is practicable. Voting should be by secret ballot. The minutes should be submitted for approval at the next succeeding meeting.

The minutes should generally contain the following:

a) the name of the committee;

b) the date, time, and place of the meeting;

c) the names of those present at the meeting in the following categories: voting members and non-voting members;

d) the fact that the regular chairperson and secretary were present or, in their absence, the names of the persons who substituted for them;

e) whether the minutes of the previous meeting were read and approved (as read, or as corrected), together with the date of the previous meeting;

f) the body of the minutes should indicate the action on each candidate and the number of those voting on each side and those voting to abstain or "present," but should not indicate the substance of the discussion of the candidate's merits. For the purposes of determining if a quorum is present, the minutes should indicate the names of all committee members present for each vote. This may be done by indicating those present at the beginning of the meeting and their arrivals and departures as they occur;

g) the minutes should be signed by the secretary of the committee (who shall be a member of the committee), and may also be signed by the chairperson of the committee.

3. <u>Confidentiality of P&B Proceedings</u>

Within the University setting, discussions of candidates at P&B meetings are to be kept confidential. It is Board policy that it is professional misconduct for a member of a P&B committee to disclose the substance or even the nature of the discussion at a P&B meeting (Max-Kahn Memorandum). The vote counts are also confidential and should not be disclosed. In view of Board emphasis on the confidentiality of P&B proceedings for the purpose of obtaining the candid opinion of other professionals in the field on their colleagues, as well as the frank exchange of the views of the members of the committee, the deliberations of the committees should not be disclosed to non-members, including other members of the department and the candidate.

Since it is Board policy to maintain the confidentiality of P&B proceedings, this confidentiality should be respected throughout any grievance process arising from a P&B action, such as a non-reappointment. Thus, the College and all members of the P&B committee should take care throughout the grievance process, including arbitration, not to reveal the substance of any of the P&B's discussions at its meetings.

The confidentiality of P&B proceedings is not absolute, however. In cases that result in litigation, such as a claim of discrimination made by a faculty member, the actions of the P&B committee may come under scrutiny, and a court may require that the substance of a P&B committee's deliberations be revealed. In such cases, the University, in conjunction with either the Attorney General's Office or the Corporation Counsel's Office, takes steps to limit disclosure of the P&B committee's deliberations by measures such as a confidentiality stipulation binding on all parties.

4. Materials That May Be Considered by P&B Committees

In order to satisfy concerns of procedural fairness, the P&B committees should generally consider only those documents and other materials that are a part of the candidate's personnel files. While the particular details of what is included in a faculty member's personnel files may vary from college to college, and department to department, the PSC/CUNY collective bargaining agreement (the "Agreement") provides certain parameters.

In accordance with Article 19 of the Agreement, there are two personnel files for each employee — the "personal file," and the "administration file." Both of these must be available to the P&B committee during its consideration of candidates.

Article 19.2 of the Agreement governs the personal file, which is available for examination by the employee at his or her request. That same provision enumerates a non-exhaustive list of the types of the materials to be included in the personal file, including annual evaluations, teaching observation reports, and personnel records generated by the college. The personal file will also contain copies of publications or other scholarly work submitted by the employee for consideration by the P&B. Sometimes the personal file will include one or more containers of books and other scholarly work. **No materials may be placed in the employee's personal personnel file until he/she has been given the opportunity to read the contents of such material and attach any comments he/she wishes.** Employees are strongly encouraged to examine their personal files each academic year. If an employee has questions about the presence of an item in his/her personal file, he/she should immediately contact the college Labor Designee.

Article 19.3 of the Agreement governs the administration file, and provides that it "shall contain only such materials requested by the unit of The City University or supplied by the employee in connection with the employee's employment, promotion or tenure." The Agreement further provides that the administration file "shall be available only to the committee and individuals responsible for the review and recommendation of the employee with respect to appointment, reappointment, promotion or tenure" — that is, the administration file shall *not* be available for review by the employee. The administration file generally contains such materials as confidential outside letters of recommendation sought by the department in connection with an employee's candidacy for appointment, reappointment with tenure, and promotion, as well as the chairperson's report. Not making such material available to the employee ensures outside evaluators' candor in their assessment of the employee's record.

Generally speaking, the P&B committee should not consider any materials outside of those contained in the employee's personal and administration files, as described above. If any member of the P&B committee becomes aware of any extraneous information or materials, such as a complaint about an employee not contained in the personnel file, he or she should immediately bring the matter to the attention of the department chairperson, who should contact the college's Labor Designee. The General Counsel's office is also available for consultation in connection with any such matter.

5. <u>Communicating the P&B Committee's Action to the Candidate</u>

Under Bylaw section 9.2, the action of a departmental P&B committee shall be communicated to the candidate by the department chairperson, and under Bylaw section 8.12, the action of the college P&B committee shall be communicated to the candidate by the President or his/her designee. In neither case should any reason be given for a negative recommendation. Although the Bylaws do not so require, it is preferable that the committees' action be communicated to the candidate *in writing* so that there is a written record of each committee's actions.

While the result of the committee's vote must be communicated to the candidate, the vote count itself should never be disclosed, either to the candidate or to others.

6. <u>Conveying the P&B Committee's Recommendations</u>

The affirmative recommendations of the departmental P&B committee are made to the college-wide P&B committee by the department chairperson, after consultation with the President, as to appointments, reappointments, and reappointments with tenure (Bylaw sections 9.7 and 9.8). Under Bylaw section 9.8 (Plan No. Two), no final action of a departmental committee with regard to promotions shall be taken without consultation with the President. Under Bylaw sections 9.7 and 9.8, a minority of the departmental P&B committee may submit a minority recommendation to the college-wide P&B committee. There is no provision for the submission of a majority report. The recommendations of the college P&B committee are submitted to the President (Bylaw section 8.12).

B. DEPARTMENT ELECTIONS OF CHAIRPERSONS AND P&B MEMBERS

1. Eligibility to Vote

All members of the instructional staff who have faculty rank[3] as of the date of the election are eligible to vote for department chairpersons and department P&B committee members. All persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians, have faculty rank. Generally, those with faculty rank are in tenure-bearing lines in the titles of professor, associate professor, and assistant professor. At some colleges with nursing programs, there are also faculty in the tenure-bearing title of instructor (nursing science), who also have faculty rank.

In order to cast a vote, a faculty rank member must be physically present at the P&B committee meeting. There is no proxy or absentee voting permitted.

Instructional staff with faculty status[4] do <u>not</u> have the right to vote in departmental elections. This means professors, associate professors, and assistant professors are generally the only ones entitled to vote. Thus, instructors, lecturers, college laboratory technicians, higher education officer (HEO) series employees, substitutes, and visiting titles are not eligible to vote

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[3] Bylaw section 8.1 ("Definition of Faculty Rank") provides:

> The presidents, vice presidents, deans, associate and assistant deans, the business managers and all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians, shall have faculty rank. All persons having faculty rank shall have the right to vote both in the faculty of which they are members and in their respective departments provided, however, that they have not received notice of non-reappointment, or submitted a resignation. A person with faculty rank who is retiring shall retain his/her voting rights during his/her last year of service....

[4] Bylaw section 8.2 ("Definition of Faculty Status") provides:

> Persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service shall have faculty status. All persons having faculty status shall have such voting rights as they are entitled, provided, however, that they have not received notice of non-reappointment, or submitted a resignation. A person with faculty status who is retiring shall retain his/her voting rights during his/her last year of service.

in elections for department chairpersons or department P&B committee members. Even certificated lecturers are not entitled to vote, unless your college has a bylaw waiver or a governance plan provision so providing.

Faculty members who are on leave of absence or on sabbatical retain their voting rights in their department elections. As with all other faculty, they must be physically present to vote. A faculty member who has submitted notification of retirement shall be eligible to vote prior to beginning Travia (retirement) leave.

Individuals in the following titles or with the following status are <u>not</u> eligible to vote:

- a faculty rank member (professorial title) who has received notice of non-reappointment;
- a faculty rank member (professorial title) who has submitted a resignation;
- a faculty rank member who is on Travia (retirement) leave (although such faculty member does retain the right to vote during the last year of actual service, prior to commencing the Travia leave);
- a college president, vice-president, dean, associate dean, or assistant dean (Executive Compensation Plan employees are disenfranchised by Section F.3 of the Terms and Conditions of Employment for the Executive Compensation Plan, which also states they shall not be figured in the calculation of the number of votes required to be elected).

2. Determination of Number of Votes Needed to be Elected <u>As Department Chairperson or Member of the Department P&B Committee</u>

Elections of department chairpersons or members of department P&B committees are determined by a majority vote of all faculty rank members in the department. This means an affirmative vote of a majority of the whole number of faculty rank members, regardless of leaves of absence or abstentions. A majority is measured by one more than half of all department members holding faculty rank who are eligible to vote. However, faculty rank members who are in the Executive Compensation Plan should not be counted.

Voting should continue until someone is elected. If necessary, the elections meetings should be adjourned and continued at a subsequent date or time. Tie votes are resolved by action of the College President (Bylaw section 9.9).

Voting is conducted by secret ballot (Bylaw section 9.2).

Departmental elections are held during the first full week of May, and the winners take office on July 1st. The term of office is three years, and the elections should be on a staggered schedule over the three years. (Bylaw section 9.1(b).)

3. <u>Eligibility to Serve as Chairperson</u>

In order to be eligible to serve as department chairperson, one must be a tenured professor, associate professor, or assistant professor, except in departments less than seven years old. It is acceptable if the chairperson has been approved by the Board of Trustees for tenure effective the following September 1. (Bylaw section 9.1(b).)

4. Eligibility to Serve as a Member of the <u>Department Personnel and Budget Committee</u>

The department P&B committee is composed of five members, including the department chairperson. All five members, including the chairperson, must have faculty rank, if possible. Four of the members must be tenured, unless there are fewer than four tenured faculty members in the department. It is acceptable if the candidate has been approved by the Board of Trustees for faculty rank or tenure effective the following September 1. Therefore, all five members must have faculty rank, and four of the five must be tenured, unless there are insufficient numbers in the department. (Bylaw section 9.1(e).)

If the department has fewer than five faculty members with faculty rank, then department members with faculty status may be elected to serve on the department P&B committee. If the department does not have five members with faculty rank or faculty status, then the principle of having five faculty members on the department P&B committee should still be fulfilled. The remaining members may be elected from instructors or lecturers without faculty status. However, even if faculty status members, or members without faculty rank or status, are elected to serve on the departmental P&B, they are *not* eligible to vote in the elections. Only faculty rank members may vote in departmental elections. Eligibility to vote and eligibility to serve are different.

In the event that a department has fewer than four tenured faculty members, the college president, after consultation with the departmental faculty, shall appoint an ad hoc committee to make recommendations on tenure appointments in lieu of a departmental P&B committee (Bylaw section 9.1(e).)

If there are only five or fewer faculty rank members in a department or four or fewer tenured members, then those faculty rank and tenured members will automatically be placed on the P&B committee, but an election should still be held for the three-year term. If they do not receive a majority vote, they will serve anyway, but only until there are additional faculty rank or tenured members, in which case an election should be held for the remaining years of the term. This is consistent with the requirement that all five members have faculty rank and four have tenure, including the chairperson.

A faculty rank member who does not wish to serve is not required to serve on the department P&B committee, even if his or her failure to serve results in an insufficient number of faculty rank members to fill out the committee. The Bylaws provide for an election process, which implies that one must choose to run and serve. Since there is an element of voluntariness in this, a faculty rank member may not be required to serve. The declination to serve, however, should be in writing.

A department P&B committee member who takes a leave of absence or is on sabbatical leave may continue to serve as a member, unless the faculty member also takes a leave of absence from the committee. It would be advisable to ask department P&B members who apply for a leave of absence whether they intend to fulfill their duties on the department P&B committee while on a leave. If the college so desires, it may require as a condition of granting a permissible leave that the faculty member also agree to a leave of absence from committee membership, where it is reasonable to believe the faculty member will not be able to regularly attend P&B meetings (*e.g.,* out of town, illness, etc.). An interim member may then be elected.

Any member of a departmental P&B committee who receives notice of non-reappointment or who resigns loses his/her voting membership on the department P&B committee, and a new member should be elected as soon as possible to fill the unexpired portion of the term. Such faculty members, upon notification of non-reappointment or submission of a resignation, automatically lose their right to vote both in the faculty of which they are members and in their respective departments (Bylaw sections 8.1 and 8.2). Loss of voting rights in the department includes voting on departmental committees.

* * *

If you have any additional questions, please feel free to contact this office or the Office of Faculty and Staff Relations.

cc: Chancellor's Cabinet
Chief Academic Officers
Chief Administrative Officers
Chief Student Affairs Officers
Legal Affairs Designees
Labor Designees
Personnel Directors

I:\ RS 2004\Personnel Advisory Memo re P&B Proceedings.wpd/PFO/cf

Fall 2014 Faculty Personnel and Budget (FP&B) Schedule of Meetings

Tuesday, 2:00 PM
President's Conference Room – 17th Floor – East Building

FALL SEMESTER

September 9	Appointments, Effective 8/27/2015 Discussion of Subcommittee Elections and Appointments
September 30	Subcommittee Elections and Appointments Approval of Appointments to 3rd Year Effective 8/27/2015
October 14	Vote on Appointments to 4th Year Effective 8/27/2015 President's Report on Tenure, CCE and concurrent Tenure/Promotion
October 28	Vote on Appointments to 5th Year Effective 8/27/2015 Appeals Subcommittee Report to FP&B
November 4	Vote on Appointments to 6th Year Effective 8/27/2015 Vote on Scholar Incentive Awards Effective 1/28/2015 Vote on Professional Reassignment Effective 1/28/2015
November 11	Vote on Appointments to 7th Year Effective 8/27/2015 Final Vote on Tenure, CCE and concurrent Tenure/Promotion
November 18	Final Vote on Tenure, CCE and concurrent Tenure/Promotion
November 25	Final Vote on Tenure, CCE and concurrent Tenure/Promotion
December 2	If necessary

Additional meetings to be scheduled as needed.

Please note that paper work <u>MUST BE IN HUMAN RESOURCES</u> 5-7 days before the FP&B meeting in order for the item to be acted on by FP&B members.
Please be advised that publications for candidates for tenure and/or promotion are on file in the archives. Curriculum vitae and letter of recommendation are in the respective dean's offices.

Rev. 3/19/2014

Spring 2015 Faculty Personnel and Budget (FP&B) Schedule of Meetings

Tuesday, 2:00 PM
President's Conference Room – 17th Floor – East Building

SPRING SEMESTER

February 3	Appointments, Effective 1/28/2015
February 17	Department Election Schedule
March 10	1st and 2nd Year Appointments, Effective 8/27/2015
March 24	President's Report on Promotions, Effective 8/27/2015 Vote on Fellowship Leaves, Effective 8/27/2015 or 1/28/2016 Vote on Scholar Incentive Awards, Effective 8/27/2015 Vote on Professional Reassignments, Effective 8/27/2015
April 14	Final Vote on Promotions
April 28	Final Vote on Promotions Distinguished Lecturer and Clinical Professor Reappointments
May 5	Final Vote on Promotions (if necessary)

Additional meetings to be scheduled as needed.

Please note that paper work MUST BE IN HUMAN RESOURCES 5-7 days before the FP&B meeting in order for the item to be acted on by FP&B members.
Please be advised that publications for candidates for tenure and/or promotion are on file in the archives. Curriculum vitae and letter of recommendation are in the respective dean's offices.

Faculty Appointments

This document provides an overview of the process and procedures for faculty appointments, excluding appointments with tenure, which are covered in the annually published Tenure and Promotion Schedule and Procedures (included elsewhere in these orientation materials).

- Professorial rank faculty are on a 7-year tenure clock
- CLTs, Senior CLTs and Chief CLTs are on a 5-year tenure clock
- Lecturers and Doctoral Lecturers are CCE positions, which run on a 5 year clock
- Distinguished Lecturers and Clinical Professors do not earn tenure or CCE, but are reappointed on an annual basis

FP&B Consideration during the Fall Semester
Appointments to 3rd to 7th Year

Chairs should submit the following materials to their Deans for pre-tenure/CCE faculty appointments to 3rd to 7th year. The Deans' Offices set deadlines for the submission of these materials in consultation with the Office of the Provost and based on the annual FP&B schedule.

- An appointment letter
- A memo indicating the department vote (and, if necessary, a memo indicating the division/school vote)
- Four copies of the candidate's updated curriculum vita
    - All CVs submitted must be Hunter formatted; please find a link to our Human Resources website for a guide http://hr.hunter.cuny.edu/forms/CV%20Guide.pdf
- Four copies of the candidate's teacher evaluations
- Four copies of the candidate's classroom (peer) observations
- Four copies of the chair's report
- Four copies of any Dean's written reviews from prior years
- Four copies of the Dean's current written review
- Four copies of any other written guidance to the candidate
- Four copies of the candidate's annual evaluations

Appointments to 3rd Year

5-year Tenure/CCE Clock: This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals. At FP&B, chairs will present their candidates and FP&B members will vote on candidates via secret ballot.

7-yearTenure Clock: This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals.

<u>Appointments to 4th Year</u>

5-year Tenure/CCE Clock: This is considered the candidate's midterm review and the appointment **requires both** Departmental and Divisional/School P&B votes. At FP&B, chairs will present their candidates and FP&B members will vote on candidates via secret ballot.

7-year Tenure Clock: This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals. At FP&B, chairs will present their candidates and FP&B members will vote on candidates via secret ballot.

<u>Appointments to 5th Year</u>

5-year Tenure/CCE Clock: This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals. At FP&B, chairs will present their candidates and FP&B members will vote on candidates via secret ballot.

7-year Tenure Clock: This is considered the candidate's midterm review and the appointment **requires both** Departmental and Divisional/School P&B votes. At FP&B, chairs will present their candidates and FP&B members will vote on candidates via secret ballot.

<u>Appointments to 6th Year</u>

7-year Tenure Clock: This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals. At FP&B, chairs will present their candidates and FP&B members will vote on candidates via secret ballot.

<u>Appointments to 7th Year</u>

7-year Tenure Clock: This appointment requires the Departmental P&B vote. The Divisional/School P&B votes only if the Departmental P&B votes not to recommend the candidate for reappointment and the candidate appeals. At FP&B, chairs will present their candidates and FP&B members will vote on candidates via secret ballot.

FP&B Consideration during the Spring Semester

<u>1st and 2nd Year Appointments</u>

Chairs should submit the following materials to their Deans for pre-tenure/CCE faculty appointments to 1st and 2nd year. The Deans' Offices set deadlines for the submission of these materials in consultation with the Office of the Provost and based on the annual FP&B schedule.

- An appointment letter
- Four copies of the candidate's updated curriculum vita
- Four copies of the candidate's annual evaluation (for appointments to 2nd year)
- Four copies of the candidate's teacher evaluations (for appointments to 2nd year, if available)

Distinguished Lecturers and Clinical Professors

Chairs should submit the following materials to their Deans for the reappointment of Distinguished Lecturers and Clinical Professors. The Deans' Offices set deadlines for the submission of these materials in consultation with the Office of the Provost and based on the annual FP&B schedule.

- An appointment letter
- Four copies of the chair's report
- Four copies of the candidate's updated curriculum vita
- Four copies of the candidate's annual evaluation

2014-15 Tenure and Promotion Schedule

<u>Use the procedures in the Left-Hand column</u> and the corresponding dates in the center column for:

Candidates for Tenure only
Candidates for Tenure and Concurrent Promotion (typically to Associate Professor)

<u>Use the procedures in the Right-Hand column</u> and the corresponding dates in the center column for:

Candidates for Promotion* only

Candidates for Tenure, including candidates being considered for concurrent promotion		**Candidates for Promotion who are NOT concurrently being considered for tenure**
Consideration by Department beginning *This is the spring of the candidate's 6th year (if on the 7-year clock) or 4th year (if on the 5-year clock)*	3/11/2014	
	4/11/2014	Nominations to Department P&B and requests for consideration due no later than
Spring Break	**4/14/14-4/22/14**	**Spring Break**
Review packets sent to outside evaluators	5/1/2014	Preliminary review of credentials and notification to candidates by Department P&B no later than
	Between 5/1/2014 & 8/24/2014	Promotion review packets sent to outside evaluators
External letters of review due *This is the beginning of the candidate's 7th year (if on the 7-year clock) or the 5th year (if on the 5-year clock)*	8/24/2014	
Department recommendations to School Deans with supporting materials	9/8/2014	
School of Social Work recommendations to SSW Graduate Committee	9/8/2014	
Notification of candidates by Department Chair	9/8/2014	

Candidates for Tenure, including candidates being considered for concurrent promotion		**Candidates for Promotion who are NOT concurrently being considered for tenure**
School recommendations to the President and Provost	10/7/2014	
Four copies of candidates' vitae with supporting materials to Provost's Office	10/7/2014	
Candidates' publications due in Archives	10/7/2014	
President's report to FP&B on tenure and concurrent tenure and promotion	10/14/2014	
President charges Tenure Appeals Subcommittee	10/14/2014	
Appeals Subcommittee report to FP&B	10/28/2014	
	12/15/2014	External letters of review due no later than
Vote by FP&B on tenure and concurrent tenure and promotion	11/11/2014	
Vote by FP&B on tenure and concurrent tenure and promotion	11/18/2014	
Vote by FP&B on tenure and concurrent tenure and promotion	11/25/2014	
School Deans to retrieve publications from Archives	12/1/2014	
Candidates not recommended for tenure/reappointment must receive notification	12/1/2014	
	1/31/2015	Final Department P&B recommendations and supporting material to School Dean and notification to all candidates
	2/24/2015	School recommendations to the President and Provost

Candidates for Tenure, including candidates being considered for concurrent promotion		Candidates for Promotion who are NOT concurrently being considered for tenure
	2/24/2015	Four copies of candidates' vitae with supporting materials to Provost
	2/24/2015	All materials (including letters of recommendation) forwarded to Human Resources by Provost's Office for duplication and distribution
	3/10/2015	Supporting material for all candidates filed with each Dean
	3/10/2015 3/24/2015	Candidates' publications submitted to Archives by Dean President's report to FP&B on promotion
Spring Break	**4/3/15-4/11/15**	**Spring Break**
	4/14/2015	Vote by FP&B on promotion candidates
	4/28/2015	Vote by FP&B on promotion candidates
	5/5/2015	Vote by FP&B on promotion candidates (if necessary)
	5/5/2015	Deans' Offices to retrieve publications from Archives
	5/5/2015	Promotion decisions to Hunter's HR department by this date in order to get on the BoT's June agenda (for Aug. 27 effective date)
Tenure in effect 9/1/2015 **(Concurrent promotion in effect 8/27/15)** *This is the beginning of the candidate's 8th year (if on the 7-year clock) or 6th year (if on the 5-year clock)*	**9/1/2015**	**Promotion in effect 8/27/15**

<u>This schedule is intended as a guide – actual dates may vary.</u>

2014-15 Tenure and Promotion Procedures

Introduction

Tenure is one of the most important decisions the College makes with regard to members of its instructional staff. In decisions regarding the granting of tenure, careful consideration must be given to the needs of the College, for both the near future and the long run, as well as to the qualifications of the individual candidate. Candidates for tenure are expected to demonstrate qualifications of superior merit.

These procedures apply to candidates being considered only for tenure as well as for candidates being considered for tenure with concurrent promotion (typically to Associate Professor). If a candidate is being considered for tenure with concurrent promotion, at each step of the process, separate votes will be held for tenure and promotion.

These procedures are meant to be a framework permitting flexibility within which the various decision-making processes related to tenure and promotion are to be made. It is assumed that at every stage in the process, decisions will be based upon an extensive review of all pertinent information, consultation with appropriate persons, and sufficient deliberation so as to arrive at a just determination. (Procedural items included in the CUNY Board of Trustees Bylaws, the Professional Staff Congress/CUNY Agreement and the Statement of the Board of Higher Education on Academic Personnel Practice in CUNY have not been reproduced.)

I. <u>Consideration of Candidates by Departments</u>

Consideration by departments should begin by **March 11, 2014.** The Department Personnel and Budget Committee shall consider all members of the department who are eligible for tenure: i.e., all persons for whom the next reappointment must be made with tenure. Consideration should begin during the spring of the candidate's 6th year if the candidate is on the 7-year tenure clock or during the spring of the candidate's 4th year if the candidate is on the 5-year tenure clock.

The Department Personnel and Budget shall also consider others who are eligible for early tenure under Board of Trustees Bylaws (i.e., early tenure is described in the Bylaws, "…when for a very substantial reason the college would be well served by such early grant of tenure…"). Candidates for early tenure can withdraw at any point in the process.

a. ***<u>Preliminary Promotion Review for candidates for tenure with concurrent promotion</u>*.** The Department Personnel and Budget Committee shall conduct a preliminary review of all candidates for tenure with concurrent promotion and determine, by secret ballot, those candidates who are to be considered for concurrent promotion. All candidates shall be promptly notified of the results of this vote. Candidates who receive a negative decision may withdraw their candidacy for concurrent promotion at this time. Withdrawals must be submitted in writing to the Department Chair. Candidates who do not withdraw move forward to a full review by the Department P&B. The School Dean shall be notified in writing of these decisions.

b. ***<u>Review Packet</u>.*** The candidate and Departmental Chair shall prepare a tenure (or tenure and promotion) review packet for outside evaluators. Minimally, the packet should include a curriculum vitae, publications and scholarly/creative work, and the candidate's statement about his/her research program and future plans. At the request of a candidate, in consultation with the department chair, a teaching statement and/or summary of student evaluations and other materials may be included.

c. ***<u>External Letters</u>.*** Department Personnel and Budget Committee recommendations for tenure and promotion must be supported by recent outside evaluations (from persons not affiliated with Hunter College), in writing, concerning the candidate's professional achievement and promise. These external letters are confidential and must be maintained in the candidate's closed file. It is understood that the definition of professional achievement varies among the disciplines.

The Department Personnel and Budget Committee shall compile a list of outside evaluators from which ***<u>at least</u> <u>four</u> evaluators shall be obtained for candidates being considered only for tenure or for tenure and concurrent promotion to Associate Professor. <u>At least six</u> evaluations shall be obtained for candidates for tenure with concurrent promotion to Full Professor***. Candidates shall be invited to submit names of appropriate persons they wish to evaluate them. The final determination of outside evaluators, however, shall be the responsibility of the Department P&B Committee. Chairs are urged to discuss the proposed list of evaluators with their Deans. The final list of outside evaluators shall be submitted to the School Dean, indicating to the Dean which evaluators were suggested by the candidate and which evaluators were suggested by the Department P&B. This list is submitted for information only.

If the candidate is being considered for tenure with concurrent promotion, external evaluators must be told that the letters are to be used for both purposes and the evaluators must address both processes.

If the candidate is only being considered for tenure, outside evaluations already obtained in connection with a previous promotion consideration ***may be*** used for tenure if the letters were solicited explicitly for both purposes and if the tenure and promotion processes commence in any two consecutive academic years. Alternately, the department may solicit new letters for the tenure process.

The mandate for outside evaluations does not preclude additional supporting materials.

The School Personnel and Budget Committee shall ensure that consistent and rigorous standards are followed by departments in the procedures for outside evaluation.

Tenure (or tenure and promotion) review packets should be sent to outside evaluators between May 1, 2014 and August 24, 2014, with a return deadline no later than August 24, 2014.

d. ***Interview.*** An interview before the Department Personnel and Budget Committee is optional. It may be requested by the candidate or by the committee. The Department Chair shall advise each candidate, in writing, of her/his right to request an interview. Refusal of an interview by the candidate shall be made in writing. Such refusal shall not be prejudicial to the candidate. If a candidate wishes to be interviewed, s/he must be available for the interview in a reasonable time-frame given the demands and schedule of the Department P&B.

e. ***Department Review and Vote.*** By **September 8, 2014,** the Department Personnel and Budget Committee shall review the complete record of all candidates, in accordance with Article 18 of the PSC/CUNY Agreement, as well as current and projected department needs. The complete record consists of a curriculum vitae in Hunter College format, the tenure (or tenure and promotion) review packet, letters from outside evaluators, peer and annual evaluations, observation reports, student evaluations and other appropriate materials.

If the candidate is being considered for tenure with concurrent promotion, the Department Personnel and Budget Committee shall hold two secret ballot votes – one to determine whether the candidate will be recommended for tenure and one to determine whether the candidate will be recommended for promotion.

If the candidate is only being considered for tenure, the Department Personnel and Budget Committee shall vote by secret ballot to determine whether the candidate will be recommended for tenure.

f. ***Dean and Candidate Notification.*** The recommendations of the Department P&B Committee and the tenure (or tenure and promotion) review packet, letters from outside evaluators, peer and annual evaluations, observation reports, student evaluations, the Chair's report for each candidate and any other written guidance initialed by the candidate shall be **submitted to the School Dean by September 8, 2014.** The School of Social Work's recommendations shall also be submitted by **September 8, 2014** to the SSW Graduate Committee.

At the same time that the determination of the Department Personnel and Budget Committee is submitted to the School, the Chair shall notify all candidates, in writing, of the recommendation of the Department's P&B.

A candidate *not* recommended for *tenure* by the Department Personnel and Budget Committee shall be advised by the Chair that her/his non-recommendation will automatically go forward for consideration to the School Personnel and Budget Committee unless the candidate withdraws from consideration by giving timely written notice to the Department Chair or Dean. If a candidate wishes to resign, the department should notify the College's labor designee in a timely manner. ***Any such withdrawal from tenure consideration must include a resignation*** with an effective date not later than the end of the last year for which a reappointment has already been made.

Withdrawal from tenure consideration will be irrevocable and permanent and shall not entitle the candidate to consideration in a later year.

A candidate *not* recommended for *promotion* by the Department Personnel and Budget Committee shall be promptly advised by the Chair of her/his non-recommendation. A candidate who is not recommended may withdraw his/her candidacy for promotion in writing to the Department chair. Candidates who do not withdraw move forward to review by School.

II. Consideration of Candidates by Schools and Ancillary Units

Note: In the School of Arts and Sciences, the term School P&B refers to each of the three P&Bs representing the old divisions that merged into the School (i.e., Arts and Humanities; Sciences and Mathematics, Social Sciences). In the Schools of the Health Professions, the School P&B refers to the Divisional-wide P&B.

a. ***Interview.*** An interview before the School Personnel and Budget Committee is optional. It may be requested by the candidate or by the committee. The School Dean shall notify each candidate, in writing, of her/his right to request an interview. Refusal of an interview by the candidate shall be made in writing. Such refusal shall not be prejudicial to the candidate. If a candidate wishes to be interviewed, s/he must be available for the interview in a reasonable time-frame given the demands and schedule of the School P&B.

b. ***School/Division Review and Vote.*** By **October 7, 2014,** the School Personnel and Budget Committee shall review the complete file of all candidates for tenure or tenure with concurrent promotion and vote on the submitted candidacies. In addition to the materials indicated above in I.f., at this stage, the complete file should include the Dean's written review.

If the candidate is being considered for tenure with concurrent promotion, the School Personnel and Budget Committee shall hold two secret ballot votes – one to determine whether the candidate will be recommended for tenure to the President and the Provost and one to determine whether the candidate will be recommended for promotion to the President and the Provost.

If the candidate is only being considered for tenure, the School Personnel and Budget Committee shall by secret ballot determine candidates to be recommended for tenure to the President and the Provost.

c. ***President and Provost Notification.*** The School Dean shall immediately (i.e., by **October 7, 2014**) submit to the President and Provost, in writing, the names of all candidates recommended for tenure or tenure and concurrent promotion and those not recommended for tenure and/or promotion. Four copies of the entire tenure (or tenure and promotion) package are submitted to the Provost's Office. Candidates' publications are submitted to the Library Archives.

Candidates for tenure and concurrent promotion who are not recommended for promotion by the School P&B shall be notified, in writing, by their Deans. Candidates so notified may withdraw their candidacy for promotion at this time by written notification to the School Dean. Candidates who do not withdraw move forward to review by the Faculty Personnel and Budget Committee.

III. Consideration of Candidates by the Faculty Personnel and Budget Committee (FP&B)

a. ***President's Report.*** **By October 14, 2014,** the President shall present to the Faculty Personnel and Budget Committee the names of all candidates recommended for tenure or tenure and concurrent promotion and those not recommended for tenure and/or promotion by the School. The President shall charge the Appeals Committee of the FP&B (formerly the Tenure Appeals Committee) to review the cases of those not recommended for tenure ("appellants") and report to the FP&B within two weeks. The Appeals Subcommittee shall review the complete file of each appellant.

i. *Candidate Notification*. Upon distribution of the list of candidates for tenure and tenure with concurrent promotion to the Faculty Personnel and Budget Committee, the Department Chair shall promptly notify all candidates in her/his department, in writing, as to whether or not they have been recommended for tenure and/or promotion.

b. ***Consideration by the FP&B Appeals Committee***

i. *FP&B Appeals Committee Review and Report.* **By October 28, 2014** the FP&B Appeals Committee shall review the complete files of all candidates not recommended for tenure by the School and report their findings to the Faculty Personnel and Budget Committee.

ii. *FP&B Vote*. The Faculty Personnel and Budget Committee shall determine by secret ballot whether or not to accept the candidacy of appellants for tenure.

The names of appellants whose candidacy is accepted by the Faculty Personnel and Budget Committee shall be added to the list of candidates to be considered for tenure.

Appellants whose candidacy is not accepted by the Faculty Personnel and Budget Committee shall promptly be notified by the President, in writing, of that action.

iii. *Appeals.* After receipt of notification from the President, a candidate not recommended for tenure may appeal to the President by giving written notice of the appeal to the President within 10 days of receipt of notice of the College FP&B's decision not to consider the candidacy.

c. **<u>FP&B Vote on Tenure and Tenure with Concurrent Promotion</u>**

i. *<u>FP&B Review and Vote</u>*. On **November 11th, 18th and 25th (if necessary), 2014** the Faculty Personnel and Budget Committee shall review all candidates for tenure or tenure with concurrent promotion and shall vote on the submitted candidacies.

If the candidate is being considered for tenure with concurrent promotion, the Faculty Personnel and Budget Committee shall hold two secret ballot votes – one to determine whether to recommend that the candidate be forwarded by the President to the Board of Trustees for tenure and one to determine whether to recommend that the candidate be forwarded by the President to the Board of Trustees for promotion.

If the candidate is only being considered for tenure, the Faculty Personnel and Budget Committee shall, by secret, vote to determine whether to recommend that the candidate be forwarded by the President to the Board of Trustees for tenure

ii. *<u>Candidate Notification</u>*. The Department Chair shall promptly notify in writing each candidate in her/his department of the FP&B's recommendation(s).

A candidate who has not been recommended for tenure and/or promotion by the Faculty Personnel and Budget Committee shall promptly be notified by the President, in writing, of that/those action(s).

iii. *<u>Appeals</u>*. After receipt of notification from the President, candidates not recommended for tenure and/or promotion may appeal to the President by giving written notice of the appeal to the President within 10 days of receipt of notice of the College FP&B's decision not to recommend tenure and/or promotion.

IV. <u>Consideration by the President</u>

a. ***<u>The President's Review</u>.*** The President shall review all candidates recommended by the FP&B for tenure or tenure and concurrent promotion. In accordance with established procedures, the President has the right not to forward candidates recommended by the FP&B for tenure and/or promotion to the Board of Trustees.

b. ***<u>Candidate Notification</u>.*** The President shall promptly notify Department Chairs and School Deans, in writing, of the names of candidates she intends to forward to the Board of Trustees for tenure and/or promotion. Candidates will be promptly informed of the President's decision by their Department Chair or School Dean.

If the President decides not to forward a candidate's name to the Board of Trustees for tenure and/or promotion, the candidate must be notified by the President, in writing, of that decision.

c. ***<u>Appeals</u>.*** If the President does not recommend a candidate for tenure and/or promotion, the candidate may appeal to the President for reconsideration, in writing, within 10 days of the date of the notice of the President's decision not to recommend tenure and/or promotion.

Note: Dates included in this document are intended as a guide and may change when the 2014 – 2015 FP&B schedules are finalized. This document will be updated to reflect date changes, should they occur. The most up-to-date version of this document may be downloaded from the Provost's website at http://www.hunter.cuny.edu/provost/reports-policies/procedures.

Templates for Adjunct Appointment / Non-Appointment Notices

Office of Legal Affairs Memorandum

Notification deadlines: (a) for adjuncts appointed on a semester-by-semester basis, Dec. 1 for spring semester and May 1 for fall semester; (b) for adjuncts required to be appointed on a full-year basis, May 15 for both the fall and spring semesters.

Appointment Notice

[Date]

Dear _________:

I am writing to inform you that Hunter College intends to appoint you as an Adjunct [title] in the Department of __________ for the [_________ semester] OR [Fall ____ and Spring ____ semesters] with an hourly rate of pay of ____/hr. ***[NOTE: If the department intends to appoint an adjunct who has served for the six consecutive semesters immediately preceding the appointment (with no break in service, other than to serve in a full-time substitute position), the adjunct must be appointed for both the fall and spring semesters, and must be notified of this appointment by May 15.]***

This appointment is subject to sufficiency of registration, changes in curriculum, financial ability and the approval of The City University of New York. The other terms and conditions of employment are those in the By-laws of The City University of New York, the Agreement between the City University of New York and the Professional Staff Congress/CUNY and the rules and policies promulgated under and consistent with such By-laws and Agreement.

At a later date, you will be provided with your class assignment and will be required to agree in writing to this appointment. If you have any questions about this appointment, please call me at _________.

Sincerely,

[Department Chair]

cc: Human Resources

Non-Appointment Notice

[Date]

Dear _________:

I write to inform you that you will not be appointed as an Adjunct [title] in the Hunter College Department of __________ for the ___________ semester. I thank you for your service to Hunter College and wish you well in your future endeavors.

Sincerely,

[Department Chair]

cc: Human Resources

Hunter Adjunct Absence Policies Memo

MEMO TO: Academic Chairs

FROM: Lisa Peterson, Legal Affairs

DATE: August 14, 2014

RE: Adjunct Absence Policy and Related Matters

As some questions have come up recently pertaining to the Absence Policy as it pertains to Adjuncts, it seems a good time to review the pertinent terms of that Policy, as well as Paid Leave, and the relevant contractual terms controlling an adjunct's abandonment of his/her position.

First, set forth below is the information, including a link to the source of the information, provided to adjuncts:

Absences
You should make every possible effort to meet your class at the scheduled times. If you find it necessary to miss a class, inform the department office as early as possible and try to arrange for substitute coverage approved by the department chairperson or supervisor. Make-up classes are difficult to arrange because most students work and have little schedule flexibility to attend classes at other times. If for any reason you anticipate missing a class due to conferences, or other scheduled events that interfere with scheduled instruction time, please discuss this with your department chairperson or supervisor. http://www.hunter.cuny.edu/middle-states/repository/files/standard-5/Adjunct-Faculty-Handbook.pdf

Paid Leave

You may be excused for one hour per session or semester for each hour you teach per week (equivalent to a period of 1/15 of the total number of clock hours in the particular session or semester), without loss of pay, for reasons of personal illness or personal emergency including religious observance, death in the immediate family or similar personal needs which cannot be postponed. Requests for such leave must be made in advance, when possible, and in writing. If it is not possible to make such a request in advance, the department chairperson or supervisor should be informed as soon as possible. The reason must be satisfactory to the chairperson or supervisor. Only the department chairperson or supervisor may authorize arrangements among colleagues to cover or reschedule classes and work assignments. http://hr.hunter.cuny.edu/Benefits/adjuncts.html#5

Second, here is some additional information to be aware of:

1. Adjuncts have no contractual right to receive allowable hours without loss of pay for absences other than those described above, such as an absence to attend a conference or similar type of event.[1]

2. Under no circumstances may an adjunct (or other faculty member) be asked to pay another adjunct/faculty member for covering his/her class AND under no circumstances may an adjunct (or other faculty member) pay another member for such coverage. This also means that there can be no "docking" of the pay of the "absent" adjunct for the purpose of paying the covering adjunct.

Finally, issues concerning an adjunct's abandonment of position are governed by Article 9, Section 9.1, of the PSC-CUNY 2007-2010 Contract. Please see below:

When a non-tenured or non-certificated member of the instructional staff does not appear at the college to perform his/her duties and fails to receive an authorized leave of absence, the individual shall be considered to have abandoned his/her position, and the college shall have no further obligation to that individual under the following circumstances: for a full-time member of the instructional staff, such abandonment shall be deemed to have occurred after 10 consecutive days of absence, other than Saturdays, Sundays or legal holidays. **For an adjunct, such abandonment shall be deemed to have occurred after unauthorized absence from the first week of scheduled classes or other assigned duties** (emphasis added). In either case the college shall notify the staff member in writing by certified mail that abandonment of his/her position has occurred.

In any grievance filed pursuant to abandonment of a position based upon the above, the burden of proof shall be upon the grievant to show:

1. He/She taught assigned classes or performed his/her duties on the days at issue, or

2. He/She applied for and received a prior approved leave for the days at issue, or

3. He/She was unable to report for work or give notice because of an emergency which made it impossible to report for work or give notice.

http://www.cuny.edu/about/administration/offices/lr/lr-contracts/2007-2010CUNY-PSCcollectivebargainingagreement.pdf

[1] Adjuncts may apply for travel funds for attendance at professional meetings and conferences under Article 28 (Travel Allowances) of the PSC/CUNY 2007-2010 Contract.

Fellowship Leave (Sabbatical Leaves)

DATE: September 5, 2013

TO: Members of the Faculty

FROM: Vita C. Rabinowitz , Provost & Vice President for Academic Affairs

RE: Fellowship Leave (Sabbatical Leaves) 2014 - 2015

Members of the instructional staff who wish to apply for a fellowship leave for 2014 – 2015 should submit the City University of New York Scholar Fellowship Leave application to their Department Chairperson by **December 2, 2013**. ***The application must be typed***.

Department Chairs are asked to forward applications to their Deans by **December 16, 2013**. Deans are asked to forward applications to the Office of the Provost by **January 14, 2014**. The Faculty Personnel and Budget Committee will vote on recommended candidates at one of its March, 2014 meetings.

Fellowship Leave Applications may be found on the Hunter College Human Resources web site at http://hr.hunter.cuny.edu/forms/fellowship%20leave%20application.pdf. (Or, if you prefer, go to the HR home page, click on the *Forms* link on the left-hand list of options, scroll down to the *Applications* section and click on *Fellowship Leave Application*.)

Guidelines for preparation of Fellowship Leave Applications:

1. There are three areas in which the applicant may apply for fellowship leave: a) research; b) improvement of teaching; c) creative work in literature or the arts. Applicants should make clear the category in which they are applying and the committee agrees to evaluate the relative merits of proposals within each category.

2. Although it is understood that there will be differences among applications in these three categories, all applicants should write a clear proposal for consideration by academics not in the field of expertise of the applicant.

3. All applicants must provide a brief description (no more than 2 single-spaced pages) of the fellowship leave project. The description should include:
   - The significance of the proposed project to the field and to the individual development and long-range goals of the applicant.
   - How this project relates, if at all, to your previous work and research experience. Please list selected presentations, publications and grants that relate to this project.
   - The timeliness of the proposed project and an explanation of why the work needs to be conducted during a sabbatical rather than during the academic year or summer. Please attach the contract or invitation for your work, if there is one.

- The product that will be available at the end of the fellowship leave (description of articles, books, a plan for the development of curricula, exhibits, films, etc.).

4. Applicants must complete all items in sections I – III of the Fellowship Leave Application and sign section III where indicated.
   - As indicated in section III, item #6, **faculty awarded a fellowship leave <u>must</u> submit a summary, in writing, of his or her relevant activities during the leave to his or her department chairperson within thirty (30) days following the expiration of the leave**.
     - Department chairs will be required to include these summary reports in the annual reports they submit to Office of the Provost.

5. Chairs must complete Section IV and sign where appropriate. The decision of the departmental P&B must be included. Forms must also be signed by the appropriate Dean on page 5 before being sent forward to the Provost's Office.

Review Procedures for Fellowship Leave Applications*:

1. Department P&B reviews all applications and votes to recommend or not recommend leave.

2. Department Chairs forward to their Dean the list of recommended candidates, completed applications and a written plan for covering teaching and other departmental responsibilities of recommended candidates.

3. The Deans review department plan for covering teaching and other departmental responsibilities. The Dean signs the applications and forwards the list of candidates and applications to the Provost's Office.

4. The Provost's Office will submit all applications to the FP&B Subcommittee on Research Fellowship Leaves for review by early February. The FP&B will vote on Fellowship Leave applications at one of its March, 2014 meetings.

*Procedures adopted by FP&B at its October 22, 2002 meeting.

cc: Deans, Human Resources, Legal Affairs

You can find the Fellowship leave application in the Human Resources website: *http://hr.hunter.cuny.edu/forms/fellowship%20leave%20application.pdf*

See Appendix A for Office of Human Resources Management Code of Practice Regarding Instructional Staff Academic Leaves

Scholar Incentive Awards

DATE: September 5, 2013

TO: All Full-Time Faculty

FROM: Vita Rabinowitz , Provost & Vice President for Academic Affairs

RE: Scholar Incentive Awards, 2014 - 2015

Members of the instructional staff who wish to apply for a Scholar Incentive Award in 2014 – 2015 should submit the City University of New York Scholar Incentive Award application to their Department Chairperson by **December 2, 2013**. Department Chairs are asked to forward applications to their Deans by **December 16, 2013**. Applications must be reviewed and approved by the Dean. Deans are asked to forward applications for both Fall 2014 and Spring 2015 Scholar Incentive Awards to the Office of the Provost by **January 14, 2014**.

Scholar Incentive Award Applications may be found on the Hunter College Human Resources Forms web page at http://hr.hunter.cuny.edu/forms/index.html - scroll down to the Application section. This is the only version of the application that will be accepted in order to ensure that all required signatures are included.

cc: Deans, Department Chairs, Human Resources, Legal Affairs

You can find the Scholar Incentive Award application in the Human Resources website: http://hr.hunter.cuny.edu/forms/Scholar%20Incentive%20Award%20Application.pdf

See Appendix A for Office of Human Resources Management Code of Practice Regarding Instructional Staff Academic Leaves

Application for Special Leave of Absence Without Pay

THE CITY UNIVERSITY OF NEW YORK

INSTRUCTIONS: This form is completed by the staff member and is processed through Personnel and Budget Committees. If the request is approved, the completed form is forwarded to the Human Resources Office and a Personnel Action Form is prepared.

Name ______________________________________ Social Security No. ____________________

Title _______________________________________ Department __________________________

Retirement System: _______ TRS _______ TIAA _______ ERS

PROPSED DATES OF LEAVE: From _______________________ To: _________________________

PREVIOUS LEAVES: Please list all previous leaves of absence for one semester or more. Attach additional sheets if necessary.

Dates	Purpose
_______________	____
_______________	____
_______________	____

PURPOSE OF REQUESTED LEAVE: Special leaves of absence without pay are granted for research, writing creative work, study, or public service. Please give details of the nature of the work, including the names and locations of the institutions where the work will be done, etc. Attach additional sheets, if necessary.

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ATTESTATION BY APPLICANT: The information I have provided on this form is accurate. Should the stated purpose of my leave substantially change or become unable to be accomplished, even if I have commenced my leave, I shall immediately notify the President in writing. Should the President determine that the purpose of the leave is no longer being served, he/she may terminate the leave, assign me appropriate duties at the college or take other appropriate action. I understand that this leave, if granted, is subject to the following rules and conditions:

- The leave is without pay and, if for one year or more, will not be credited for the purpose of movement within the salary schedule, unless the President, in his/her discretion recommends such credit, subject to approval by the Board of Trustees/CLTNY, upon the President's determination that the leave is being taken for a project of such academic, scholarly, or public importance that it brings honor and recognition to the college.
- Retirement credit for the period of the leave is only available to members of the N.Y.C. Teachers' Retirement System (TRS) and N.Y.C. Employees' Retirement System (ERS) and only if the leave is taken for very specific purposes. If the college wishes retirement credit to be given, it must make a recommendation to that effect. The recommendation is only advisory and must be approved by TRS or ERS for retirement credit to be granted. Members of TIAA who are on leaves of absence without pay are not eligible for retirement credit while on leave.
- Faculty members receiving, annual leave under Article 14.1 of the PSC/CUNY collective bargaining during, the other semester of the academic year will receive one month's vacation pay.
- A special leave of absence without pay causes a break in service towards tenure, a certificate of continuous employment, or a 13.3b. appointment. During a special leave, a staff member is subject to the usual review process to determine his/her appointment status for the next year.

Date ______________________________ Signed ____
Applicant

ADDRESS DURING LEAVE: ____
____

TELEPHONE NUMBER DURING LEAVE ____

PROPOSED ARRANGEMENT FOR COVERING PROFESSIONAL DUTIES DURING THE LEAVE:
To be completed by the Department Chair

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RECOMMENDATION OF DEPARTMENT PERSONNEL AND BUDGET COMMITTEE

Recommended ______________ Not Recommended __________

With retirement credit* _______
Without retirement credit _______

With credit for movement within schedule* _______
Without credit for movement within schedule _______

RECOMMENDATION OF THE PRESIDENT

Recommended ______________ Not Recommended __________

With retirement credit* _______
Without retirement credit _______

With credit for movement within schedule* _______
Without credit for movement within schedule _______

Date ______________________________ Signed ____
____

(President or Designee)

NB: *Retirement credit is available only for members in Tier I and Tier II of IRS and only if the leave is taken for specific purposes.
**Credit for movement within schedule may be recommended to the President only if the project is of such academic, scholarly, or public importance that it brings honor and recognition to the college.

APPROVAL OF THE UNIVERSITY OFFICE OF FACULTY AND STAFF RELATIONS
(Only required for a third consecutive year of special leave of absence without pay)

Approved _______
Not Approved _______

Date ________________________Signed ____

You can download application here: http://hr.hunter.cuny.edu/forms/Appl.%20for%20Special%20Leave%20of%20Absence%20Without%20Pay%201-2.pdf

Application for Partial leave with Partial Pay

THE CITY UNIVERSITY OF NEW YORK
APPLICATION FOR A PARTIAL LEAVE WITH PARTIAL PAY

INSTRUCTIONS: This form is completed by the staff member and is processed through Personnel and Budget Committees. If the request is approved, the completed form is forwarded to the Human Resources Office and a Personnel Action Form is prepared.

Name ____________________ Social Security No. ____________________

Title ____________________ Department ____________________

Retirement System: _____ TRS _____ TIAA _____ ERS

PROPOSED DATES OF LEAVE: From ____________________ To: ____________________

PERCENTAGE LEAVE: ____________________ **PERCENTAGE PAY:** ____________________

PREVIOUS LEAVES: Please list all previous leaves of absence for one semester or more. Attach additional sheets if necessary.

Dates	Purpose
__________	______________________________
__________	______________________________
__________	______________________________

PURPOSE OF REQUESTED LEAVE: Please give details of the nature of the work, including the names and locations of the institutions were the work will be done, etc. Attach additional sheets, if necessary. If the leave is requested for a reduced scheduled pursuant to the Family and Medical Leave Act (FMLA), the appropriate FMLA forms should also be filled out and submitted

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ATTESTATION BY APPLICANT: The information I have provided on this form is accurate. Should the stated purpose of my leave substantially change or become unable to be accomplished, even if I have commenced my leave. I shall immediately notify the President in writing. Should the President determine that the purpose of the leave is no longer being served, he/she may terminate the leave, assign me appropriate duties at the college or take other appropriate action. I understand that this leave, if granted, is subject to the following rules and conditions:

- Increment credit will be given for the period of the leave.
- Retirement credit for the period of the leave is determined by the pension system for members of TRS and ERS. Members of TAA who are on a partial leave with partial pay will be eligible for contributions based upon the salary received during the period of the leave.
- Faculty who take a partial leave with partial pay for an entire academic year will receive vacation pay in July and August that is reduced by the same percentage as was applied during the period of the leave. If the leave is for one semester only, the salary for the month of vacation that is attached to the leave semester will be reduced by the same percentage as was applied during the period of leave.
- A partial leave with partial pay causes a break in service towards tenure, a certificate of continuous employment, or a 13.3.b appointment.
- During a partial leave, a staff member is subject to the usual review process to determine his/her appointment status for the next year.

Date ____________________ Signed ______________________________
Applicant

ADDRESS DURING LEAVE ______________________________

TELEPHONE NUMBER DURING LEAVE ______________________________

PROPOSED ARRANGEMENT FOR COVERING PROFESSIONAL DUTIES DURING THE LEAVE:
To be completed by the Department Chair

RECOMMENDATION OF COLLEGE PERSONNEL AND BUDGET COMMITTEE

Recommended ____ Not Recommended ____

Date ______________________ Signed ______________________

RECOMMENDATION OF THE PRESIDENT

Recommended ____ Not Recommended ____

Date ______________________ Signed ______________________
(President or Designee)

NB: *Retirement credit is available only for members in Tier I and Tier II of TRS and only if the leave is taken for specific purposes.

**Credit for movement within schedule may be recommended to the President only if the project is of such academic, scholarly, or public importance that it brings honor and recognition to the college.

APPROVAL OF THE UNIVERSITY OFFICE OF FACULTY AND STAFF RELATIONS
(Only required for a third consecutive year of partial leave with partial pay)

Approved ____

Not Approved ____

Date ______________________ Signed ______________________

You can download the application here: http://hr.hunter.cuny.edu/forms/Appl.%20for%20Partial%20Leave%20with%20Partial%20Pay%201-2.pdf

See Appendix A for CUNY Office of Human Resources Management Code of Practice Regarding Instructional Staff Academic Leaves

Multiple Position Policy and Procedures

DATE: September 5, 2013

TO: All Full-Time Faculty

FROM: Vita Rabinowitz , Provost & Vice President for Academic Affairs

RE: Multiple Position Report Forms – 2013 - 2014

The Multiple Position Report Form can be found on the Hunter College Human Resources web page http://www.cuny.edu/about/administration/offices/ohrm/reports-forms/MultiplePositionForm.pdf and summer: http://www.cuny.edu/about/administration/offices/ohrm/reports-forms/MultiplePositionSummerReportingForm_07222014.pdf . (Or, if you prefer, go to the HR home page (http://hr.hunter.cuny.edu/), click on the *Forms* link on the left-hand list of options, scroll down to the *Miscellaneous* category and click on *Multiple Position Report*.)

Fall 2013

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Friday, November 8, 2013**. Please note that your form should be updated during the semester if your commitments change. Moreover, any intention of taking on activities covered by the regulations must first be approved by the college and should be reported to your department chair.

The form should be reviewed by the Department Personnel and Budget Committee, and if approved, signed by the Department Chair indicating the date of P&B approval. The completed forms should be forwarded by the Department Chair to his/her respective Dean, no later than **Friday, November 15, 2013**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Monday, December 2, 2013** along with the Summary Form.

Spring 2014

The Multiple Position Report Form must be completed and forwarded to your Department Chair by **Tuesday, March 4, 2014**. Please note that your form should be updated during the semester if your commitments change. Moreover, any intention of taking on activities covered by the regulations must first be approved by the college and should be reported to your department chair.

The form should be reviewed by the Department Personnel and Budget Committee, and if approved, signed by the Department Chair indicating the date of P&B approval. The completed forms should be forwarded by the Department Chair to their respective Dean, no later than **Tuesday, March 18, 2014**. The Deans are asked to review the reports, sign them and forward them to the Provost's Office by **Friday, April 11, 2014** along with the Summary Form.

cc: Jennifer J. Raab, Robert Buckley, Jean Callahan, Galia Galansky, Sharon Neill, Deans, Department Chairs.

CUNY Multiple Position Memo

Office of Vice Chancellor for Human Resources Management

The City University of New York

Office of the Vice Chancellor for
Human Resources Management
535 East 80th Street
New York, NY 10075
Tel: 212-794-5353
Fax: 212-794-5667

VIA E-MAIL

July 29, 2014

TO: The College Presidents
The Deans of the CUNY-wide and Professional Schools

FROM: Vice Chancellor Gloriana B. Waters

SUBJECT: Implementation of the Revised Statement of Policy on Multiple Positions

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At its meeting on June 30, 2014, the Board of Trustees approved a revised *Statement of Policy on Multiple Positions* (Attachment 1). The revised policy, which was effective upon adoption, contains one important change: Section 2.d ("Within the University – Summer Activities") has been revised to include the following statement:

> During the first three summers of a faculty member's employment at The City University, the President of a College or a Vice Chancellor, as appropriate, may authorize payment to a faculty member to conduct his/her research during the summer from tax-levy funds, subject to the same total three-ninths limitation for all summer activities noted above.

The purpose of this memorandum is to provide guidance on the proper interpretation and implementation of this change, as well as to review the applicable rules that have been enunciated in previous guidance. The specific guidance relating to the new provision appears in Section V below.

I. Covered titles

The *Revised Statement of Policy on Multiple Positions* continues to apply only to full-time faculty. It does not apply to adjunct faculty, nor does it apply to other full-time members of the instructional staff, such as employees in the Higher Education Officer series, the College Laboratory Technician series, or Research Associates and Research Assistants.[1]

[1] Notwithstanding, the Policy does apply to these individuals if the college's Governance Plan accords faculty rank or faculty status to employees in these titles. Rules governing multiple positions by employees in these titles have been promulgated by the Office of Human Resources Management.

II. Employment, consultative, or other work outside the University

Faculty members who wish to engage in outside employment, consultative work, or other work must receive prior approval. The faculty member must provide to the Department Personnel and Budget Committee the following information:

- His/her total academic commitment,
- The proposed employment, consultative or other work and
- Information regarding previously approved outside employment.

If the Department Personnel and Budget Committee approves the requested employment, consultative work or other work, the Department Chairperson must determine the amount of time that the faculty member may expend on the activity, subject to review by the President. In no event may the amount of time spent on such outside employment, consultative work or other work exceed an average of one day per week (*i.e.*, seven hours) or its equivalent during the academic year.

Section 2.a requires that a faculty member who engages in work external to the University include within any written agreement with a third party governing such arrangement the following five (5) principles: (a) the faculty member is serving in his or her individual capacity and not on behalf of the University, and the University's name may not be used in connection with the faculty member's services without the written permission of the University; (b) the faculty member's primary employment responsibility is to the University and he or she is bound by the University's policies, including those related to external work; (c) in executing the external work the faculty member may not make substantial use of the University's resources without the written permission of the University; (d) no relationship or agreement between the faculty member and the third party may grant rights to intellectual property owned by the University and/or the Research Foundation without their written authorization; and (e) the third party may not restrict the faculty member's ability to engage in research as an employee of the University, limit his or her ability to publish work generated at or on behalf of the University, or infringe on the faculty member's academic freedom.

III. Overload Teaching within the University

When a college wishes to engage the services of a full-time faculty member of another college, the principal academic or administrative officer of the requesting college must make a request and receive approval from the principal academic officer or administrative officer of the other college. To the extent possible, these requests should be achieved through an exchange of services or by budgetary interchange and should not result in additional academic workload or additional remuneration for the faculty member. However, the President or the Chancellor may approve variations from this norm.

The policy makes important distinctions between the opportunities to work overload assignments[2] applicable to full-time non-tenure-track faculty and tenured faculty, on the one hand, and to full-time, non-tenured, tenure-track faculty, on the other.

A. Full-time non-tenure-track faculty and tenured faculty

Section 2.b permits full-time non-tenure-track faculty, including Instructors and Lecturers, and tenured faculty to be eligible for overload assignments. The general rule is that such faculty may be assigned up to a maximum of eight (8) total classroom contact hours over the fall semester and the spring semester. In addition, such faculty may be assigned up to an additional six (6) classroom contact hours during the academic year in courses that are offered: (a) during the winter session; (b) exclusively on Saturdays or Sundays; or (c) as part of on-line degree programs.

B. Full-time non-tenured tenure-track faculty

Section 2.b.4 prohibits overload teaching assignments for full-time non-tenured tenure-track faculty, except where the faculty member is not currently using the contractually-mandated research reassigned time, and then only with the special permission of the Chancellor or the appropriate President.

IV. Overload non-teaching assignments within the University during the academic year

As a general rule, faculty may not receive extra compensation during the academic year for research, consulting, or any other employment with The City University or any of its affiliated organizations, regardless of the source of the funds. Grant funds may be used during the academic year to compensate the college for reassigned time to facilitate the faculty member's research during the academic year. The exception to this rule for teaching overloads is covered in Section III supra.

In addition, where special circumstances of an urgently needed short-term administrative and/or service assignment exist, a President or Vice Chancellor may authorize specific additional compensation to compensate a faculty member whose services are required as an overload. These assignments are limited to 150 hours per semester at the non-teaching hourly rate, or a total of 300 hours for the entire academic year.[3] Although all full-time faculty may be considered for such assignments, the assignment of a non-tenured tenure track faculty member is discouraged and may only be approved in exceptional circumstances and then only during a semester when that faculty member is not using contractually-mandated reassigned time.

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[2] An overload assignment is a teaching assignment in excess of the full-time, non-tenure-track or tenured faculty member's contractual teaching workload as set forth in the current collective bargaining agreement.

[3] Teaching overload assignments and non-teaching overload assignments must be aggregated pursuant to a formula to determine the maximum number of extra hours that may be worked. See Section VII infra.

V. Summer Activities

Sections 2.d and 5 concern faculty assignments during the summer annual leave period. The new language in Section 2.d, adopted by the Board at its June 30, 2014 meeting, provides an opportunity for a President or a Vice Chancellor, as appropriate, in his/her discretion to authorize tax-levy compensation during the summer to support a faculty member's research during the first three summers of a faculty member's appointment to the University. The impetus for this provision is to augment the University's ability to recruit and retain faculty with promising research capabilities, particularly, although not exclusively, in the STEM disciplines. This tax-levy research compensation is subject to the same limitations as other summer activities, as detailed below. The payment mechanism is the same as the payment mechanism for grant-funded research activity over the summer.

All of the provisions in Section 2.d are predicated upon the presumption that the faculty member has the summer annual leave period prescribed by the collective bargaining agreement for teaching faculty. Special consideration, therefore, must be given to harmonize the new provision with the contractual working conditions of librarians because, unlike teaching faculty, they earn between 20 and 30 annual leave days per year that can be scheduled throughout the year. In addition, a limited number of Library Reassignment Leaves with pay of up to five weeks duration are available to librarians. Therefore, it is possible for a librarian, with appropriate supervisory permission, to schedule annual leave during the summer months and also to receive one of the limited Library Reassignment Leaves during the summer months. In such a case, a librarian could be eligible for a pro-rata amount of tax-levy research support compensation during a block of annual leave scheduled in the summer and/or a Library Reassignment Leave, if approved, provided that a President or a Vice Chancellor, in his/her discretion, were to authorize the funding.

Summer tax-levy research compensation is provided at the discretion of the President or a Vice Chancellor, as appropriate: There is no application process. A faculty member who is designated to receive tax-levy summer research compensation must provide the President or the Vice Chancellor, a description of the research that will be conducted during the summer prior to commencement of the research. By the end of September, the faculty member must provide a report regarding the progress that was made on the research during the summer.

Aside from the new language, the provision of Sections 2.d and 5 continue as previously. The mechanisms for payment remain the same: for teaching, faculty are compensated using the appropriate contractual hourly teaching rate; for non-teaching assignments, faculty are compensated using the appropriate contractual hourly non-teaching rate (supported by timesheets); for service during the summer as department chair, faculty are compensated using the contractual formula; for work on a grant administered by the Research Foundation, faculty are compensated based upon the percentage of annual salary they devote to the grant (typically one-ninth, two-ninths, or three-ninths). In total all such summer activities continue to be limited to three-ninths (3/9ths) of the faculty member's full-time CUNY salary. There are additional restrictions where it is anticipated that the faculty member will devote 100% of effort to the activity during a particular period of time. For example, if a faculty member is reimbursed one-ninth of annual salary from a grant for work in the month of July, that is an indication that he/she is devoting 100% of effort in July to the grant. Therefore, he/she would not generally be eligible for any other assignment during the month of July. Similar considerations apply to payment as a Summer Chairperson. Faculty members are required to submit the Summer Assignments Reporting Form (Attachment 2) that details his/her proposed summer activities in advance of participating in them to ensure that the three-ninths maximum is not exceeded. There is one exception to the 3/9ths rule: a college foundation may pay faculty for research or additional work during the summer, in an amount that will cause the 3/9ths limitation to be exceeded, when three conditions are met: (a) such payment is consistent with the applicable college foundation's rules; (b) the circumstances surrounding such payment have been rigorously documented and justified; and (c) such payment has been approved by the Chancellor or the appropriate President. When the faculty member receiving such additional compensation from the college foundation is also working on a grant administered by the Research Foundation, the faculty member must consult with the Research Foundation to ensure that the additional compensation does not violate the terms of the grant. A copy of the Multiple Position Policy Summer Calculator accompanies this e-mail.

VI. Faculty on Leave

Section 3 clarifies the University's policy on employment by faculty on approved leaves. When faculty members are granted leaves of absence, they are expected to devote their time and energy to the purposes for which the leave is granted. Thus, as a general rule, employment within or outside of the University during leaves of absence is prohibited, unless such involvement is integral to the purpose for which the leave is granted. Employment either within or outside of the University during a leave of absence requires the approval of the President. Notwithstanding the foregoing, faculty on Travia Leave may be employed outside the University with prior notice to the President, provided that they agree, in writing, to an irrevocable commitment to retire at the end of Travia Leave. Section 3 also makes clear that, for multiple position purposes, Fellowship Leaves and Scholar Incentive Awards will cover periods within the boundaries of the academic year but not the summer annual leave period.

VII. Multiple extra involvement

Section 4 provides guidance on how to calculate the maximum hours of combined teaching and non-teaching overload assignments that may be made available to a faculty member, assuming compliance with the requisite justifications set forth in the revised policy. To that end, from the beginning of the fall semester until the day after spring commencement, for full-time non-tenure-track and tenured faculty, the total extra involvement cannot exceed 14 classroom contact hours of extra teaching (as set forth in Section 2.b.2 and 2.b.3 combined), a total of 210 "clock" hours, or 300 hours of extra consultation or non-teaching adjunct work (as set forth in Section 2.c), or a proportional combination of these two types of activities. The formula for determining how many hours of a non-teaching assignment are available is the following: The maximum number of teaching "clock" hours minus the actual number of teaching hours performed during the academic year divided by .6. For example, a faculty member who is assigned 12 classroom contact hours during the academic year would work 180 hours teaching (12 times 15), and would be eligible to work an additional 50 non-teaching hours, applying the formula: (14 * 15) – (12 * 15)/.6 = 50.

VIII. Multiple Position Form

All full-time faculty members, including faculty members on leaves other than long-term disability leave, must fill out the Multiple Position Report (Attachment 3) each semester and update the form if changes occur during the semester. The form requires the faculty member to detail activities within and outside of CUNY that are in addition to his/her regular, full-time employment at the college. Compensated and uncompensated activities outside of CUNY require approval of the Department Personnel & Budget Committee, the Department Chairperson and the President.

If you have any questions, please call Raymond F. O'Brien at 646.664.3256 or Sahana Gupta at 646.664.3257. Thank you.

Attachment

c: Chancellor James B. Milliken
Cabinet
Chief Academic Officers
Chief Administrative Officers
Chief Student Affairs Officers
Labor Designees
Human Resources Officers
Ms. Ethelyn Clark
Ms. Deborah Bell

You can find memo on HR website:
http://www.cuny.edu/about/administration/offices/ohrm/todaybox/MultiplePositionMemo07292014.pdf

THE CITY UNIVERSITY OF NEW YORK
MULTIPLE POSITION REPORT
FULL-TIME FACULTY

Semester__________ **Year**_________

This form must be completed by all full-time faculty. Please read the Statement of Policy on Multiple Positions prior to completing this form and consult with the college labor designee if you have any questions regarding the Policy. **This form should be updated if changes in commitments occur during the semester.** If more space is needed please attach additional sheets using the same format.

Report Date: ___________________ College: ________________________

____
(Print) Last Name First Name M.I.

____ ____
Department Rank

Certification by Faculty Member (Complete Part A or Part B):

A. I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at ________________________ College (CUNY).

I certify that I have no compensated or uncompensated employment, consultative or other work, grant-funded or otherwise, in addition to my regular full-time employment at __________________________ College.

Signature of Faculty Member: ______________________________ Date: ________________________

B. I am aware of the Multiple Position regulations governing activities in addition to my regular full-time employment at ________________________ College (CUNY).

I certify that (**Check all applicable statements**):

________ In addition to my regular full-time assignment at the College, I have supplementary employment, consultative or other work for extra compensation (including grant-funded activities), **within CUNY** for which complete information follows. (If you check this statement complete section B.1.)

________ In addition to my regular full-time assignment at the College, I have supplementary compensated or uncompensated employment, consultative or other work (including grant-funded activities), **outside of CUNY** for which complete information follows. (If you check this statement complete section B.2.)

________ My activities are within the limits set by the Multiple Position regulations.

________ My activities are above the limits set by the Multiple Position regulations.

Signature of Faculty Member: ____________________________ Date: ________________________

B.1 **<u>CUNY-Current Semester</u>**[1] (Only report **compensated** activities that are **not** part of your regular full-time position.)

Name of College: _______________________ Department or Division: ______________________

Teaching		**Non-Teaching**	**Other**
No. of Hrs./wk.	No. of Courses	No. of hrs./wk	No. of hrs./wk
________	_______	_______	_______

Dates:	Dates:	Dates:
From ___/___/___	From ___/___/___	From ___/___/___
To ___/___/___	To ___/___/___	To ___/___/___

B.2 **<u>Compensated and Uncompensated Employment, Consultative or Other Work Outside of CUNY – Current Semester</u>**

Check one: Compensated [ ] Uncompensated [ ]

Nature of work____

No. of hrs./wk.________ No. of wks.________ Dates: From____/____/____ To ____/____/____

Employer/Institution/Organization_________________________________

Address: ____

Telephone Number: ____

C. Department Personnel and Budget Committee:

The Department P&B Committee [ ] recommends [ ] does not recommend approval of the activities listed above in B.2..

Date of the personnel and Budget Committee meeting: ___________________________

Department Chairperson: _________________________

I certify that the hours reported are [ ] within [ ] above the limits set by the University's Multiple Position Policy. I [ ] recommend [ ] do not recommend approval of the hours reported above.

___________________________________ _______________________

Department Chairperson (Signature) Date

___________________________________ _______________________

School Dean (Signature) Date

Presidential Action: [ ] Approved
[ ] Other Action ________________________________

___________________________________ _______________________

President/Designee (Signature) Date

OFSR 3/8/07

[1] Include service in the Winter Session under the Fall semester.

Attachment 2

THE CITY UNIVERSITY OF NEW YORK
MULTIPLE POSITION SUMMER ASSIGNMENTS REPORTING FORM

This form must be completed and submitted to the Department Chair by all full-time faculty, including full-time substitutes, prior to assuming their multiple position assignments during the annual leave period in the Summer. An updated form must be provided, should any changes occur.

Statement of Policy on Multiple Positions

Please read the Statement of Policy on Multiple Positions (with particular attention to Sections V and VII), which generally limits a full-time faculty member's assignments to a maximum of three-ninths (3/9ths) of his/her annual salary during the Summer. Note also that compensation for any single month during the summer may not exceed one-ninth (1/9th) of the faculty member's annual salary. A Summer Assignments Calculator is available to ensure accurate calculation.

The sole exception to the "three-ninths" rule is that, under carefully prescribed conditions, a college foundation may provide compensation that will cause the faculty member's total compensation from CUNY-related activities to exceed three-ninths of the annual salary. Additional documentation is required for this exception.

Name	
Title	
Department	
College	

Permissible Summer Compensation from CUNY	*Annual salary x 3/9*	
June	1/9	
July	1/9	
August	1/9	

June

	# of hours	Hourly Rate	Total
Summer Teaching Assignments *(# of hours x hourly rate)*			
Summer Non-teaching Assignments *(# of hours x hourly rate)*			
Summer Chair Assignment *(Annual salary ÷ 9) x (# of hours worked ÷ 120)*			
Summer Research Foundation Grant Salary			
Summer Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional compensation from Summer Employment, including compensation from College Foundations			

July

	# of hours	Hourly Rate	Total
Summer Teaching Assignments *(# of hours x hourly rate)*			
Summer Non-teaching Assignments *(# of hours x hourly rate)*			
Summer Chair Assignment *(Annual salary ÷ 9) x (# of hours worked ÷ 120)*			
Summer Research Foundation Grant Salary			
Summer Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional compensation from Summer Employment, including compensation from College Foundations			

August

	# of hours	Hourly Rate	Total
Summer Teaching Assignments *(# of hours x hourly rate)*			
Summer Non-teaching Assignments *(# of hours x hourly rate)*			
Summer Chair Assignment *(Annual salary ÷ 9) x (# of hours worked ÷ 120)*			
Summer Research Foundation Grant Salary			
Summer Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional compensation from Summer Employment, including compensation from College Foundations			

____
Signature

____
Date

____
Name of Department Chair

____
Signature

____
Date

Immigration Considerations when Advertising for New Hires

Please note that the information in this memo is valid as of August 2014, and is not intended as comprehensive legal guidance. Questions on this topic should be directed to Legal Affairs.

All offers of employment at Hunter College are subject to appropriate documentation being received by the Human Resources Department showing that the person to be hired is authorized to work in the United States. This Memorandum summarizes Hunter's basic policies and procedures related to hiring nonresident aliens who do not yet have (and therefore need to obtain) such U.S. work authorization. As discussed below, the consequences of not following these procedures can be costly and could affect the ability of faculty members to retain their positions at Hunter. Again, if these procedures are not followed, faculty members may not only lose their positions at Hunter, but may lose their ability to remain in the United States. For that reason, we request that you read this memorandum carefully and make every effort to follow the procedures described herein.

For any questions about these matters or if you need any additional information, please contact Sandra Nunez (sn302@hunter.cuny.edu) or Laura Hertzog (laura.hertzog@hunter.cuny.edu) in the Office of Legal Affairs ((212) 772-4220).

I. TEMPORARY NONIMMIGRANT VISAS

New hires who do not already have U.S. work authorization will typically be sponsored by Hunter College for a nonimmigrant, temporary work visa, such as an H-1B.

Who will Hunter sponsor for a nonimmigrant visa?

It is Hunter policy to sponsor **only** tenure track faculty members and, on occasion, CCE track lecturers for temporary nonimmigrant visas. Typically this involves an application for an H-1B visa, although in certain circumstances other types of visas may be appropriate. **Please note that legal affairs cannot grant approval for sponsorship. A chair who wishes to embark on the sponsorship process must receive written approval from the school dean and the provost (email is fine). Until that approval is provided to legal affairs, no action can be taken to begin the visa process.**

What if my department wishes to hire a nonresident alien for a non-tenure track or staff position?

Absent extraordinary circumstances, Hunter will **not** sponsor any other faculty or staff for a visa. Exceptions may be granted only via written approval from a Vice-President of the College based on demonstration by the chair to the VP of extraordinary justification. **No exceptions will be granted for part-time personnel.** Note that this policy is based in part on the fact that the standards for obtaining a visa and the procedures required are often more difficult for staff members other than faculty.

Who Pays?

As required by the relevant immigration regulations, Hunter will bear the legal fees and the standard filing fees for temporary nonimmigrant visa applications that it files on behalf of College faculty. This amounts to approximately $3,000 of out-of-pocket expenses for the College per application. If the employee candidate needs to have the application expedited, the employee may be asked to bear the expedite fee, which is an additional $1,225.

Can the department sponsor a non-tenure track position or staff position if the employee agrees to bear the costs?

NO. Immigration regulations mandate that the **employer only** pay the standard legal and filing fee costs of an H-1B visa. Any other arrangement would be illegal.

What if the faculty member already has an H-1B visa from another employer?

H-1B visas are employer-specific. This means that an H-1B visa from one employer does not permit the beneficiary to work for any other employer. Therefore Hunter will still need to file a new application for the faculty member. In addition, it is important that prospective faculty understand that an H-1B visa with Hunter means that they may **only** work for Hunter. In other words, such faculty members may not take on consulting or part-time assignments for other employers (which they may believe they can do pursuant to the CUNY multiple positions policy) in order to generate additional income.

Timing

Unfortunately, our immigration system is **very, very, very s-l-o-w** and **unpredictable**. This means that unless either the college or faculty member is going pay the extra fee to expedite an application, nonimmigrant visa petitions can easily take upwards of 4 months to be adjudicated. For this reason, please contact Legal Affairs as soon as you learn that immigration assistance is required and have obtained the necessary approvals.

Counsel – Who actually prepares and files these applications

Since the petitions must be signed and submitted by the College as the employer, and since the College is making various legal representations therein to which it is legally bound, faculty will be required to work with Hunter's designated immigration counsel for all visa applications. Hunter's Office of Legal Affairs will work with immigration counsel and will serve as the liaison between the department and immigration counsel. Faculty and chairs must be aware that unless they respond promptly and completely to requests for information from counsel, the immigration process may be delayed or derailed.

I. PERMANENT RESIDENCY a/k/a "GREEN CARDS'

Why must the College eventually sponsor faculty for a Green Card?

Non-immigrant visas cannot be extended indefinitely. For example, absent very limited circumstances, the H-1B visa can be used only for up to 6 years. This means that if the faculty member has not secured lawful permanent residency status by the end of that period, he/she will have to leave the country. **If the faculty member worked for another employer under an H-1B visa, that time is counted against the 6 year total. Therefore, if a faculty member worked for another employer for 2 years under an H-1B, that employee has only 4 years remaining to work at Hunter in that visa status.**

Who will the College sponsor for a Green Card?

As with temporary visas, absent truly extraordinary circumstances, Hunter will not sponsor any faculty or staff other than tenure track faculty and CCE track lecturers for permanent residency. Exceptions may be granted only with approval by a Vice-President of the College based on demonstration of extraordinary justification. No exceptions will be granted for part-time personnel.

Timing – when does the College begin the Green Card process?

To take advantage of a specialized, easier (relatively speaking) and cheaper process that is available only to faculty at institutions of higher education, Hunter must begin preparing the first step of the process (known as PERM) **within 12 months of the date <u>of the initial offer letter</u>** sent to the faculty member (see more, below). The PERM itself must be filed within 18 months of the date of that offer letter.

Thus, sometime after the first semester of employment and before the 12-month anniversary of the offer letter, the department chair and the department P&B must determine whether the department wishes to ask the College to sponsor the faculty member for permanent residency. This is not a commitment to grant tenure, but it should not be undertaken lightly or without a high level of satisfaction with the candidate's performance to date. If the department determines that it wants to ask the College to sponsor a faculty member for permanent residency, the department should request approval from the Dean and the Provost and make sure those written approvals are passed on to the Office of Legal Affairs.

So why do I need to give any thought to the Green Card process *before* I even know whether I will be hiring someone who requires immigration assistance and before this person has even been sponsored for a nonimmigrant visa?

Once the time to sponsor a faculty member for permanent residency comes around, the advertisements that were placed long ago that led to him/her being hired become relevant for immigration purposes. This is because <u>the somewhat easier and cheaper permanent residency sponsorship process referred to above, is **only** available to the College **if** certain immigration mandated advertising requirements are met when the department **first advertises** any given position.</u>

What benefits does the department derive from following these immigration-mandated advertising requirements in the initial advertising phase?

If the advertisements that led to the faculty member's initial hiring <u>were not immigration compliant</u>, the department will have to take the following steps <u>before</u> it can sponsor a faculty member for a Green Card:

- re-advertise the position (which is not only expensive, but for obvious reasons, is usually very uncomfortable for both the faculty member and the department);
- convene another search committee;
- evaluate all applicants; and
- justify why the faculty member is "the most qualified" applicant (if, this is in fact the case)

What are these advertising requirements?

Surprisingly, the immigration-mandated advertising requirements for colleges are neither complicated nor overly burdensome – even if they do not always align with the "real world" needs. However, compared with the time, effort and costs associated with having to re-advertise and re-do the entire recruitment process, they are certainly worth following.

How do you make sure that your advertisements are immigration-compliant from the outset? The guidelines set forth below are intended to help. Additionally, it is **strongly** suggested that you run ads by our outside immigration counsel before they are placed, so as to be sure that all the necessary conditions are met.

i. Must advertisements be placed in any particular publication/s?

YES. In order to satisfy the Green Card sponsorship requirements, at least one advertisement must be placed in a "**<u>national professional journal</u>**."

- The best example of such a journal is <u>The Chronicle of Higher Education</u>**.**
- This advertisement can be online or in print.
- There are some limitations imposed by immigration on what constitutes an acceptable journal. For example, the journal cannot be one for which membership of any organization is required in order to access the ad. It cannot be an ad that is password-protected in any way. And it cannot be placed in a journal that comprises only job listings without also offering substantive content. Because these do's and don'ts are constantly evolving and changing, and because the consequences of an ad not qualifying can be so dire, we ask that <u>if you decide to use a journal other than the Chronicle</u>**,** that you run your choice by our outside immigration counsel <u>before</u> you place the ad. Simply contact Legal Affairs to be put in touch directly with our immigration counsel.

ii. Must we advertise anywhere else?

Other than placing an advertisement in a national professional journal, the regulations only require that you follow the standard CUNY and/or Hunter recruitment policy, and that you advertise wherever required by this policy. Dean John Rose can provide guidance on the CUNY procedures.

iii. Must any specific language be used in the advertisements?

YES. And this is typically where departments have run into difficulty. Case law over the years has served to highlight some pitfalls to be avoided as well as some language that should be used. If any of the below seems unclear to you or you have questions about a draft ad, please contact legal affairs, who will assist you and/or connect you with our outside immigration counsel.

a) <u>The advertisement must be "detailed enough to apprise applicants of the job opportunity."</u>

- Not every duty and responsibility must be enumerated. But there must be sufficient information to demonstrate a nexus between the advertisement and the position being sponsored. We ask that all ads clearly state the title and department. For example, "Chemistry Department seeks to hire Assistant Professor." Please also include the field of specialty. For example, "to teach organic chemistry, general chemistry at the undergraduate and/or graduate level."

b) State the minimum requirements for the position.[2]

- This means that the advertisement must state clearly what level degree is required, AND what fields of study are acceptable. For example, "Ph.D. by time of hire in organic chemistry, chemistry or closely related field required" is fine.
- If you require teaching experience, please quantify the minimum length that you will accept. For example "one year teaching experience required" is fine. Simply stating "Teaching experience required" is not acceptable. If there is an acceptable kind of alternative experience in lieu of college-level teaching, please clearly specify the nature and length thereof. For example, "two years full-time college level teaching required. Employer will also accept one year college level teaching plus one year clinical experience."
- Other requirements can be stated more generally, such as "strong record of scholarly productivity required" or "must have ability to obtain funding for research."
- Please do not include statements such as "excellent teaching skills required" unless you plan to verify the existence thereof through the use of a model class, references or some other way. In the past immigration has specifically required us to show proof of how the candidate was verified in this regard.

c) Give clear instructions on how to apply.

- **It is not sufficient to simply direct applicants to go the CUNY website**. Either give an exact mailing address to send resumes, or if you wish to direct applicants to apply online, be sure to use the following text:

Applications must be submitted on-line by accessing the CUNY Portal on City University of New York job website (http://www.cuny.edu/employment.html) and following the CUNYfirst Job System Instructions. Current users of the site should access their established accounts; new users should follow the instructions to set up an account. To search for this vacancy, click on Search Job Listings, select More Options To Search For CUNY Jobs and enter the following Job Opening ID number _________. The required material, as stated on the CUNYfirst vacancy notice, for the application package must be uploaded as ONE file in .doc, .docx, .pdf, .rtf, or text format. Incomplete applications will not be considered.

d) Clearly state the employer's name.

- It may be obvious, but all ads must clearly state the name of the college.

[2] Note that the beneficiary will ultimately have to prove to the satisfaction of USCIS that s/he meets each of the advertised minimum requirements as of the time they were hired, and **without taking into account any teaching experience gained at Hunter**, the sponsoring employer. So if you are advertising a position for which you already have a candidate in mind, remember that if you require one year of college-level experience and the only experience this individual has was gained at Hunter College, **for immigration purposes they do not qualify.**

e) If there is any chance that you might seek permission for a second line/hire two faculty members, please so state in the ad.

- We routinely encounter the situation in which a department finds two candidates that it wishes to hire, and then seeks a second line. In such case, if one of the candidates is already a U.S. citizen or permanent resident and the other is a nonresident alien, the College is precluded from sponsoring the nonresident alien for a Green Card **unless** the advertisement specifically stated that multiple openings existed. The reason for this is that in the eyes of USCIS, a sufficiently qualified US candidate was found to fill the position, thereby obviating the need to sponsor a nonresident. It is easy enough to avoid this problem by simply stating "Seeking Assistant Professor**s** " or "multiple openings."

Other than checking that the advertisement complies with these requirements, will I have to do anything else?

Before the College can begin the PERM process for any faculty member, the chair of the search committee who recommended the candidate must complete and submit to the Office of Legal Affairs both a Search Committee Report and a Statement of Hiring Official. Templates for these will be provided to you at the time of H-1B sponsorship and we **strongly suggest that you complete them at that time**, while the necessary information is still fresh and easily at hand. The Search Committee Report involves completing a chart that lists each and every applicant as well as the reason why the nonresident alien was "more qualified." We recognize that these forms can be cumbersome, but they are mandated by Immigration and we will do our best to assist you in this regard. If you wait to complete these forms until months or a year after the initial hiring, it may be very difficult to reconstruct the necessary information.

Who pays for the Green Card process?

In short, the College pays for part of the process and the faculty member is required to pay for the balance. It is very, very important that prospective faculty be advised at the time of the offer that the college, while paying for the nonimmigrant visa, will **NOT** pay for 2/3 of the Green Card process (or about one half of the cost thereof). In addition, the college will pay for **NONE** of the cost of the Green Card process for family members. Faculty members must be willing and prepared to bear these costs when the time comes. In most cases, the Green Card process comprises three separate applications/petitions. In accordance with the immigration regulations, the College covers all costs associated with the first stage of this process, known as PERM. This typically runs about $5,000 per application. Thereafter, the faculty member is required to pay for the remaining two steps in the process (I-140 Petition for Alien Worker and I-485 Application for Adjustment of Status), which together run to approximately an additional $5,000. This does **not** include the cost of sponsoring family members.

In some instances, particularly accomplished faculty members may be able to by-pass the PERM and take advantage of a shorter process (EB-1). In such cases, the College will cover an amount equal to the standard process and the faculty member will be required to pay the balance.

To manage expectations, we suggest you consider explaining these policies and potential costs to new faculty members at this time they are offered employment.

Counsel

For both the PERM and the I-140, Hunter signs the petitions and files it with USCIS (listing the faculty member as the beneficiary). For that reason, the College requires that the faculty member must work with the College's designated immigration counsel. In contrast, the Adjustment of Status is purely a personal filing and does not require a Hunter signature. Accordingly, the faculty member is free to select his/her own counsel for this part of the process if s/he wishes to do so. Of course, the faculty member may also use Hunter's designated counsel for this purpose. In certain cases, the Adjustment of Status and the I-140 can be filed concurrently, which saves time and possibly, expense.

II. IN CONCLUSION

When in doubt, please ask. We recognized that immigration regulations are cumbersome and at times feel burdensome. Rest assured that the Legal Affairs office does its best to simplify the process as much as possible, but is constrained by regulations over which it has no control. The same is true of the College's outside immigration counsel. The process will be best served if we all work together and we are always available to you to answer any questions that you may have in this regard. And if needed, we will not hesitate to put you in touch directly with our outside immigration counsel.

Hunter College Libraries – Department and Program Liaisons

May 2014

To: All Chairs

From: Dan Cherubin, Chief Librarian and Associate Dean

The Hunter College Libraries faculty comes from a variety of backgrounds and disciplines, but they all excel in the fields of information literacy, reference and instruction and subject-spanning resources.

Each Hunter College department and program has been assigned at least one subject specialist from the Library faculty. This Library liaison is your department or program's contact for collection development, instructional sessions and the development of subject or class based research guides.

You can find a list of subject specialists and their contact information on the Library website:

http://library.hunter.cuny.edu/help/subjectlibrarians

It is customary and helpful that your Library subject liaisons are invited to your Departmental meetings at least once a semester. That way, we can re-assess both collection and instructional needs from the faculty at Hunter.

In addition, there is supposed to be a faculty member in your department or program who is the liaison to the Library. This faculty member works with the Library directly but represents your entire department when it comes to our yearly acquisitions (books, journals, eBooks, databases and data sets).

As Chair, please ensure that there is someone in your department who has taken on this role.

For some departments, the Library liaison teaches multiple instructional sessions to classes each semester, collaborates on projects and grants and helps to incorporate new resources into existing curricula. Obviously, not all departments utilize us in the same amount or fashion, but it's important to know those channels are open and available to all faculty in all locations of Hunter College.

Annual Reports for Academic Departments and Programs

May 2014

Dear Colleagues:

I write to request annual reports from academic departments and programs. As you know, these reports are a crucial part of our planning and assessment processes. This year, we have introduced some changes in procedure to better align the reports with the Hunter College Strategic Plan, CUNY's Performance Management Process (PMP), and the standards of excellence of the Middle States Commission on Higher Education, our accrediting body. You will see them in the attached guidelines and spreadsheets.

Please keep in mind that these reports will be shared among senior administrators. We ask that you consult with your department, specifically your departmental or program P&B, before submitting the annual report, and make it available to your entire department/program. **Please include the list of faculty and staff members who contributed to the report, and indicate how the final report was shared with the department or program.** If there is any specific information that you do not wish to be shared, please indicate that and we will honor your request.

Please submit the report to the Office of the Provost electronically **no later than Monday, June 2nd**, emailing the documents to your Dean and to Miriam Galindez in the Provost's Office at Miriam.galindez@hunter.cuny.edu.

We understand that the preparation of annual reports is time-consuming at the busiest time in the academic year, but these reports have become invaluable to us in appreciating your accomplishments, aspirations, needs, and concerns--and in responding to them--and as a way of being regularly accountable to our multiple stakeholders.

We appreciate all you do for your department/program and the college, and do not and cannot say this often enough. Thank you for your cooperation on this and other endeavors, and please do not hesitate to call on us with questions or comments.

Sincerely,

Vita C. Rabinowitz,
Provost and Vice President for Academic Affairs

Cc: Dean of Students and Vice President of Student Affairs Ayravainen, Acting Chief Information Officer Mitchell Ahlbaum, Academic Deans,
Business and Finance Officers Sharon Neill and Andrew Silver, Chief Facilities Officer Rick Chandler

Guidelines for 2013-2014 Annual Reports

This year we have created a spreadsheet ("Annual Report.xlsx") in which to enter information for several of the sections of your annual report.

Please note that only information that pertains to the 2013-2014 academic year should be entered in this spreadsheet.

The tabs in the spreadsheet and the information to be entered in them are:

> *"Faculty Nominated for Awards"*- Provide a listing of faculty whom the department ***nominated*** for awards, honors, or memberships in prestigious organizations in 2013-2014 and the awards, honors, and/or organizations for which they were nominated.
>
> *"Faculty who have Received Awards"* – Provide a listing of the faculty who ***received*** awards, honors, or leadership positions in prestigious organizations in 2013-2014 and the awards, honors, and/or organizations for which they received.
>
> *"Faculty Grants"* – Provide a listing of faculty who received new grants during 2013-2014.
>
> *"Fellowship Leave"* – Provide a listing of faculty on Fellowship Leave during 2013-2014.
>
> Please attach copies of their final reports to your document below. *Please see the attached revised sabbatical report format.*
>
> *"Early Tenure Promotion"* – Provide a listing of faculty who intend to apply for early tenure or promotion in 2014-2015.
>
> *"HCR Courses"* – Provide listings of Hunter Core Requirement courses you offered in 2013-2014 and plan to offer in 2014-2015.
>
> *"Hybrid Online Courses"* – Provide a list of online and hybrid courses offered in fall and spring by your program.
>
> *"Facilities"* – List and describe your facilities and equipment repair needs on this tab.

In addition to the information provided in the spreadsheet, please provide the information requested below in a Microsoft Word document. Please feel free to use this document to provide any additional information you may wish to provide. Additional attachment requested below may be in Word of PDF format.

Faculty Support and Development Initiatives:

Provide a listing and description of sources of departmental support for faculty in 2013-2014. Include departmental initiatives to support faculty efforts to enhance their scholarship, seek external funding and other opportunities, and improve student success. Examples would include faculty mentoring programs (formal or informal), brownbag or colloquia series, seminars or workshops, faculty retreats, assisting a faculty member with finding local employment for a partner or spouse.

Describe what support, if any, you provide to adjunct faculty.

What can the college do to help you improve faculty success, productivity and morale both within your department and more broadly throughout the College?

Student retention and success:

List and describe specific activities or initiatives your department has sponsored or participated in to improve the engagement, retention and graduation of Hunter students. Please be sure to include, if relevant:

> ***early assessment/early alert systems*** to identify and help students in academic trouble as early in the semester as possible;
>
> ***improved course scheduling*** to remove roadblocks, improve access, and help students make progress to their degrees; and/or
>
> ***informed registration*** to let students know in advance what a course will require of them.

Student achievements:

Listing and describe any significant student successes in 2013 - 2014 sponsored or supported by your department.

Please list and describe any scholarships, awards or honors, mentoring or engagement activities you provided for your students.

Student advising:

Please describe the methods and approaches your department uses to ensure adequate advising for your undergraduate and master's students.

Be sure to note any improvements in advising services you have made over the past year or plan to make in 2014/15.

How can the college help you advise your students?

Assessment of Student Learning Outcomes

What changes, if any, did your department/program make in 2012-2013 as a result of your assessments of program level outcomes that year? What methods did you use to determine whether the changes achieved the goals you set for them? What were the results?

Describe the strategies you used in 2013-2014 to assess your program level student learning outcomes.

What have you learned from these assessments?

How do you plan to use the results of these assessments to improve your program(s)?

If you have changed your program's assessment plan and/or curriculum maps from last year, please attach your latest versions to this report as an appendices.

Curricula and programs:

Present a summary of undergraduate and/or graduate curricular or program changes and new developments that were developed and/or approved in 2013-2014 other than those described in the previous section. Include any interdisciplinary initiatives or Arts Across the Curriculum initiatives that your faculty are currently engaged in or are planning.

Please preview any upcoming reviews or accreditation visits in 2014-2015.

Instructional technology:

Please describe your department's use of technology to enrich courses and teaching with technology in 2013-2014.

Present a brief summary of your goals for improving instruction via technology in 2014-2015.

Innovations:

Is your department doing or planning anything that you regard as innovative with regard to faculty, students, or curricula? Please note any new program development, including interdisciplinary projects.

May we publicize your innovation(s)?

Personnel and Staffing:

Summarize retirements and other significant personnel changes that have occurred in the 2013-2014 academic year.

What retirements and other significant personnel changes do you anticipate in 2014-2015?

Provide full-time and/or part-time staffing changes would you like to see in your department, including your priorities for faculty lines.

Please also include changes in post-doctoral fellows, if applicable, that you foresee in the next two to three years.

Budget Request: A spreadsheet is attached so that you may indicate ***new*** budgetary requests. Please assume that your annual budget is steady state and that the items detailed in the spreadsheet are new requests. Please consider the category guidelines and try to include all of the items that you believe are essential to your programs' growth and improvement.

Student Learning Assessment: Brief for Chairs

What is student learning assessment (SLA) and why is it important?

Student learning assessment is the process of exploring what students are learning as a result of completing a course, a major, or a degree. It is very useful for improving what and how we teach and exploring what resources are needed.

What are the SLA responsibilities of each department or program?

To engage in ongoing course- and department/program-level assessment in order to ensure a sustained commitment to improvement over time.
Provide evidence by completing the assessment section in the annual report to the Provost.
Provide evidence by developing a long-term assessment plan.
To include expected student learning outcomes on all syllabi.
Provide evidence by keeping an updated archive of all course syllabi.

The latest reports, policies, and guidelines related to assessment can be found on the Office of Assessment website: http://www.hunter.cuny.edu/academicassessment/PoliciesAndReports

How do departments or programs engage in SLA?

Student learning assessment is a four-step cycle:

Setting learning outcomes
Mapping outcomes to assignments
Analyzing data
Making improvements ("closing the loop")

This cycle should be occurring at both the course- and department/program-levels on an ongoing, sustained basis. For assistance on how to complete each of these steps, visit the **Office of Assessment** website: http://www.hunter.cuny.edu/academicassessment/HowTo

You can schedule an individual or group consultation by contacting the Director of Assessment, Dr. Meredith Reitman, by email at mr928@hunter.cuny.edu, by phone at 212-396-6299, or through the Office of Assessment website.

CUNY Faculty Scholarship Report: 2013

Dear Colleagues:

As you know, in recent years, CUNY has required that all full time professorial faculty who were active in both the spring and fall terms of the previous calendar year provide details about their scholarship and/or creative work for the previous calendar year. I write now to ask all eligible faculty to prepare to **submit scholarship and creative activity reports for calendar year 2013**.

These scholarship reports are used as measures of the scholarly productivity and research/creative capacity of a college, and they affect how we are assessed and supported by CUNY. Hunter has long been a leader within CUNY both in the percentage of faculty who submit such reports, and in the amount of scholarship and creative work produced by the faculty. Based on everything I know about Hunter faculty, I am confident that we also lead in the quality and impact of your scholarship, research, and creative work.

This year, as last year, the due date for faculty to report their scholarship and creative activity has moved up a full month so that the data from the reports can be aggregated and included in the Performance Management Process (PMP) Data Book, and used to evaluate Hunter's performance on the following PMP objectives: *CUNY and its colleges will draw greater recognition for academic quality and responsiveness to the academic needs of the community* relative to other CUNY colleges, and *Attract and nurture a strong faculty that is recognized for excellent teaching, scholarship and creative activity*. The productivity of Hunter faculty, as measured by PMP metrics, is directly compared with that of the faculty of other colleges; productivity data by college, in aggregated form, is published in CUNY's PMP Data Book. We compare well with other senior colleges because you do Hunter proud year after year.

The deadline for entering calendar year 2013 scholarship and creative activity is Monday May 5, 2014.

Even if you do not have anything to report, we ask that you log in and indicate no eligible scholarship/creative work for calendar year 2013. Priority for future travel and faculty advancement awards will be given to faculty who submit scholarship and creativity reports, including faculty who report no eligible scholarship/creative work for 2013.

Again, the due date for entering this information is May 5. Please make every effort to enter your scholarship and creative work as soon as possible, so that we can assist you if you experience any problems. Please contact Margarett Silva of my office (msilva@hunter.cuny.edu) or 212-772-4150 with any questions.

Thank you for your attention to the Faculty Scholarship Report, and for all your efforts to advance scholarly and creative activity at Hunter.

Sincerely,

Vita C. Rabinowitz
Provost and Vice President for Academic Affairs

Faculty Workload [FWL]

1. OVERVIEW

Each semester colleges must report to the University on the activity of their instructional staff. It is **important that <u>all</u> instructional** [teaching] **and non-instructional** [administrative, released time, leaves of absence, etc.] **workload** be properly entered and coded every semester as the resulting data are used for budgeting, human resources reporting, and addressing union issues.

The data that initially populates the faculty workload system comes from the Schedule of Classes and HR. Please be sure that the information in both systems is correct since it will reduce the number of corrections on the back end.

Departments must ensure that:
All instructional staff are correctly assigned to the courses they are teaching;
Correct number of teaching hours have been assigned for each faculty member for each course;
Appropriate credit has been given for non-instructional activities.

At this time the **<u>deadlines</u>** for the Faculty Workload are:
Fall Semester is due no later than February 1;
Spring Semester is due no later than July 15;
Summer Semester is due no later than August 31.

Note: Winter workload is now counted with spring – summer stands alone.

The department Chair should review the information entered by the department workload coordinator [i.e. workload credit as well as assignment of that workload].

Documentation on how to enter the workload data is attached and has been distributed to the department faculty workload coordinators. If you have any questions please contact your department's Faculty Workload Coordinator.

You may also contact the Office of Institutional Research with any questions involving faculty workload:

Lillian P. Buckley [lbuckley@hunter.cuny.edu], 212-650-3171, or
Joan Lambe [joan.lambe@hunter.cuny.edu], 212-772-5462

To enable colleges to generate accurate, readable workload reports from CUNYFirst, CUNY's Central Office of Institutional Research has developed a business intelligence tool (BI) that is scheduled to be released in Spring 2015. We will keep you posted on this development.

See Appendix B for detailed instructions about entering faculty workload data

Presidential Travel Award Program

Date: September 5, 2013

To: Full-time Faculty in the Professorial Ranks

From: Vita C. Rabinowitz
Provost and Vice President for Academic Affairs

Subject: 2013 – 2014 Presidential Travel Award Program

We are pleased to announce another round of funding for the Presidential Travel Award Program to support faculty participation in conferences and other research-related travel. This year we again encourage travel related to assessment and student learning in your discipline. The President will provide funds for travel in fall 2013 and spring and summer 2014. These funds will be distributed to faculty in the five schools and the library. We ask that your applications come through the offices of your chairperson and dean.

This year, applications that meet the following criteria will be accepted from full-time faculty in the professorial ranks (i.e., Assistant Professors, Associate Professors, Professors, Distinguished Professors):

1. The travel in question takes place between September 1, 2013 and August 31, 2014. If the application is for reimbursement for a trip already taken, receipts must be submitted with the application.
2. There is a description, no longer than one page in length, of **either**:
    a. the conference/meeting the applicant wishes to attend, including dates and place, and how attendance/presentation will contribute to his or her research or enhance his or her professional profile. The applicant must identify his or her role at the meeting (e.g., convener, moderator, program planner, presenter, attendee, etc.) and the title of the work, if applicable. If the conference or workshop is related to learning and assessment, the applicant must indicate how attending the conference will enhance teaching, learning, or assessment at Hunter College.
    b. the use of the travel funds for other research related activities (e.g., data collection, meeting with research collaborators, etc.), including dates, place, and how the activity will contribute to his or her research or enhance his or her professional profile.
3. The applicant includes the actual or anticipated costs of attendance (e.g., registration, travel, lodging, food, etc.) and indicates if any of the costs will be covered by another source, or if the applicant will be paid or reimbursed for his or her participation.
4. The attached cover sheet is completed, signed by the applicant and his or her department chair or supervisor, and included as the first page of the proposal.

In order to increase efficiency, all components of the application (except original receipts for travel that has already been completed) must be submitted electronically – paper applications will no longer be accepted.

All faculty who receive awards to fund research-related travel are asked to submit an abstract of their presentation or, where appropriate, a description of their research activities, to their chairs and deans when they return from their trips. All faculty who travel for assessment- and learning-related purposes are expected to host an event or prepare materials in which they share what they have learned with their Hunter colleagues, and to report to their chairs and deans on that event.

All applications are due to department chairs by November 1, 2013 and must be forwarded to the deans by **November 8, 2013**. Deans should forward proposals to the Office of the Provost by **December 3, 2013**. We anticipate that final awards will be announced in February 2014.

While out-of-cycle applications will be considered if an opportunity arises after applications are forwarded to the Office of the Provost, we ask that you do your best to anticipate your travel needs for the covered period (i.e., September 1, 2013 – August 31, 2014) and submit your application by November 1st, if at all possible. Given the available resources, we anticipate that out-of-cycle awards will be very limited this year.

In addition, given the increased demand for these awards each year and the current economic climate, please be advised that in all likelihood you will not receive all, or even most of the money that you request. As always, award amounts will depend on the number and quality of applications received. Preference will be given to faculty who are presenting their work or collecting data.

If you have any questions, please do not hesitate to call the Office of the Provost (212-772-4150).

Hunter College

2013 – 2014 Presidential Travel Grant Program

Application Cover Sheet

Name: ____

Department: _______________________________________

Rank: ____

Tenured: Yes_____ No_____

Telephone: ___________________________

E-Mail: _____________________________

Conference/Meeting Name/Location: _____________________________________

____

Purpose (e.g., Present at /Attend Conference, Data Collection): ___________________

____

Dates of Attendance: ____

Total Amount Requested: ______________________________________

Are you are submitting original receipts with this application Yes ____ No ____

____

Applicant Signature

____

Department Chair Signature

President's Fund for Faculty Advancement

Date:	June 24, 2014
To:	Full-time Tenured or Tenure-Track Professorial Rank Faculty
From:	Vita C. Rabinowitz
	Provost and Vice President for Academic Affairs
Subject:	2015 President's Fund for Faculty Advancement

We are pleased to announce another round of funding via **The President's Fund for Faculty Advancement,** which seeks to provide faculty with the resources they need to publish completed work or obtain external funding for their research or creative work**.** In response to your requests and in support of Hunter's strategic plan, President Raab created this fund to help ensure that Hunter faculty have the resources they need to advance their careers and the research mission of Hunter College. Full-time tenured or tenure-track professorial rank faculty are eligible to apply.

The President's Fund for Faculty Advancement is specifically designed to provide you with the resources you need to publish completed or nearly completed work or obtain external funding for your research, scholarship or creative work. While all requests that address these goals will be considered[3], we provide the following examples of requests that are particularly appropriate for this program:

- Seed money (e.g., to collect pilot data, including new collaborative projects, necessary to submit a major grant proposal)
- Page charges for journal articles
- Costs related to the creation of a book index or professional illustrations
- Funds to pay for statistical consultation on publishable manuscripts or grant proposals
- Funds to pay for short-term research assistance to collect or analyze data for publication or grant proposals
- Costs related to the purchase of specialized datasets, software, or other scholarly materials necessary to complete a publishable scholarly or creative project or general pilot analyses for grant proposals

This year, applications will be accepted for proposals of **up to $3000** per faculty member.

Applications must include the following 5 components:

1. **The attached cover sheet**, signed by the applicant and his/her department chair, which indicates the applicant's acceptance of the following two program requirements:

a. If funded, requested items/services must be purchased and used for a new or continuing research, scholarship, or creative project during the period of January 1, 2015 December 31, 2015.

[3] Requests for travel funds and course release are NOT appropriate for this program. Travel funds should be requested via the Presidential Travel Awards program.

b. If funded, requested items/services must be used for a new or continuing research, scholarship, or creative project that will be submitted for publication or as part of an external grant proposal by December 31, 2016.

2. **Aproposal**, written for a non-disciplinary audience and no longer than two pages page in length, that:
   a. describes the specific project for which the proposed items/services are requested
   b. explains why the requested items/services are necessary to submit your external grant proposal or publish your work within the specified time frame.
   c. Specifies the target outcome (e.g., grant proposal, publication, creation of creative work, etc.)
3. **A budget** for the requested items/services that indicates if any of the costs will be covered by another source.
4. **An up-to-date CV**
5. **Outcomes for internal (Hunter College) funding you've received over the past 4 years.** Please **click here** to enter outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received from the following internal funding sources: Shuster Faculty Fellowship Fund, the President's Fund for Faculty Advancement and Presidential Travel Awards (if the travel award was for research or data collection).

   Requests for funding from the President's Fund for Faculty Advancement will not be considered if faculty do not enter outcomes from internal funding received over the past 4 years.

All components of the application must be submitted electronically – paper applications will not be accepted. Faculty should send their completed applications via email to their department chairs.

All faculty who receive funding via this program are asked to submit an abstract of the submitted paper or grant proposal (or similar summary of the funded work) to their chairs and deans once the book, article, grant proposal, or other scholarly or creative work has been submitted.

Applications are due in early fall 2014, but we announce the funding opportunity now so that faculty can get a head start on their applications. **All applications are due to department chairs by September 8, 2014.** Chairs should forward applications to the deans by **September 19, 2014**. Deans should forward proposals to the Office of the Provost by **September 29, 2014**. We anticipate that final awards will be announced in November 2014.

If you have any questions, please do not hesitate to call the Office of the Provost (212-772-4150).

Hunter College

2015 Presidential Fund for Faculty Advancement

Application Cover Sheet

Name: ____

Department: ____

Rank: ____

Tenured: Yes______ No______

Telephone: _____________________________

E-Mail: _________________________________

Please indicate your acceptance of the program requirements by initialing the following two statements:

_______ If funded, the items/services I have requested will be purchased and used for a new or continuing research, scholarship, or creative project during the period of January 1, 2015 – December 31, 2015.

______ If funded, the requested items/services will be used for a new or continuing research, scholarship, or creative project that will be submitted for publication or as part of an external grant proposal by December 31, 2016.

____

Applicant Signature

____

Department Chair Signature

Shuster Faculty Fellowship Fund

TO: Full-time Tenured or Tenure-track Professorial Rank Faculty Members

DATE: June 24, 2014

FROM: Vita C. Rabinowitz, Provost and Vice President for Academic Affairs

RE: The George N. Shuster Faculty Fellowship Fund

PROGRAM OVERVIEW
The year, in order to better support faculty research efforts, we will pilot test a new use of the Shuster Faculty Fellowship Fund. From July 1, 2014 through June 30, 2015, the Shuster Faculty Fellowship Fund will provide support for

- Peer review of faculty manuscripts and grant proposals
- Professional editing of faculty manuscripts and grant proposals
- Faculty travel to foundations and other private funding agencies[1] to discuss funding opportunities and/or their grant proposals. This funding is supplemental to funding available via CUNY's Office of the Vice Chancellor for Research (www.cuny.edu/research). *We ask that you apply for funding from CUNY and the Shuster Fund at the same time.* The Shuster Fund will provide up to $1000 in funding – as necessary for your trip beyond what you may receive from CUNY.

ELIGIBILITY: All full-time tenured or tenure-track professorial rank faculty are eligible to apply.

DEADLINE: Applications will be accepted on a rolling basis, but must be submitted at least 1 month prior to the proposed activity.

FUNDING: You may request up to $1000.

THE APPLICATION: The application must include:

1. A description of and justification for the planned activity (see pages 3-5 of this document). If you are requesting funding for peer review or professional editing and you need assistance with identifying the appropriate professional(s), please contact Acting Associate Provost for Research, Mark Hauber at mark.hauber@hunter.cuny.edu.
2. An itemized budget request and justification (see page 6 of this document)
3. Submission of outcomes from internal funding received over the past 4 years (see page 5 for instructions and link to online submission form)
4. Additional material to be submitted with the application
   a. An up-to-date abbreviated CV (i.e., no more than 4 pages)
   b. For peer review and professional editing, attach a copy of the manuscript or grant proposal for which you are requesting peer review or editing services.
   c. For travel to a foundation or private funding agency, attach a one page description of the project you hope to fund. (You should plan to send this description to the funding agency representative when you set up your meeting.)
   d. If the peer review, professional editing or travel is related to a proposal that is to be submitted to a foundation, corporation or private individual, you must attach evidence that

you have submitted a clearance request as per the Clearance Policy for the Solicitation of Grants from Foundation, Corporations and Private Individuals. Evidence may include the email you submitted to request clearance plus a copy of the submitted clearance form or the email you received indicating that clearance has been granted.

SUBMISSION OF PROPOSAL

Proposals should be sent via email to provost@hunter.cuny.edu

AWARDS: All peer review/editing/travel must be completed within 3 months of award notification.

[1] In general, federal and state funding agencies do not encourage face-to-face meetings between program officers and potential funding recipients because such meetings may be perceived as providing an unfair advantage to the potential funding recipient. Faculty are, however, strongly encouraged to contact program officers at federal and state funding agencies via telephone and/or email to discuss funding opportunities and their grant proposals. If you have been encouraged by a particular program officer at a federal or state funding agency to meet with them in person, you may apply for funding from the Shuster Faculty Fellowship Fund as long as you provide documented evidence (e.g., an email) of the invitation in your application.

Hunter College
2014-15 George N. Shuster Faculty Fellowship Fund
Application

1. Applicant Information

Name	
Department	
Rank	
Tenured (Yes/No)	
Telephone	
Email	

2. Description of and Justification for the Proposed Activity

a. Peer Review of a Manuscript or Grant Proposal

Note: Add additional rows to the table if you are proposing review by more than 2 individuals

Title of Manuscript or Grant Proposal	
Name of journal, publishing house, funding agency, etc., to which this manuscript/grant proposal will be submitted	
Justification for the need for peer review of this manuscript or grant proposal	
Name and affiliation(s) of proposed peer reviewer #1	
Justification for peer reviewer #1 – include area of expertise	
Name and affiliation(s) of proposed peer reviewer #2	
Justification for peer reviewer #2 – include area of expertise	

b. Professional Editing of a Manuscript or Grant Proposal

Title of Manuscript or Grant Proposal	
Name of journal, publishing house, funding agency, etc., to which this manuscript/grant proposal will be submitted	
Justification for the need for professional editing of this manuscript or grant proposal	
Name and affiliation(s) of proposed professional editor	
Justification for professional editor – include area of expertise	

c. Travel to Foundations and Other Private Funding Agencies

Proposed Trip	
Funding Agency to be visited	
Name and Title of Funding Agency Representative to be visited	
Location of Funding Agency to be visited	
Date(s) of Visit	
Purpose of and Justification for the Visit – include links to RFPs and program solicitations (e.g., to discuss National Geographic's Expedition Grant Program; to discuss resubmitting a highly rated, but unfunded proposal to the Searle Freedom Trust)	

Have you applied for funding via CUNY's Office of the Vice Chancellor for Research (www.cuny.edu/research)?	☐ Yes ☐ No	Date of Application:
Have you heard back from CUNY?	☐ Yes ☐ No	
If yes, please indicate the amount CUNY awarded to you		

3. Outcomes from Internal Funding Received over the Past 4 Years

Please **click here** to enter outcomes (e.g., publications, grant proposals submitted and/or funded) based on funding received from the following internal funding sources: Shuster Faculty Fellowship Fund, the President's Fund for Faculty Advancement and Presidential Travel Awards (if the travel award was for research or data collection).

Requests for travel to funding agencies from the George N. Shuster Faculty Fellowship Fund will not be considered if faculty do not enter outcomes from internal funding received over the past 4 years.

Signatures	
Applicant	
Department Chair	
Dean or Assistant/Associate Dean for Research	

2014-15 George N. Shuster Faculty Fellowship Fund
Budget Request and Justification

Budget Category	Expense	Justification
Travel[1]		
Airfare		
Train		
Bus		
Local Travel		
Hotel		
Meals		
Other		
Peer Review or Editing[2]		
Honoraria		
Consultant Fee		
Hourly Wage[3]		
Other		
Total Requested		

1. All Research Foundation Travel Guidelines must be followed, including rules about per diem rates for meals and the use of cars for travel. For a complete list of these guidelines, please see www.rfcuny.org. You may also access per diem rates at http://www.gsa.gov/portal/category/100120.
   a. In addition to Research Foundation Travel Guidelines, the following apply for funding received via the Shuster Faculty Fellowship Fund
      i. When traveling by air or train, only coach travel will be funded.
      ii. If a more expensive mode of transportation is chosen (e.g. travel via air rather than train to Washington DC), a justification must be included.
      iii. An overnight stay in a hotel in the Washington DC area or other areas within 250 miles of NYC must be justified.

2. As a general guideline, each peer reviewer should be paid $300 - $500, based on their qualifications. Anything beyond this range should be justified.
3. If you propose to pay your peer reviewer or editor an hourly wage, be sure to include the rate per hour and the number of hours and justify both.

Clearance Policy and Procedures

Hunter College

Fundraising Policy and Procedures for Cultivation and Solicitation of Grants and Gifts from Private Individuals, Corporations and Foundations

Like all public institutions, Hunter College increasingly relies on philanthropy to enhance its academic programs, capital improvements, faculty and student research initiatives, student scholarships and internships, student activities, and a host of other projects. The college's policy and procedures for the cultivation and solicitation of grants and gifts have been designed to promote an environment in which fundraising is encouraged, supported, and guided. The purpose of a prospect clearance process is to facilitate and maximize Hunter's fundraising potential by ensuring that solicitations are:

- broadly compatible with the mission and goals of the college
- presented in ways that represent the college, requester, and proposal to best advantage
- targeted to donors in ways that ensure the most appropriate match of donor interests and college priorities
- coordinated to prevent competing or multiple proposals

As the college continues its successful capital campaign to raise our academic profile, we must continually upgrade and coordinate our fundraising efforts. Coordinated fundraising efforts will strengthen Hunter's ability to support a community of scholars that strives for excellence in teaching, learning, and research. Furthermore, the policy will provide a systematic and transparent process by which to review proposals that call for a commitment of college resources.

Scope

This policy is intended to cover solicitations to private individuals (alumni and non-alumni), corporations, and foundations, even those with whom you or your programs have had long-standing relationships. A separate policy and procedures regarding the solicitation of public officials, elected representatives, city and state agencies, councils, and legislatures, and various community organizations is available at http://www.hunter.cuny.edu/provost/reports-policies/policies.

With few exceptions, this policy does <u>not</u> cover competitions for federal government grants from, for example, the Department of Defense, the National Endowment of the Arts, the National Institutes of Health, or the National Science Foundation[4]. One important exception is when the government agency will accept only one grant or cooperative agreement application from Hunter. In these cases, we request that you vet your application through the Office of the Provost at least four

[4] Applications for federal government grants and contracts, including those that are subcontracted through other non-profit organizations, should be routed through the Department Chair, the School Dean and the Office of Research Administration as has long been standard practice at Hunter College. Additional information can be found on the website of the Office of Research Administration: http://www.hunter.cuny.edu/research/

weeks before the due date. This should help avoid unnecessary effort on the part of multiple parties when only one proposal can ultimately be submitted.

Process

When a donor, corporation, or foundation contacts a faculty member*:* Upon receiving an unsolicited inquiry from a private individual, corporation, or foundation, you should contact the Executive Director of Development, Office of Institutional Advancement, at 212-772-4085.

Applications for foundations, corporations, and major gift prospects/donors: Faculty, staff and students with funding requests should complete the attached project/prospect clearance form. Among other things, the form requires disclosure of any resources requested from Hunter College, including faculty release time and the use of Hunter space and facilities. After being signed by the Department Chair and School Dean, the form should be sent to the Provost's Office for clearance review by the Provost and Executive Director of Development.

In most cases, proposals will be vetted expeditiously by the Provost and the Executive Director of Development, who will consult with other experts as necessary. In rare instances, such as when multiple or competing applications are being submitted to the same foundation and there are no clear guidelines for choosing one proposal over another, the Provost may request additional information and will organize and chair a meeting of a Clearance Committee that is composed of "Regular" and "Ad Hoc" members.

- "Regular" members include:
  - Provost (or designee), who would serve as chair of the committee
  - Executive Director of Development
  - Deans of the School of Arts & Sciences, Education, Health Professions or Social Work (or an appropriate representative)
- Ad Hoc members will be invited based on the nature of the specific funding requests under review. Ad Hoc members might include:
  - Vice President of Finance & Administration (or designee)
  - Vice President of Student Affairs (or designee)
  - Director of the Office of Research Administration
  - Faculty from related fields, as appropriate
  - College attorney, as appropriate
  - Other experts from the community, as appropriate

If a proposal is denied, the Provost and/or Executive Director of Development will offer guidance about the ways in which the proposal could be amended to increase the likelihood of clearance.

Brochures, direct mail campaigns and newsletters to alumni and friends require that a prospect contact request form be completed and forwarded to the Office of the Provost, which will coordinate a quick response in conjunction with the Executive Director of Development. A draft of the solicitation letter, brochure, or any other promotional materials must accompany the request. Requests will be considered within the broader context of mailings and outreach.

Time Line

Requests should be submitted to the Office of the Provost ***at least one month before the proposal is due.*** In most cases, a response will be received within two weeks of submission. *Clearance will be granted for specified projects, donors, and periods of time.* If there are any changes in the nature or scope of the project, the list of potential donors, or the period of time for which clearance is sought, the Provost needs to be notified of the change in writing. Any questions should be directed to the Office of the Provost, 212-772-4150.

Hunter College
Cultivation and Solicitation of Grants and Gifts
from Private Individuals, Corporations and Foundations
Request Form

All solicitations of corporations, foundations, and private individuals (alumni and external) by Hunter College faculty, staff, and students require prior approval. Please provide the following information via email to provost@hunter.cuny.edu; a hard copy should also be sent to the Office of the Provost, Room 1701, East Building.

Date ______________________________

Name ______________________________

Department ______________________________

Phone number ______________________________

Email Address ______________________________

Corporation(s), Foundation (s), and/or Individual(s) you plan to contact ______________________________

Anticipated Date of the Meeting with the Potential Donor or Organization ______________________________

Please provide a brief description of project you hope to fund (attach separate sheet if needed):

____

____

____

____

Anticipated Costs of the project you hope to fund ____________________

Funding source deadline or solicitation submission date ____________________

Time frame for which clearance is requested ____________________

Is your application in response to a Request for Proposals (RFP) or a Request for Applications (RFA)? ____________________

If yes, indicate website or attach the RFP/RFA ____________________

Have you contacted this organization and/or received funding from this organization before? ____________________

If yes, attach a separate sheet with details, including the date(s) and details of your previous contact. For a funded project, include a description of the project, the period for which you were funded, and amount of funding you received.

Please indicate if the project involves any of the following (attach separate page with details):

Additional or renovated space at Hunter College ______________________________

Space at a facility other than Hunter College ______________________________

Use of special facilities ______________________________

Facilities & administrative costs to Hunter College ______________________________

Faculty release time ______________________________

“Matching” funds from Hunter College ______________________________

Human subjects/IRB approval ______________________________

Animal Subjects/IACUC approval ______________________________

Biohazards/IBC Approval ______________________________

No proposal will be considered without the following

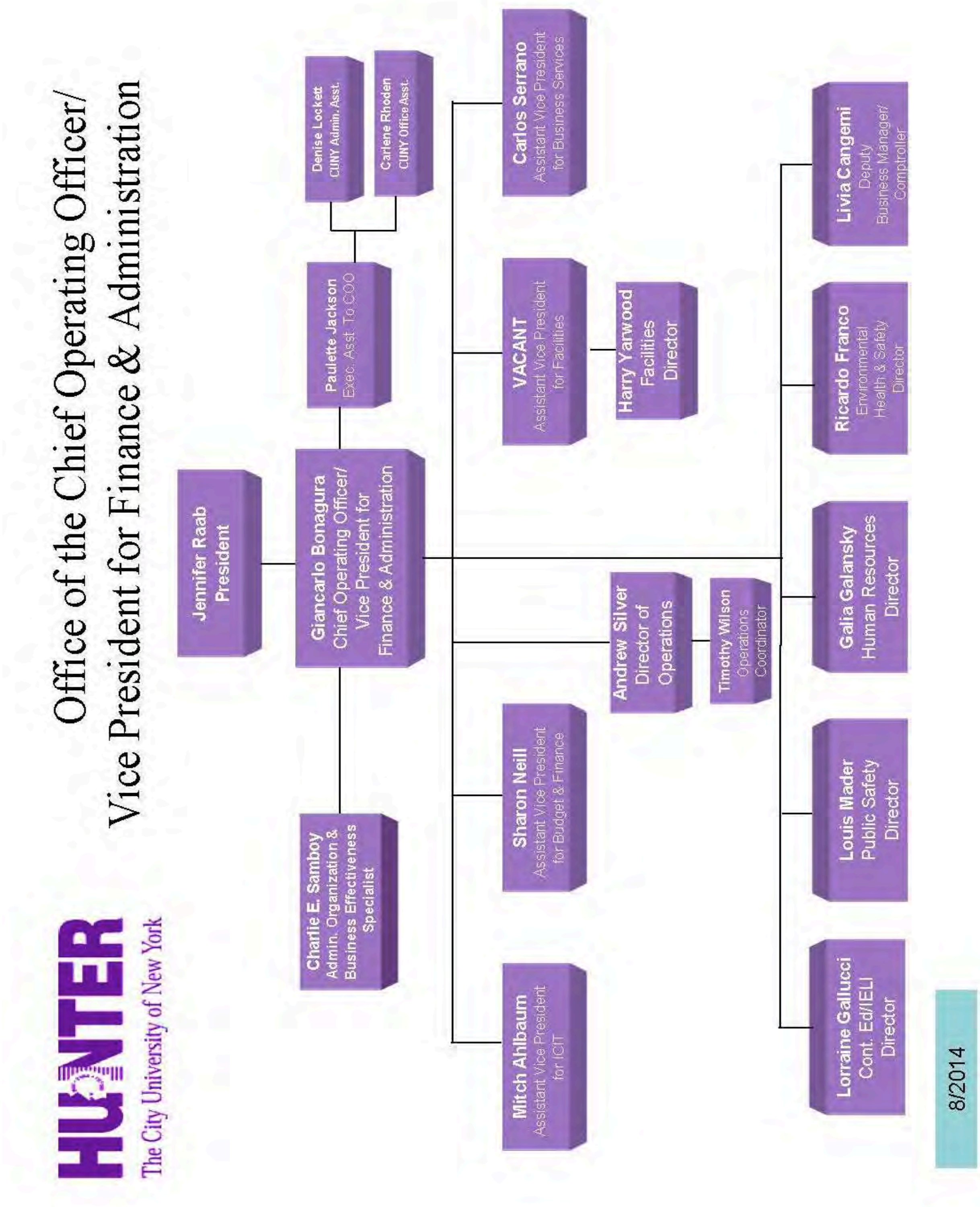
Department Chair’s approval:

Signature ______________________________________ Date_____________

Dean’s Approval:

Signature ______________________________________ Date_____________

Office of the COO/VP for Finance & Administration: Org Chart & Responsibilities



Giancarlo Bonagura

Chief Operating Officer and Vice President of Finance & Administration

Area
Budget & Planning

Sharon Neill
sharon.neill@hunter.cuny.edu

Responsibilities include
- Tax-levy Budget Allocations
  -CUNYfirst OTPS, Adjunct and Part-time funds
- Resource Planning & Restructuring
- Financial Reports & Program Reviews
- CUNYFirst budget issues

Area
Business Services

Carlos Serrano
carlos.serrano@hunter.cuny.edu

Responsibilities include
- Accounts Payable
- Bursar
- Auxiliary Enterprise Corporation
  -Bookstore, Food Service, Vending
- Purchasing & Contracts
- Property Management

Area
ICIT

Mitch Ahlbaum
mahlbaum@hunter.cuny.edu

Responsibilities include
- Faculty & Student Helpdesk
- Faculty Resource Center
- Instructional Technology
- Systems Administration
  -Email, Security, NetID
- Network Operations

Area
Controller

Livia Cangemi
livia.cangemi@hunter.cuny.edu

Responsibilities include
- Accounting Office
  -Business Office Accounts
  -HCF Accounting Administration
  -Banking
- Mail & duplication services

Area
Facilities Planning & Maintenance

Harry Yarwood/Andrew Silver
hyarwoo@hunter.cuny.edu
andrew.silver@hunter.cuny.edu

Responsibilities include
- Custodial services
- Trades & facilities support services
- Space planning (non-classroom)
- Capital Project management
- Work order system

Area
Human Resources

Galia Galansky
galia.galansky@hunter.cuny.edu

Responsibilities include
- Benefits
- Payroll
- Employee Relations
- Recruitment
- Hiring
- Time & leave
- Training

Area
Public Safety

Louis Mader
louis.mader@hunter.cuny.edu

Responsibilities include
- Campus Security
- Fire Safety
- Liaison with local NYPD & FDNY
- Visitors Center

Area
Environmental Health & Safety

Ricardo Franco
ricardo.franco@hunter.cuny.edu

Responsibilities include
- EHS compliance & administration
- Lab safety & training
- Environmental testing
- Regulated waste & removal
- Chemical inventory compliance

Area
Central Reservations & Continuing Education

Lorraine Gallucci
lorraine.gallucci@hunter.cuny.edu

Responsibilities include
- Space Rentals
- Performing Arts coordination
- Continuing Education programs
- Development of Certificate programs
- Event support

Hiring Summary

All employees must be formally hired prior to commencing work. This requires significant lead time in order to enter employee information in various systems, verify required documents and receive all necessary approvals within Hunter College and by CUNY.

Failure to comply with the appointment process can result in employees not being paid, receiving health benefits or having access to systems such as Hunter email, CUNYfirst and Blackboard. Having employees beginwork without being formally hired also means that the College is non-compliant with contractual requirements, State and Federal regulations, and CUNY policies and procedures.

Planning:
Each Department should consider their Department's strategic planning goals when planning to hire new/replace employees to align resources to planning goals. Your staffing requests should have been included in your annual Department Report. There may be opportunities to restructure the duties of existing staff to better meet your defined short-term and long-term staff needs. It is important to understand the different titles, job descriptions/requirements, qualifications and pay rates to make informed hiring decisions. Reviewing job functions with Human Resources will help ensure that the right title is used to meet job functions and employee skill sets. The Human Resources and Budget & Planning Offices can assist with these reviews.

Full-Time:

Authorization:
All full-time positions (new and replacement hires for all titles) require:
1) Regional Approval (Dean);
2) Divisional Approval (Provost/VP); and
3) Financial Approval (COO Finance & Administration).

Hiring targets are approved for each Division by the President prior to each fiscal year. All full time positions, regardless of title, require an approved "Authorization to Search/Position" form by the parties listed above prior to commencing the recruitment process.

Recruitment:
Recruitments are conducted by performing 1) a "***Search***" or by participating in 2) civil service "***Hiring Pools***" depending upon the title classification of the position being recruited.

Searches:

- Searches are required for all full-time PSC titles (Faculty, HEO Series, Research, and College Laboratory Technician) and some classified white collar titles (Accounting, Purchasing, and Information Technology).
- Human Resources will provide you with the "job specifications" for the position that you plan to hire and guide you through the steps of the recruitment and appointment process.
- The Office of Diversity and Compliance will provide you with information concerning the recruitment search plan and committee.

Hiring Pools

- Candidates who pass civil service examinations are eligible to participate in Hiring Pools that are organized by CUNY. Hiring pools can be for new entry level hires as well as for promotional titles. The most common and frequent hiring pools are for CUNY Office Assistant positions.
- Hunter's Human Resource office conducts the interviews for potential candidates at the Hiring Pools and selects candidates on behalf of the Departments.

Appointment/On-Boarding:

Salary offers to full-time hires from Searches must be within an approved budget authorization. Please consult with Human Resources prior to negotiating or offering salaries to potential candidates. Salaries of employees hired from pools are based upon contractual bargaining agreements. ***Please consult with Human Resources on employment package documentation.***

Part-Time:

Authorization:

Part-time hires (Adjuncts, CLTs and College Assistants) are appointed and processed using internally developed and managed on-line systems. The Adjunct Employee Management System (AEMS) is used to appoint part-time PSC titles (Adjuncts and CLTs). The Payroll-Assist System (PR-Assist) is used to hire college assistants and other DC37 classified hourly staff. These systems have multiple user approvals (Department/Supervisor, Chair, Dean, Provost, Budget, Human Resources, Payroll). All appointments must be approved by every approver in these systems.

Each job title has contractual limits on the total number of hours that can be worked in a period (semester or year) as well as a per hour rate ranges. Departments are encouraged to exercise fiscal prudency by hiring employees at appropriate hourly rate (job requirement and skills) and to plan their part-time staffing needs within authorized budget allocations. Hires above the minimum starting rate must be justified and approved by Human Resources and Budget.

Budget allocations are prepared prior to each semester in AEMS after consultation with the Deans' fiscal coordinators and the Provost Office. Initial budget allocations are prepared in PR-Assist prior to the beginning of the fiscal year (May-June) and adjustments are made to adjust for annual allowances, new needs and special initiatives. As appointments are entered into AEMS and PR-Assist, the value of the appointment is deducted from the available allocated budget.

Recruitment:

Recruitment is typically done by the Departments for part-time staff. You can consult with Human Resources if you need assistance identifying candidates for administrative positions.

Appointment/On-Boarding:

The appointment approval process is performed via the on-line system mentioned above. The internal appointment systems (AEMS and PR-Assist) help facilitate the internal approval process, manage budgets and provide reports. <u>All employment documentation</u> must be complete, received and reviewed/approved by

Human Resources before the employee can be hired in CUNYfirst and entered into the payroll system. ***Please consult with Human Resources on employment package documentation.***

President's Initiatives for Student Engagement

The goal of the three **Presidential Initiatives to Increase Student Engagement** is to enhance student success by increasing opportunities for Hunter faculty to engage students beyond the confines of their classrooms. These initiatives are intended to benefit undergraduate students.

Co-curricular Activity Initiative: Provides funding for student-faculty activities that are related to faculty courses or their scholarship. Activities may include student-faculty lunches, receptions, seminars, award ceremonies, film screenings, colloquia, or field trips.

Student Presentation Initiative: Provides funding to offset travel expenses for faculty-nominated students who will present their work at professional conferences that they attend with Hunter faculty; or to organize a faculty sponsored, student-scholarship conference at Hunter.

Student-Faculty Research Initiative: Provides funding to support students participating in faculty research, scholarship, and creative projects. Hunter faculty may request up to $1,000 per student, per academic year.

Proposals

- are accepted on a rolling basis from Hunter faculty (students may not submit proposals)
- should be submitted to Dr. Annemarie Nicols-Grinenko via email at student.engagement@hunter.cuny.edu, with a copy to President Jennifer J. Raab at president@hunter.cuny.edu.
- should include
  - the initiative category
  - the name and department of the Hunter faculty sponsor(s)
  - the name of the associated course or project
  - a description of the activity or event, including how it will enhance student learning and/or engagement
  - the name(s) of all participating student(s)
  - the date and location of the activity or event
  - a budget for the activity or event

Funding may be partial and priority is given to faculty who have not been funded by these initiatives during the prior two years.

- if approved for funding, faculty must pay out-of-pocket for the event and submit original receipts and other required documentation in order to be reimbursed OR faculty must arrange for the event venue to invoice the college directly

Outcomes: Faculty who receive funding through these initiatives are asked to submit a brief (2-page) post-activity assessment report.

For more information, go to http://www.hunter.cuny.edu/student-engagement or email Dr. Annemarie Nicols-Grinenko, Senior Advisor for Faculty Affairs, Office of the Provost at student.engagement@hunter.cuny.edu.

Office of Advising Liaisons to Major Programs

Psychology
Brittany Weeks (212) 772-3268 E1139 brittany.week@hunter.cuny.edu
Helene Brown (212) 396-6454 E1119A helene.brown@hunter.cuny.edu

Film & Media Studies, Art, Music, Theater, Dance
Brian Maasjo - Film & Media (212) 772-4852 E1119A bm514@hunter.cuny.edu
Aliya Frazier- Theatre, Music (212) 772-4892 E1118 afrazier@hunter.cuny.edu
Alex Rosero - Art, Dance (212) 772-4923 E1141 arosero@hunter.cuny.edu

Biology, Chemistry, Med Lab, Physics, Astronomy
Bonnie Polis-Kaplan (212) 772-4897 E1115 bonnie.kaplan@hunter.cuny.edu

Nursing, Community Health, Nutrition
Myrna Fader (212) 772-4867 E1114 myrna.fader@hunter.cuny.edu

History, Classics, Oriental Studies, Religion, Philosophy, Romance Languages, German
Chris Mollura- Classical & Oriental Studies, Religion, German (212) 396-6812
E1143 christopher.mollura@hunter.cuny.edu
Bertha Peralta – History, Philosophy (212) 772-4291 E1140 bperalta@hunter.cuny.edu
Alta Mercedes- Romance Languages (212)772-5096 E1112 alta.mercedes@hunter.cuny.edu

English
Olivia Chan (212) 396-6836 E1142 ochan@hunter.cuny.edu
Alta Mercedes (212) 772-5096 E1112 alta.mercedes@hunter.cuny.edu

Accounting, Economics, Computer Science, Math & Statistics
David Lau (212) 772-4919 E1117A david.lau@hunter.cuny.edu

Education (Childhood & Adolescent), Political Science, Urban Studies, Certificate. Programs, Geography
Erica Pearson- Education- (212) 396-6503 W417 erica.pearson@hunter.cuny.edu
Nicole Gordon – Political Science, Urban Studies, Geography, Certificate Programs (212) 772-4922
E1140 nwrig@hunter.cuny.edu

Women & Gender Studies, African, Puerto Rican/Latino Studies, Jewish Social Studies, Sociology, Anthropology
Brittany Weeks - WGS, AFPRL, Jewish Social Studies (212) 772-3268
E1139 brittany.week@hunter.cuny.edu
Olivia Chan – Sociology, Anthropology (212) 396-6836 E1142 ochan@hunter.cuny.edu

Counseling & Wellness Services: Faculty & Staff Guide

HELPING THE DISTRESSED STUDENT

Faculty and staff members are often the first to recognize a student in distress. While most students effectively negotiate the demands of college life, others find the stress and pressure overwhelming and difficult to manage. In addition to friends, family, clergy, etc., faculty and staff members are often the first point of contact and are an invaluable resource in assisting students who are struggling. We hope this page is helpful in guiding your intervention when you encounter a student you suspect or observe is having emotional difficulties.

Recognizing the Student in Distress

The following are common indicators that a student may be experiencing some difficulty:

- Obvious changes in mood or behavior (depression, anxiety, tearfulness, withdrawal)
- Restlessness, agitation
- Threatening behavior/stalking
- Change in grades, work habits, class attendance
- Intoxication in class
- Direct/indirect expressions of hopelessness/suicidal ideation
- Submission of disturbing course material
- Evidence of self-harm
- Poor self-care (disheveled, poor grooming)
- Irritability/outbursts/disinhibition
- Bizarre behavior or speech
- Significant weight changes

What You Can Do

- Don't ignore the situation. Talk to the student *privately* and be specific and non-judgmental about your observations that are troubling
- Express concern and offer assistance (this should include referral to and/or information about Counseling Services)
- Become familiar with Counseling Services so you can refer knowledgeably:
  - Services are free
  - Services are confidential
  - Counseling records are not part of student's academic record
  - Provide some information about the counseling process and what student might gain from it
- Make an effort to destigmatize help-seeking – securing help is an important skill and a sign of strength and initiative in solving a problem
- Reassure student that making a referral is not a rejection – you are willing to help and are interested in maintaining some follow up contact, but it is best to outline honestly, the limits of your ability to provide ongoing assistance (limits of time, training, objectivity)
- Avoid labeling the student or their behavior

- Consider reporting concerns to the Behavioral Response Team (BRT - 212.772.4878) or Counseling staff, independent of the student's willingness to accept help

Helping Effectively

- Monitor your own feelings and reactions – helping someone who is in distress can be stressful, anxiety provoking, and emotionally taxing. Seek support from colleagues and consultation from the Counseling Services Staff
- Avoid promising secrecy to student – this could pose a dilemma - instead, reassure that you are trustworthy, you value their privacy, and you are committed to assisting in their seeking further help
- Recognize your limits:
  • It is not your responsibility to solve the problem for students - you are a valuable resource in helping him/her solve a problem
  • A student may need help beyond what you can/should provide and seeking the appropriate help beyond your scope should be encouraged
- Do not ignore the following:
  • Student minimizes problem
  • Student has come to depend on you, thereby avoiding/disregarding importance of seeking alternate, more appropriate sources of help

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MANAGING THE DISRUPTIVE STUDENT

While individual instructors may vary in the range of behavior that is tolerated, there should be clear limits set on behavior that interferes with teaching or learning, inhibits the regular operation of the campus, or threatens the physical or psychological health, safety or welfare of others.

Examples of Disruptive Behavior Include:

- Excessive talking when others are speaking
- Verbal badgering/interrupting
- Sleeping in class
- Cell phone/text use in class
- Chronic tardiness/early departure
- Cursing/using demeaning, derogatory language
- Monopolizing
- Refusal to take directions/respond to limits
- Verbal/physical threats
- Intoxication
- Physical aggression

Elements in Effective Prevention and Early Intervention:

- **Clear Communication of Behavioral Expectations –** At the beginning of each semester, it may be helpful to outline verbally, the expectations for behavior in the classroom. Determine the standard you wish to enforce and articulate your expectations clearly

- **Early Consultation/Referral –** Do not hesitate to report your concerns to the Behavioral Response Team (BRT). The Team is designed, specifically, to collaborate with, and provide support and assistance to, the Hunter College Community
- **Documentation –** Always maintain written documentation of disruptive behavior as well as your efforts to intervene – include names, dates, nature of the behavior and the intervention. Keep your department chair informed as well
- **Your Response –**
    - Consider what consequences you will impose and respond to problems consistently
    - Give notice to students who disrupt
    - Don't ignore the behavior
    - Inform the student of the violation in specific and concrete terms
    - Inform the student of the consequences of continued disruption
    - Avoid :
        - Arguing with the student
        - Giving in to inappropriate requests
        - Accommodating inappropriately
        - Ignoring bad behavior
        - Allowing student to intimidate you

RESPONDING TO URGENT MATTERS / EMERGENCIES

Immediate and Decisive Intervention is Needed When Student Behavior Poses a Threat to Self or Others, Including:

- Suicidal gestures, intentions or attempts
- Other behavior posing a threat to student (drug abuse, hallucinations)
- Threats or aggression directed toward others
- Demonstrated inability to care for oneself

Campus Resources:

Public Safety: In the event of an *emergency* or matter which requires *immediate* attention (e.g. student is unmanageable, aggressive, threatening), Public Safety is the first-line contact. Call **212.772.4444**. Following contact with Public Safety, please make a referral to the BRT.

Behavioral Response Team: Concerns about a student's behavior and/or functioning should be referred to the BRT. Please visit the BRT website for information about the Team's purpose and function.

Counseling Services: For consultation with a counselor, please call 212.772.4931 or walk student to office 1123E.

REFERRING A STUDENT TO COUNSELING SERVICES

- Suggest that the student call 212.772.4931 or visit Counseling Services located in 1123 East Building.
- Offer to help the student make the initial appointment, or let the student call from your office. At times it may be helpful to accompany the student to the Counseling Services office.
- Once the referral is made, communication between the student and the counselor is confidential, but you may be informed (typically with the student's permission) if the student attends the initial appointment.
- Consider checking a week later with the student to see if he or she has followed through with the appointment.
- Call or email us to discuss any concerns or question you have. We are also available for consultation.
- **Download the "Students in Crisis - A Quick Reference" (PDF)** for simple guidelines and convenient access to referral contact information.

When our office is closed (and in all cases of emergency), please call **Public Safety** - 212.772.4444

Behavior Response Team [BRT]

STUDENTS IN CRISIS: A QUICK REFERENCE

FOR FACULTY AND STAFF

The following is a quick reference for faculty/staff who may encounter students in crisis. Students in crisis are those who threaten to harm themselves or others, demonstrate *significant* emotional distress, or are disruptive in class or other public areas. Should you encounter a student who appears to be in crisis, please follow the guidelines below.

1. Students who appear to be in **MEDICAL DISTRESS**:
   - Contact **Public Safety**: (212) 772-4444/4521, Room 122 WB

2. Students who cause **SIGNIFICANT DISRUPTION** to the learning/working environment of the college:
   - Refer the incident to the **Behavioral Response Team**, (BRT) by ***completing our online referral form*** on our website (below). Simply click on "BRT Referral Form"

3. Students who pose an **IMMEDIATE THREAT** – are aggressive, present a threat to self and/or others:
   - *Always* contact **Public Safety** as the first-line contact: 212.772.4444/4521 Room 121 W
   - Following Public Safety notification, please also refer the incident to the **Behavioral Response Team**, (BRT) by ***completing our online referral form*** (at website below)

4. Students in distress, and/or about whom you have concerns, ***but are not in crisis***:
   - Refer to **Counseling Services**: 212.772.4931 (Monday – Friday 9 am – 5 pm)
     - Assist in scheduling an appointment or encourage the student to do so from your office

       --or--
     - Walk the student to Room 1123E (Monday – Friday, 9 am – 5 pm)

For additional information, visit the following web sites:

- **Behavioral Response Team**: http://ww.hunter.cuny.edu/brt
- **BRT Referral Form**: https://ww3.hunter.cuny.edu/cs/view.php?id=1
- **Counseling & Wellness Services**: http://ww.hunter.cuny.edu/studentservices/pcs

After completing our online referral form, the **Behavioral Response Team**: (BRT) can also be contacted at 212.772.4878

Kognito at-risk for Faculty & Staff

How Do I Help a Student I'm Worried About?

Kognito

at-risk
for Faculty & Staff

You Can Make A Difference

Our Hunter College community is becoming increasingly aware of the amount of stress our students are experiencing and its negative impact on their health and academic performance.

To address this concern, we have adopted a suite of online training simulations that will assist faculty, staff, and students to better identify, support, and refer these students to support services on campus. Hunter College highly recommends that you take these courses, which are already in use at hundreds of colleges and universities.

To take any of the available courses, access the simulation at:

http://kognitocampus.com/login

1. **Create a New Account**
2. **Use enrollment key: hunter212**
3. **Follow the on-screen instructions**

If you experience technical difficulties, please email support@kognito.com

Corporate Counseling Associates [CCA]: The CUNY Work/Life Program

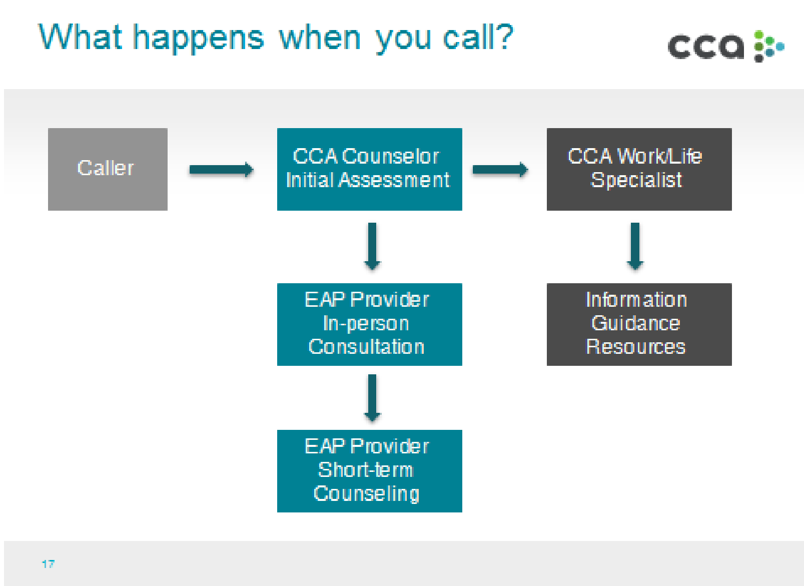
CCA is a human resources consulting firm. They help organizations improve performance by helping people perform better. They have nearly 30 years of experience in the Work Life Program industry.

The CUNY Work/Life Program is a free, confidential resource to help you manage your life more effectively

- Services are provided by CUNY at no cost to you
- Completely confidential support for you and your family members
- A convenient, compassionate resource
- Staffed by caring, professional counselors
- Always available-24 hours a day- 7 days a week-365 days a year

Contact Information:

1. 1.800.833.8707
2. www.myccaonline.com
3. Log-in code: CUNY



Please note- if you are calling on behalf an employee, during normal business hours; please reach out to HR so that HR can provide immediate assistance and liaison with CCA.

Hobsons CRM Use for Faculty

What is the CRM?

CRM stands for Constituent Relationship Management and refers to the systems we use to track and manage our communications and engagement with students for retention from the point of prospect through graduation. Core functionalities of the CRM include:

- **targeted and personalized email communications**
  How this may be helpful to your department:
  - Consistent email look and format for departmental emails to majors (departmental events, welcome for new majors, etc.)
  - daily refreshed data listing imports from CUNYfirst (no outdated major listings)
  - track email results (see % of open and click thru rates)

- **student event rsvp management (undergraduate prospects and enrolled students only)**
  How this may be helpful to your department:
  - student self-managed rsvp process
  - hosting tools (print roster, name tags, attendance tracking)
  - automated/personalized reminders

- **dynamic content posted to personalized student landing pages**
  How this may be helpful to your department:
  - post departmental advisor contact information, events, research opportunities

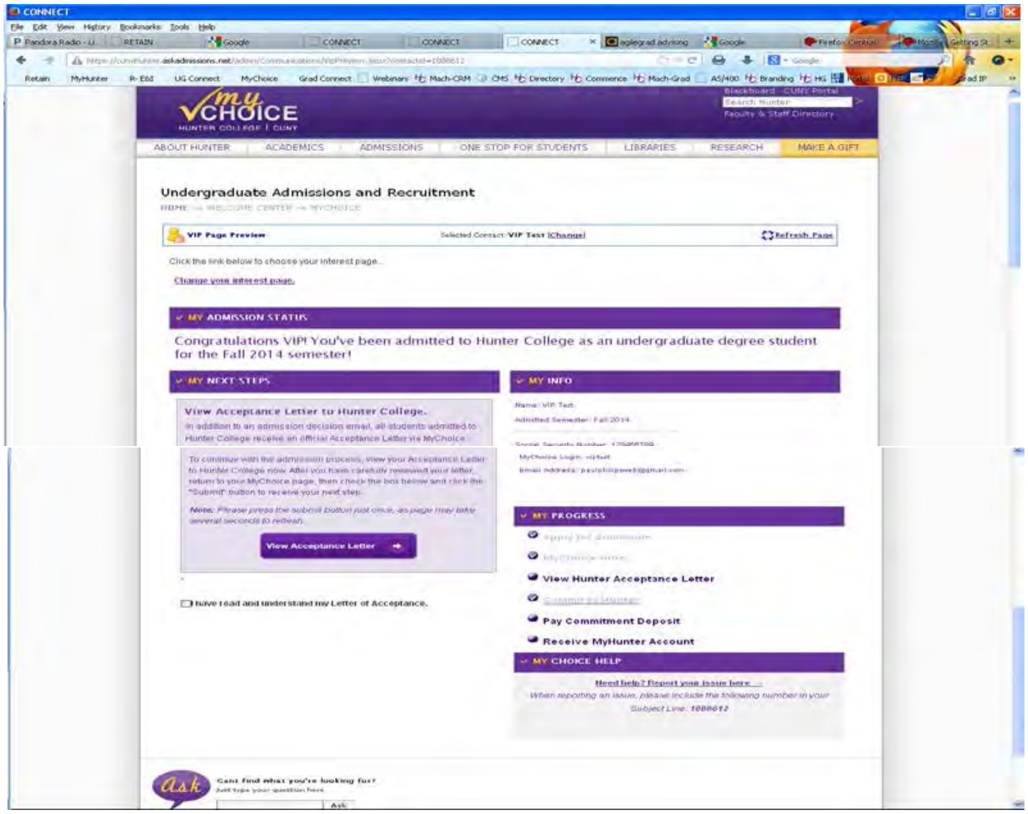
- **survey functionality**
  How this may be helpful to your department:
  - *survey responses linked to other demographics (like academic level, GPA, etc.) for more in-depth analysis*
  - *track and send follow up to students who have not responded*

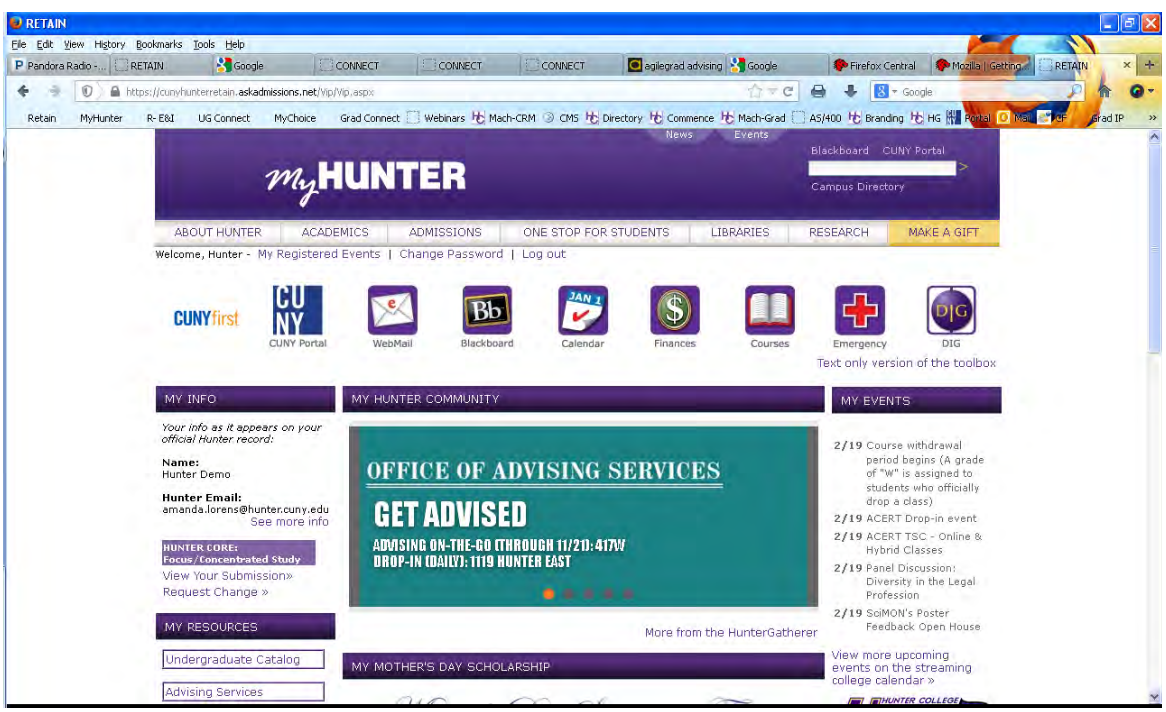
- **integrated prospect major interest data**
  How this may be beneficial to you:
  - *learn number of prospective majors for newly admitted classes*
  - *targeted recruitment and outreach efforts for major prospects*

There are 3 CRM systems at Hunter:

Population	CRM Name	Student Facing
Undergraduate Prospects and New Admits	Hobsons Connect CRM (Undergraduate Instance)	MyChoice http://mychoice.hunter.cuny.edu
Graduate Prospects and New Admits	Hobsons Connect CRM (Graduate Instance)	*not applicable*
Currently Enrolled Students	Hobsons Retain CRM	MyHunter

(Undergraduate and Graduate)		www.hunter.cuny.edu/myhunter





For more information

If you have questions about developing your departmental communication plan, contact
Amanda Fuentes Lorens, Communications Marketing Director, Division of Student Affairs
amanda.lorens@hunter.cuny.edu, 212-772-4916
www.hunter.cuny.edu/studentservices/crm/faculty

The International Students Office (ISO)

Hunter College Division of Student Affairs

The International Students Office (ISO) provides international students, (temporary F-1 and J-1, Exchange Visitor visas) with a wide range of support services to enrich their learning experience at Hunter College and helps them meet their educational objectives in a timely manner. Prospective and currently enrolled students may contact the ISO to request information about U.S. Immigration regulations and assistance with their visa applications. The ISO staff is also trained to answer general questions about international student admission to Hunter College and provide students with referrals for additional academic support services, as needed.

International students admitted to Hunter College generally enter the U.S. on temporary F-1 (student) and J-1 (Exchange Visitor) visas. Through orientation and topical information workshops, website tutorials and cultural enrichment programming, the ISO helps international students acquire skills to make important academic and career-choice decisions that are consistent with the benefits granted in their respective U.S. immigration status.

Below is a list of the primary immigration advisement and support services available to international students:

Orientation

Orientations are held several times during the semester for continuing students to assist time in adjusting to the educational system and make adjustments to living in New York City.

Newly admitted international students are required to attend an orientation session to learn about their academic and immigration responsibilities in the U.S. Students and learn about the privileges and benefits of their immigration statuses.

Immigration Advisement

Assistance to F-1, J-1 and undocumented Hunter College students on U.S. Immigration regulations, visa applications, changes of status and legal employment options in the U.S.

Faculty, staff and students who need help with a specific immigration matter are strongly recommended to contact the ISO and request an appointment speak with one of the international student advisors. All information is kept confidential.

Academic Support Services

ISO Advisors collaborate with faculty and staff to enhance ISO's retention efforts. International students in F-1 or J-1 may be referred to the ISO for additional support services if they are experiencing academic or personal difficulties. **NOTE: Recommend all F-1 or J-1 student meet with an advisor in the ISO prior to withdrawing from a class. Withdrawal from class(s) may**

result in a violation of their Immigration status! Our advisors will meet with the student to assess challenges and provide advisor and referrals as needed.

Location and Contact Information:

Room: 1109/1108 Hunter East Building, 11th Floor
Telephone: (212) 772-4864
Website: *www.hunter.cuny.edu/studentservices/is*
Email: *intlss@hunter.cuny.edu*

ISO tutorial: https://ww3.hunter.cuny.edu/is/tutorial/ (this guide is under revision; once revised, we will send a link to the departments.)

International Student Advisors & Alternate Responsible Officers:

Iris Aroyewun-Birchwood, Director and Alternate Responsible Officer
Telephone number (212) 772-4864
email address: *iaroyewu@hunter.cuny.edu*

Xavier Remigio, Assistant Director and Alternate Responsible Officer
Telephone number (212) 772-4903
email address: *xremigio@hunter.cuny.edu*

Appendix A: Reappointment/Non-Reappointment Notification Dates for Instructional Staff Serving in PSC-Represented Titles

Added: 1/14/2015

March 1

– HEO series employees in their third and subsequent years of service – for their third and subsequent reappointments (Sec. 13.13)

April 1

– Instructional Staff hired effective September 1 on an annual basis in tenure-bearing and certificate-bearing titles (other than employees in the HEO series and in the Hunter College Campus Schools) and Instructors, in their first year of service – for their first reappointment (Sec. 10.1(a)1)

– Lecturers in their second year of service – for their second reappointment (Sec. 10.1(a)2)

– Teachers hired on an annual basis in tenure-bearing titles in the HCCS in their second or later years of continuous service – for their second and subsequent reappointments (Sec. 10.4.b))

– HEO series employees in their first and second years of service, who were appointed on or after July 1 but before October 1 – for their first and second reappointments (Sec. 13.13)

– Excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles in their first year of service (1974 David Newton memo)

– Excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles in their second year of service, if original appointment was on or after October 1 (1974 David Newton memo)

May 1

– Instructional Staff hired effective February 1 on an annual basis in tenure-bearing and certificate-bearing titles (other than employees in the HEO series and in the Hunter College Campus Schools) and Instructors, in their first year of service – for their first reappointment (Sec. 10.1(a)1)

– Persons hired in Institutes and Centers (Sec. 10.1(a)1)

– Persons reappointed as the direct result of a proceeding resolving a grievance or complaint under Article 20 (*i.e.*, reappointments pursuant to Step I/II decisions, arbitration awards, settlement agreements, select faculty committee recommendations) (Sec. 10.1(a)2)

– Adjuncts hired on a semester basis, serving in the Spring semester – for the following Fall semester (Sec. 10.1(a)3)

– All other members of the Instructional Staff for whom notification dates are not otherwise specified (*e.g.*, Clinical Professors, Distinguished Lecturers, Research Assistants, Research Associates, College Physicians), in their second and subsequent years of service (Sec. 10.1(b)2)

– Teachers in the HCCS hired effective September 1 on an annual basis in tenure-bearing titles in their first year of service – for their first reappointment (Sec.10.4.a))

– HEO series employees in their first and second years of service, who were appointed on October 1 or later – for their first and second reappointments (Sec. 13.13)

– Excluded members of the Instructional Staff in HEO series titles in their second and subsequent years of service (1974 David Newton memo)

<u>May 15</u>

– Long-term Adjuncts[5] – for appointment for both the following Fall and Spring semesters (Sec. 10.1(a)3, para.2)

<u>June 1</u>

– All other members of the Instructional Staff for whom notification dates are not otherwise specified (*e.g*., Clinical Professors, Distinguished Lecturers, Research Assistants, Research Associates, College Physicians), in their first year of service (Sec. 10.1(b)1)

– Excluded members of the Instructional Staff in HEO series titles in the first year (or partial year) of service (1974 David Newton memo)

<u>December 1</u>

– Instructional Staff hired on an annual basis in tenure-bearing and certificate-bearing titles (other than employees in the HEO series, Lecturers in their second year, employees in the HCCS, persons hired in Institutes and Centers, and persons reappointed as the direct result of a proceeding resolving

[5] A long-term adjunct is defined as one who has served as an adjunct in the same department of the college for not fewer than six consecutive semesters (exclusive of summer sessions) during the three year period immediately preceding the appointment. There is no break in adjunct service if substitute service intervenes; the substitute service bridges the adjunct service for purposes of calculating the six semesters, per section 14.d of 2007-10 MOA).

a grievance or complaint under Article 20) and Instructors, in their second or later years of continuous service – for their second and subsequent reappointments (Sec. 10.1(a)2)

– Adjuncts hired on a semester basis, serving in the Fall semester – for the following Spring semester (Sec. 10.1(a)3)

– Excluded members of the Instructional Staff in tenure-bearing and certificate-bearing titles in their second and subsequent years of service, if original appointment is before October 1 (1974 David Newton memo)

CAVEATS:

Despite some vagaries in the contract language pertaining to notice for employees in the HEO series titles, the Colleges are cautioned to make certain that notices of non-reappointment are sent in time to be *received* prior to the above-referenced notification deadlines for employees in any of the Instructional Staff titles. The Colleges are further cautioned to make certain that they can *prove* that the notices were sent in a timely manner. Late notice or mis-delivered notice may result in a constructive reappointment. It, accordingly, may be advisable to send the notice by more than one method. (The Colleges are cautioned not to rely exclusively upon certified mail, return receipt requested, as employees may choose not to pick up certified mail, and not to plan on last minute personal service, as employees have been known to absent themselves just prior to notification deadlines.)

To the extent that there are any inconsistencies between the schedules set forth in this memorandum and the terms of the collective bargaining agreement, the collective bargaining agreement governs.

Appendix B: Code of Practice Regarding Instructional Staff Academic Leaves

CUNY OFFICE OF HUMAN RESOURCES MANAGEMENT

http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/CodeofPractice_AcademicLeavesofAbsence_Final08062013_2.pdf

FELLOWSHIP LEAVES
SCHOLAR INCENTIVE AWARDS
SPECIAL LEAVES OF ABSENCE WITHOUT PAY
PARTIAL LEAVES WITH PARTIAL PAY
PROFESSIONAL REASSIGNMENT LEAVES IN THE LIBRARY
OTHER AUTHORIZED LEAVES OF ABSENCE WITHOUT PAY

1 FELLOWSHIP LEAVES

1.1 Purposes for Which Fellowship Leaves May Be Granted

Fellowship leaves may be granted for conducting research (including study and related travel), improvement of teaching, and/or production of creative works in literature or the arts.[1]

1.2 Eligible Titles

The following titles are eligible for the award of a fellowship leave:

- Tenured Assistant Professor, tenured Associate Professor, and tenured Professor,
- Tenured College Laboratory Technician, tenured Senior College Laboratory Technician, and tenured Chief College Laboratory Technician,
- In the Hunter College Campus Schools, tenured Teacher, tenured Guidance Counselor, tenured Campus Schools College Laboratory Technician, and tenured Campus Schools Senior College Laboratory Technician,
- Tenured Assistant Medical Professor (Basic Sciences), tenured Associate MedicalProfessor (Basic Sciences), tenured Medical Professor (Basic Sciences), tenured Assistant Medical Professor (Clinical), tenured Associate Medical Professor (Clinical), and tenured Medical Professor (Clinical),
- Tenured Law School Assistant Professor, tenured Law School Associate Professor, tenured Law School Professor, tenured Law School Library Assistant Professor, tenured Law School Library Associate Professor, tenured Law School Library Professor, and
- Lecturers with a Certificate of Continuous Employment.

[1] In addition, employees in eligible titles who were appointed before July 1, 1965 may be awarded a fellowship leave for educational travel or restoration of health at 50% of the bi-weekly salary rate. A fellowship leave for restoration of health may be awarded to an eligible employee who was appointed before July 1, 1965 only after such employee has exhausted all available temporary disability leave.

1.3 Eligibility Criteria

In order to be eligible for consideration for a fellowship leave, the individual must be in an eligible title and be tenured or have a Certificate of Continuous Employment. Untenured individuals in professorial titles who are on leave from the Lecturer title in which they have a Certificate of Continuous Employment are also eligible to apply.[2]

In addition, the individual must have six years of continuous paid full-time service with the University exclusive of fellowship leaves and most other leaves.[3] Full-time service in an eligible title prior to achieving tenure, including contiguous substitute service, counts as service towards a fellowship leave.[4] A fellowship leave breaks service toward another fellowship leave. At the expiration of a fellowship leave, the individual must accumulate another six years of continuous paid full-time service before being again eligible for a fellowship leave. A leave without pay or a Scholar Incentive Award acts as a bridge, that is, continuous paid full-time service before and after these leaves may be aggregated to achieve the required six years of service.[5]

1.4 Types of Fellowship Leaves

There are three types of fellowship leaves:

- A full year leave at 80% of the bi-weekly salary rate,
- A one-half year leave at 80% of the bi-weekly salary rate, and
- A one-half year leave at full pay.[6]

A full-year fellowship leave may be for the fall and succeeding spring semester or for the spring and succeeding fall semester. In addition, the University has permitted a full year fellowship leave to be taken with one semester intervening between halves of the leave, for example, on successive fall semesters or on successive spring semesters, when such an arrangement is determined to be mutually advantageous to the fellowship leave recipient and the college.

1.5 Review and Approval

A University application is submitted to the Department Personnel and Budget committee, or its equivalent. On the application, the faculty member sets forth his/her plan of work for the period of the fellowship leave.

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[2] If an untenured faculty member on leave from the Lecturer title with a Certificate of Continuous Employment is granted a one-half year fellowship leave at full pay, the leave counts toward the period of time necessary to achieve tenure. The period of all other fellowship leaves acts, for tenure purposes, as a bridge linking full years of service creditable towards tenure before and after the fellowship leave.

[3] Temporary Disability Leave at full pay and other full pay leaves will be counted as service.

[4] Service in a school or college maintained in whole or in part with City funds immediately preceding service in CUNY also counts as service, up to a maximum of three years.

[5] For purposes of counting full years of service towards a Fellowship Leave, full-time service is counted by semesters. Thus, for example, active full-time service in a fall semester followed by active full-time service in a spring semester or active service in a spring semester followed by service in a fall semester will count as a year of service. This is true even if there is a break in active full-time service between semesters.

[6] There is an expectation that there will be at least one one-half year leave at full pay every other year at each college.

If the Department Personnel and Budget Committee approves, the application is sent to the College-wide Personnel and Budget Committee. If that Committee approves, the application is forwarded to the President. The Committee endorsement includes the representation that the work of the department can be carried out effectively during the period of the leave and that the applicant's work while on the leave is consonant with the principles of the fellowship leave. Upon receiving the College-wide Committee's endorsement, the President makes his/her own recommendation to the Board of Trustees via the Chancellor's University Report for its approval. The President may confer with Vice Presidents, Deans, or other campus executives before making a recommendation. Before the fellowship leave is forwarded to the Board of Trustees for approval, the College's Office of Human Resources, or other appropriate college office, should review the application to ensure that it is consonant with applicable rules and procedures.

1.6 Early Termination of a Full-Year Fellowship Leave

The staff member may terminate a full-year fellowship leave after one semester upon written notice to the President. Such notice is required by October 30 to cancel the leave for the subsequent spring semester and March 30 to cancel the leave for the subsequent fall semester. This termination relieves the University of any obligation to further claims for the second half of the leave. The staff member will be eligible for another fellowship leave after six years of service following the termination of the leave.

1.7 Post-Fellowship Leave Requirements

1.7.1 Return to Active Service for One Year

When applying for a fellowship leave, the staff member commits to return to active service in the University for at least one (1) year following the end of the leave,[7] unless the Board of Trustees expressly waives this requirement. Waivers of this return-to-service requirement must be reviewed and approved by the Office of Human Resources Management before submission to the Board of Trustees for approval via an entry on the Chancellor's University Report Addendum. Waivers have been granted when the return to service would be impossible or very difficult, usually due to personal illness. Waivers have also been granted to permit a fellowship leave recipient to participate in an Early Retirement Incentive authorized by statute.

1.7.2 Post-Fellowship Leave Report

Within 30 days of the expiration of the fellowship leave, the staff must submit a written report to the Department Chair on the recipient's activities during the fellowship leave.

1.8 Creditable Service for Retirement

The University will request the appropriate retirement system to credit the period of the fellowship leave as service for retirement purposes.[8] The period of the fellowship leave shall be credited for increment purposes.

[7] Travia Leave is counted as service for this purpose.

[8] Service credit does not apply to members of the Optional Retirement Program (TIAA-CREF).

1.9 Calendar

Fellowship Leaves conform to the following schedule.

- Leave for the Full Academic Year: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on the day before the beginning of the following Fall semester (that is, the leave ends at the close of business on the fourth day preceding the following August 30, excluding Saturday and Sunday.)
- Leave for the Fall semester: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on January 31 or the day before the first day of classes of the spring semester (whichever is earlier).
- Leave for the Spring semester: The leave begins on February 1 or the first day of classes in the Spring semester (whichever is earlier) and ends on June 30.

1.10 Summer Compensation

Faculty members who have the summer annual leave period prescribed by Article 14.1 (teaching faculty) or Article 14.3 c) (faculty in counselor titles) of the PSC/CUNY collective bargaining agreement will be compensated for the months of July and August as follows:

A full year leave at 80% of the bi-weekly salary rate: The months of July and August (up to the commencement of the subsequent fall semester) will be paid at 80% of the bi-weekly salary rate.[9]

A one-half year leave at 80% of the bi-weekly salary rate: If the fellowship leave was taken in the fall semester and the faculty member returned to active service for the spring semester, the faculty member will be paid at 100% of the bi-weekly salary rate for the month of July and at 80% of the bi-weekly rate for the month of August (up to the commencement of the subsequent fall semester). If the faculty member was in active service in the fall semester and took the fellowship leave in the spring semester, the faculty member will be paid at 80% of the bi-weekly salary rate for the month of July and at 100% of the bi-weekly salary rate for the month of August (up to the commencement of the subsequent fall semester).

A one-half year leave at full pay: If the leave was taken in either semester and the faculty member was in active service in the other semester, both July and August will be paid at 100% of the bi-weekly salary rate.

[9] If the full year fellowship leave at 80% of the bi-weekly salary rate is taken in successive fall semesters, the month of July following each academic year in which a semester of the leave was taken will be paid at 100% of the bi- weekly rate, while the two months of August will be paid at 80% of the bi-weekly rate (up to the commencement of the fall semester following the second academic year in which the leave was taken). If the full year fellowship leave at 80% of the bi-weekly salary rate is taken in successive spring semesters, the month of July following each academic year in which a semester of the leave was taken will be paid at 80% of the bi-weekly rate, while the two months of August will be paid at 100% of the bi-weekly rate (up to the commencement of the fall semester).

1.11 Fellowship Leaves and Summer Employment

For the purposes of the Board of Trustees' "Statement of Policy on Multiple Positions," fellowship leaves cover periods within the boundaries of the academic year, and do not include the period of annual leave of teaching faculty, as defined in the PSC/CUNY collective bargaining agreement.[10]

2 SCHOLAR INCENTIVE AWARDS[11]

2.1 Purpose for which Scholar Incentive Awards May Be Granted

The purpose of Scholar Incentive Awards is to facilitate bona fide and documented scholarly research. Applications that reflect other purposes, such as meeting degree requirements, service outside the University, or other professional, career or personal reasons, shall not be considered for these Awards.

2.2 Eligible Titles

In order to be eligible for consideration for a Scholarship Incentive Award, the individual must be a full-time instructional staff member in one of the following titles: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, University Professor, Distinguished Professor, Assistant Medical Professor (Basic Sciences), Associate Medical Professor (Basic Sciences), Medical Professor (Basic Sciences), Assistant Medical Professor (Clinical), Associate Medical Professor (Clinical), and Medical Professor (Clinical).

2.3 Eligibility Criteria

In addition to appointment to an eligible title, the individual must have completed not less than one full year of continuous paid full-time service with the University before becoming eligible for a Scholar Incentive Award. An individual shall be eligible for a subsequent Scholar Incentive Award after six (6) years of creditable service with the University since the completion of the last Scholar Incentive Award.[12] A Scholar Incentive Award may not be held concurrently with a Fellowship Leave.

2.4 Duration of Scholar Incentive Award

A Scholar Incentive Award shall be for not less than one semester nor more than one year in duration.

2.5 Review and Approval

A University application is submitted to the Department Personnel and Budget committee, or its equivalent. On the application, the faculty member sets forth his/her plan of work for the period of the Scholar Incentive Award.

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[10] Library instructional staff do not accrue annual leave during the period of the fellowship leave.

[11] Scholar Incentive Awards are authorized pursuant to Article 25.5 of the PSC/CUNY collective bargaining agreement.

[12] For purposes of counting full years of service towards a Scholar Incentive Award, full-time service is counted by semesters. Thus, for example, active full-time service in a fall semester followed by active full-time service in a spring semester or active service in a spring semester followed by service in a fall semester will count as a year of service. This is true even if there is a break in active full-time service between semesters.

If the Department Personnel and Budget Committee approves, the application is sent to the College-wide Personnel and Budget Committee. If that Committee approves, the application is forwarded to the President. The Committee endorsement includes the representation that the work of the department can be carried out effectively during the period of the leave and that the applicant's work while on the leave is consonant with the principles of the Scholar Incentive Award. Upon receiving the College-wide Committee's endorsement, the President makes his/her own recommendation to the Board of Trustees via the Chancellor's University Report for its approval. The President may confer with Vice Presidents, Deans, or other campus executives before making a recommendation. Before the Scholar Incentive Award is forwarded to the Board of Trustees for approval, the College's Office of Human Resources, or other appropriate college office, should review the application to ensure that it is consonant with applicable rules and procedures.

2.6 Creditable Service

If a Scholar Incentive Award is immediately preceded by full-time continuous service creditable for tenure or a Certificate of Continuous Employment or Fellowship Award and immediately followed by such full-time continuous service, the period of creditable service immediately preceding the Scholar Incentive Award shall be counted in computing the years of service required for the granting of tenure, Certificate of Continuous Employment or eligibility for a Fellowship Leave.

2.7 Calendar

Scholar Incentive Awards conform to the following schedule.

- Leave for the Full Academic Year: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on the day before the beginning of the following Fall semester (that is, the leave ends at the close of business on the fourth day preceding the following August 30, excluding Saturday and Sunday).
- Leave for the Fall semester: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on January 31 or the day before the first day of classes of the spring semester (whichever is earlier).
- Leave for the Spring semester: The leave begins on February 1 or the first day of classes in the Spring semester (whichever is earlier) and ends on June 30.

2.8 Compensation

An individual may be compensated by the University for up to 25% of the annual salary rate. The total amount of money earnable with outside support and University salary may not exceed 100% of the annual salary rate that the person would have received without the leave. The amount of compensation by the University may be less than 25% if the amount of any outside fellowship and grant support received would result in earnings above 100% of salary.

Faculty members who have the summer annual leave period prescribed by Article 14.1 (teaching faculty) or Article14.3 c) (faculty in counselor titles) of the PSC/CUNY collective bargaining agreement will be compensated for the months of July and August as follows:

- Full Year Scholar Incentive Award: If the Scholar Incentive Award was taken for the entire academic year, the months of July and August (up to the commencement of the subsequent fall semester) will be paid at the same percentage of the bi-weekly rate as the University paid during the Scholar Incentive Award.
- Scholar Incentive Award for One Semester: If the Scholar Incentive Award was taken in the fall semester and the faculty member returned to active service for the spring semester, the faculty member will be paid at 100% of the bi-weekly salary rate for the month of July and at the same percentage of the bi-weekly rate as the University paid during the Scholar Incentive Award for the month of August (up to the commencement of the subsequent fall semester). If the faculty member was in active service in the fall semester and took the Scholar Incentive Award in the spring semester, the faculty member will be paid at the same percentage of the bi-weekly rate as the University paid during the Scholar Incentive Award for the month of July and at 100% of the bi-weekly salary rate for the month of August (up to the commencement of the subsequent fall semester).

3 SPECIAL LEAVES OF ABSENCE WITHOUT PAY[13]

3.1 Purpose

Special leaves of absence without pay may be requested for study, writing, research, a creative project, or public service of reasonable duration.[14] The colleges are encouraged to consult with the Office of Academic Affairs should there be any questions concerning the purpose for which a particular leave is being requested.

3.2 Eligible Titles

Tenured faculty, tenured instructional staff in the College Laboratory Technician (CLT) series and in the Registrar series, and Lecturers with a Certificate of Continuous Employment are eligible for special leaves of absence without pay.[15]

3.3 Types of Special Leaves of Absence Without Pay

Special Leaves of Absence Without Pay are characterized as follows:

a) Special Leave with Increment Credit, with Retirement Credit
b) Special Leave with Increment Credit, without Retirement Credit

[13] While the faculty member is in unpaid status, he/she is not eligible for University-paid health insurance and must file appropriate COBRA forms to continue coverage.

[14] Section 13.3.b. of the *Bylaws of the Board of Trustees*.

[15] On occasion, special leaves may be granted to untenured faculty and CLTs, and uncertificated Lecturers.

c) Special Leave without Increment Credit, with Retirement Credit
d) Special Leave without Increment Credit, without Retirement Credit

Retirement service credit does not apply to employees in the Optional Retirement Program (TIAA/CREF), which bases the retirement benefit on annual contributions rather than on years of service. In limited circumstances, retirement service credit for the period of a special leave without pay or an authorized leave without pay may be recommended to TRS or ERS. The recommendation to the pension system is advisory only and is generally limited to employees in Tier I or, to a lesser extent, in Tier II of TRS or ERS.

As a general rule, no increment credit should be awarded for special leaves without pay or authorized leaves without pay of one year or longer. The president may, however, recommend such credit, subject to approval by the Board of Trustees, if the leave is being taken for a project of academic, scholarly or public importance that brings honor and recognition to the college.[16]

3.4 Duration

Generally, special leaves of absence without pay are granted for a full academic year, although leaves for one semester may be granted. The President may approve a leave through a second consecutive year. However, a special leave of absence without pay for a third consecutive year requires the Chancellor's express approval. An application for a special leave beyond two consecutive years must be submitted to the Office of Academic Affairs for approval.

3.5 Review Procedures

A University application is submitted to the Department Personnel and Budget committee, or its equivalent. The applicant fills out the first part of the form, explaining in detail the purpose for which the leave is requested and signing an acknowledgement of the terms on which the leave would be granted. The chairperson of the department completes the second part of the form, indicating how the department will arrange for academic work to be done during the faculty member's leave and attesting to the positive recommendation of the Department Personnel & Budget Committee. The Chair of the College-wide Personnel & Budget Committee completes the third part of the form, attesting to that committee's approval of the leave and stating whether retirement and increment credit should be recommended. Finally, the President, or the President's designee, signs the application to indicate his/her approval. The President may confer with Vice Presidents, Deans, or other campus executives before making a recommendation. Approval by the Chancellor is required only for applications for a third consecutive special leave of absence without pay or a third consecutive partial leave with partial pay.

All special leaves of absence without pay are subject to approval by the Board of Trustees via the Chancellor's University Report. The colleges are responsible for ensuring that the leaves that they approve are submitted to the Board of Trustees for approval via the Chancellor's University Report and are in accord with University policy and practices.

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[16] *Bylaws*, Section13.3.b.

3.6 Effect on Service Credit Toward Tenure or a Certificate of Continuous Employment

A special leave of absence without pay represents a break in service towards the achievement of tenure or a Certificate of Continuous Employment (for a lecturer).

3.7 Calendar

Special leaves of absence without pay conform to the following schedule.

- Leave for the Full Academic Year: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on the day before the beginning of the following Fall semester (that is, the leave ends at the close of business on the fourth day preceding the following August 30, excluding Saturday and Sunday).

- Leave for the Fall semester: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on January 31 or the day before the first day of classes of the spring semester (whichever is earlier).

- Leave for the Spring semester: The leave begins on February 1 or the first day of classes in the Spring semester (whichever is earlier) and ends on June 30.

3.8 Summer Compensation

Faculty members who have the summer annual leave period prescribed by Article 14.1 (teaching faculty) or Article14.3 c) (faculty in counselor titles) of the PSC/CUNY collective bargaining agreement will be compensated during the months of July and August as follows:

A full year special leave of absence without pay: The months of July and August (up to the commencement of the subsequent fall semester) will be unpaid. While the faculty member is in unpaid status, he/she is not eligible for University-paid health insurance and must file appropriate COBRA forms to continue coverage.

A one-half year special leave of absence without pay: If the special leave of absence without pay was taken during one semester and the faculty member provided active service in the other semester, the faculty member will be paid during the months of July and August (up to the date of the commencement of the subsequent fall semester) at 50% of the bi-weekly salary rate, thereby retaining health insurance coverage for both months.

4 Partial Leaves with Partial Pay

4.1 Purposes

Partial leaves with partial pay are granted for special projects, such as writing a book, when the leave would be to the mutual benefit of both the faculty member and the college. It is expected that partial leaves of absence with partial pay will be granted in rare and unusual circumstances, *i.e.*, infrequently.

A partial leave with partial pay releases a faculty member from a percentage of his/her teaching responsibilities, with a corresponding reduction in salary, but does not relieve the faculty member of any other responsibilities.

4.2 Eligible Titles

Faculty in the following titles with teaching workloads[17] are eligible for a partial leave with partial pay:

- Assistant Professor, Associate Professor, and Professor,
- Assistant Medical Professor (Basic Sciences), Associate Medical Professor (BasicSciences), Medical Professor (Basic Sciences), Assistant Medical Professor (Clinical), Associate Medical Professor (Clinical), and Medical Professor (Clinical),
- Law School Assistant Professor, Law School Associate Professor, Law School Professor, Law School Library Assistant Professor, Law School Library Associate Professor, Law School Library Professor,
- Lecturers, and
- Instructors.

Tenure is not required.

4.3 Duration

Generally, partial leaves with partial pay are granted for a full academic year, although leaves for one semester may be granted. The president may approve a leave through a second consecutive academic year, but a third consecutive year would require the prior approval of the Chancellor. An application for a partial leave with partial pay beyond two consecutive years must be submitted to the Office of Academic Affairs for approval before it is entered on the Chancellor's University Report.

4.4 Review Procedures

A University application is submitted to the Department Personnel and Budget committee, or its equivalent. The applicant fills out the first part of the form, explaining in detail the purpose for which the leave is requested and signing an acknowledgement of the terms on which the leave would be granted. The chairperson of the department completes the second part of the form, indicating how the department will arrange for academic work to be done during the faculty member's leave and attesting to the positive recommendation of the Department Personnel & Budget Committee. The Chair of the College-wide Personnel & Budget Committee completes the third part of the form, attesting to that committee's approval of the leave. Finally, the President, or the President's designee, signs the application to indicate his/her approval. The President may confer with Vice Presidents, Deans or other campus executives before making a recommendation. Approval by the Chancellor is required only for applications for a third consecutive partial leave with partial pay.

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[17] Since the partial leave with partial pay involves a reduction in teaching workload, faculty assigned as counselors or as librarians are not eligible for partial leaves with partial pay.

All partial leaves of absence with partial pay are subject to approval by the Board of Trustees via the Chancellor's University Report. The colleges are responsible for ensuring that the leaves that they approve are submitted to the Board of Trustees for approval via the Chancellor's University Report and are in accord with University policy and practices.

4.5 Effect on Service Credit Toward Tenure, a Certificate of Continuous Employment, or a 13.3.b. Appointment

A partial leave with partial pay represents a break in service towards tenure or a Certificate of Continuous Employment (for a lecturer). An instructor who receives a partial leave with partial pay is still limited to five appointments in the title and will not be eligible for a Certificate of Continuous Employment pursuant to Section 12.6 of the PSC/CUNY collective bargaining agreement.

4.6 Calendar

Partial Leaves of Absence with Partial Pay conform to the following schedule.

- <u>Leave for the Full Academic Year</u>: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on the day before the beginning of the following Fall semester (that is, the leave ends at the close of business on the fourth day preceding the following August 30, excluding Saturday and Sunday).

- <u>Leave for the Fall semester</u>: The leave begins on the third day, excluding Saturday and Sunday, preceding August 30 and ends on January 31 or the day before the first day of classes of the spring semester (whichever is earlier).

- <u>Leave for the Spring semester</u>: The leave begins on February 1 or the first day of classes in the Spring semester (whichever is earlier) and ends on June 30.

4.7 Retirement Credit and Increment Credit

4.7.1 Retirement Credit

Retirement service credit does not apply to employees in the Optional Retirement Program (TIAA/CREF), which bases the retirement benefit on annual contributions rather than on years of service. Retirement service credit for a partial leave with partial pay is determined by the particular retirement system, *i.e.*, New York City Teachers Retirement System (TRS) or New York City Employees Retirement System (ERS).

4.7.2 Increment Credit

Faculty on partial leaves with partial pay receive increment credit.

4.8 Compensation

A faculty member who takes a partial leave of absence with partial pay will have his/her bi-weekly salary rate reduced by the same percentage as his/her teaching workload is reduced during the period of the leave. For example, a faculty member who would ordinarily have taught 12 classroom contact hours during the fall semester, but who is only teaching 6 classroom contact hours pursuant to a partial leave of absence without pay, would be compensated at 50% of the bi-weekly rate during that semester

Faculty members who have the summer annual leave period prescribed by Article 14.1 (teaching faculty) or Article 14.3 c) (faculty in counselor titles) of the PSC/CUNY collective bargaining agreement will be compensated for the months of July and August as follows:

- Full Year Partial Leave with Partial Pay: If the partial leave with partial pay was taken for the entire academic year, the months of July and August (up to the commencement of the subsequent fall semester) will be paid at the same percentage of the bi-weekly rate as the University paid during the partial leave with partial pay.

- Partial Leave With Partial Pay for One Semester: If the partial leave with partial pay was taken in the fall semester and the faculty member returned to active service for the spring semester, the faculty member will be paid at 100% of the bi-weekly salary rate for the month of July and at the same percentage of the bi-weekly rate as the University paid during the partial leave with partial pay for the month of August (up to the commencement of the subsequent fall semester). If the faculty member was in active service in the fall semester and took the partial leave with partial pay in the spring semester, the faculty member will be paid at the same percentage of the bi-weekly rate as the University paid during the partial leave with partial pay for the month of July and at 100% of the bi-weekly salary rate for the month of August (up to the commencement of the subsequent fall semester).

5 PROFESSIONAL REASSIGNMENT LEAVES IN THE LIBRARIES

5.1 Purposes

Professional reassignment leaves are granted to members of the instructional staff who serve in the libraries to permit them to engage in research, scholarly writing, and other recognized professional activities that enhance their contribution to the University. There is a goal of 50 such leaves University-wide during each year (September 1 through August 31).

5.2 Eligibility

Only members of the instructional staff who serve in the libraries are eligible for these leaves.

5.3 Duration

The professional reassignment leave is not to exceed five weeks, which need not be consecutive.

5.4 Review Procedures

A University application is submitted to the Department Personnel and Budget committee, or its equivalent. Professional reassignment leaves are subject to approval by the personnel and budget committee of the library and appropriate college-wide committees[18] and must be submitted to the Board of Trustees for approval via the Chancellor's University Report.

[18] Pursuant to the *Mbugua Arbitration*, approval by the President is not required.

5.5 Compensation

During the period of the professional reassignment leave, the instructional staff member is paid at 100% of the bi-weekly salary rate.

6 Other Authorized Leaves Without Pay

6.1 Purposes

These are extraordinary leaves, which should be very rare and only recommended by the President for valid purposes that are not covered by other leave categories. As in the case of special leaves of absence without pay, they may not be taken to assume a tenure track position or an administrative position at another institution of higher learning.

6.2 Duration

Although there is no stated maximum duration for authorized leaves without pay, because of their extraordinary nature, they should be scrutinized carefully both as to purpose and duration.

6.3 Effect on Service Credit Toward Tenure, a Certificate of Continuous Employment, or a 13.3.b. Appointment

An authorized leave of absence without pay represents a break in service toward tenure, a certificate of continuous employment (for a lecturer) or a 13.3.b. appointment (for a HEO) in the same manner as special leaves of absence without pay.

6.4 Summer Compensation

<u>A full year authorized leave of absence without pay</u>: The months of July and August (up to the commencement of the subsequent fall semester) will be unpaid. While the faculty member is in unpaid status, he/she is not eligible for University-paid health insurance and must file appropriate COBRA forms to continue coverage.

<u>A one-half year authorized leave of absence without pay</u>: If the authorized leave of absence without pay was taken during one semester and the faculty member provided active service in the other semester, the faculty member will be paid during the months of July and August (up to the date of the commencement of the subsequent fall semester) at 50% of the bi-weekly salary rate, thereby retaining health insurance coverage for both months.

7 ACADEMIC LEAVES AND MULTIPLE POSITIONS

While on leave the faculty member is expected to devote his/her time and energy to the purposes for which the leave was granted. As a general rule, employment within or outside of the University during leaves is prohibited, unless such involvement is integral to the purpose for which the leave is granted[19] or there is a compelling college justification and may only be engaged in with the prior approval of the president[20]. In such extraordinary situations, the President may approve, on a strictly limited basis, some additional activities within or outside of the University.

8 RECORDKEEPING

The college should designate an office responsible for maintaining records on academic leave requests and the disposition of those requests.

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[19] For example, a fellowship leave might be granted in conjunction with an honorary appointment at another University, which requires the individual to participate in a symposium or to present a paper. A special leave of absence without pay may be granted to permit a faculty member to serve as a visiting professor; however, a special leave may not be taken to assume a tenure track position or an administrative position at another institution of higher learning.

[20] For example, the faculty member may continue dissertation advisement while he/she is on fellowship leave.

Appendix C: Hunter College Guide for Entering Faculty Workload Data

Hunter College, Office of Institutional Research – August, 2014

CONTENTS

1. **OVERVIEW …………………………………………………………………………. 3**
2. **ACCESSING FACULTY WORKLOAD SCREENS …………………………………… 7**
3. **ADDING/REMOVING AN INSTRUCTOR FROM A COURSE …………………… 10**
4. **ASSOCIATING WORKLOAD WITH CORRECT EMPL RECORD …………….. 13**
5. **ADJUSTING INSTRUCTIONAL WORKLOAD ……………………………………. 19**
6. **ASSIGNING NON-INSTRUCTIONAL WORKLOAD …………………………….. 25**
7. **ENTERING RELEASED TIME AND LOAS FOR INSTRUCTORS NOT TEACHING 31**
8. **WORKING WITH COMBINED COURSES ………………………………………. 34**
9. **TABLE OF ASSIGNMENT TYPE CODES ……………………………………………. 37**

1. OVERVIEW

Each semester colleges must report to the University on the activity of their instructional staff. It is **important that <u>all</u> instructional** [teaching] **and non-instructional** [administrative, released time, leaves of absence, etc.] **workload** be properly entered and coded every semester as the resulting data are used for budgeting, human resources reporting, and addressing union issues.

The data that initially populates the faculty workload system comes from the Schedule of Classes and HR. Please be sure that the information in both systems is correct since it will reduce the number of corrections on the back end.

- Departments must ensure that:
  - All instructional staff are correctly assigned to the courses they are teaching;
  - Correct number of teaching hours have been assigned for each faculty member for each course;
  - Appropriate credit has been given for non-instructional activities.

- At this time the **<u>deadlines</u>** for the Faculty Workload are:
  - Fall Semester is due no later than February 1;
  - Spring Semester is due no later than July 15;
  - Summer Semester is due no later than August 31.

Note: Winter workload is now counted with spring – summer stands alone.

The department Chair should review the information entered by the department workload coordinator [i.e. workload credit as well as assignment of that workload].

Documentation on how to enter the workload data is attached and has been distributed to the department faculty workload coordinators. If you have any questions please contact your department's Faculty Workload Coordinator.

You may also contact the Office of Institutional Research with any questions involving faculty workload:

- Lillian P. Buckley [lbuckley@hunter.cuny.edu], 212-650-3171, or
- Joan Lambe [joan.lambe@hunter.cuny.edu], 212-772-5462

To enable colleges to generate accurate, readable workload reports from CUNYFirst, CUNY's Central Office of Institutional Research has developed a business intelligence tool (BI) that is scheduled to be released in Spring 2015. We will keep you posted on this development.

- **General Guidelines for Reviewing Workload**

  - Independent study, clinical and field supervision, etc., should be assigned to the instructor actually doing the work. These **hours should <u>not</u> be automatically assigned to the Chair**.

  - If a faculty member or Chair needs access to a course they are not actually teaching (for grading, use of BlackBoard or any other purpose), this should be properly noted and coded in the Assignment Type [**Not Included** (**NON**)], Instructor Role **[Secondary Instructor**] and Instructor Access [**Approve** or **Grade** or **Post**] so that the proper credit and allocations are made to the appropriate faculty member(s). Assignment Type codes and explanations are included at the end of the attached documentation.

  - The Graduate Center enters all Doctoral instructional and non-instructional workload.

  - Team taught, combined and cross-listed courses must also be carefully entered and coded so that the proper instructors receive credit. It is important that only instructors who are actually teaching a course and receiving workload credit should be listed with Assignment Type **TTEAM**. TA's who do not teach should NOT be coded as **TTEAM**.

  - If a TA who is assisting, but not actually teaching, must be listed on the course section, the Instructor Role should be **TA**, Instructor Access should be blank and the Assignment Type should be **Not Included** [**NON**].

A change to a faculty member's instructional workload is made on the course section record under ***Maintain Schedule of Classes***. Changes to non-instructional workload are made to the instructor record under ***Instructor Term Workload***.

1. If you need to change the workload hours from what comes up automatically, **you <u>no longer</u> have to change the assignment type to a teaching assignment type other than TCREG**.

2. Only assignment types that begin with 'T' should be used for teaching workload.

3. Now that we are live on CUNYFIrst you should be using the **Schedule Class Meetings** page to **delete faculty in zero enrollment courses.** To the far right of the faculty member's name there are plus and minus signs. Click on the minus sign and a message will appear. Click on okay and ignore the message (it will disappear). Then change the assignment type from **TCREG** to TOCLAS.

4. Please make sure that you have correctly entered all released time hours. Remember than **when you enter released time, it will automatically come up with a zero empl record number**. You must verify that this empl record is correct. If not, you need to change it to the empl record associated with that position.

5. When assigning an i**ndependent study** use the assignment type **TINST**. All independent studies **must be attached to a course, i.e. they must have a course number.**

6. You cannot use a teaching assignment type (these start with a "T") for entering non-instructional released time.

7. **If a course has not been scheduled and does not appear in the Schedule of Classes, you cannot enter it manually on the term workload page.** If you do this, it will not count toward the faculty member's teaching workload.

8. All workload teaching and released time for the Graduate center is done by the Graduate center.

9. Please make sure that when you make changes to the instructors on CUNYFirst, you change the **<u>instructor access</u>** to "Approved" or "Grade". It <u>cannot</u> be left blank or the instructor will not be able to do anything when it comes to grading.

10. Now that we are live on CUNYFirst, please use **Schedule Class Meetings** to make any changes to combined classes listed on the **Combined Sections Table**. Please keep in mind that when a pair of classes is listed in the **Combined Sections Table**, the workload hours will appear on both records in the **Schedule Class Meetings** and **Maintain Schedule of Classes**. Even though the workload hours appear to be duplicated on these pages, the **Instructor Term Workload** page will show the correct/unduplicated workload hours for both classes on one row.

11. Now that we are live on CUNY FIRST, you will need to go into the **Schedule Class Meetings** page to change empl records for instructors who are teaching combined courses.

12. Please note that the combined classes listed in the **Combined Section Table** do not require a TXCMB assignment type. For classes that should be combined but are not combined in the Combined Sections Table, you may still use the **TXCMB** assignment type. Please just use one or the other; not both.

13. Just to clarify – banking hours is not allowed. Workload is managed on a three year cycle so that small differences in hours (due to canceled courses, etc.) even out. If there are leftover owed hours, they SHOULD NOT be code as Unsponsored Research. Use the Reassigned Time, Other assignment type (**RTOTH**).

Make sure you have the appropriate security roles to perform FWL processes. If you need to request an account, please log in to http://www.cuny.edu/about/administration/offices/CIS/security/cunyfirst.html and download the Campus Solutions User Access Request Form for Wave 1-4 Schools.

Complete the form requesting the SR Faculty Workload Roles and submit to your campus Application Security Liaison. Shaded roles indicate access to sensitive data. The list of contact names is also located on the website.

Action Requested (Check Only One): **Add Access** ☐ **Revise Existing Access** ☐ **Delete Access** ☐

Common Roles

Add	Delete	Role	Description
☐	☐	CU_CSCS_Common	Assign to all CS users with the exception of Self-Service users.
☐	☐	CU_CSSS_Student_Srvcs_Center	Assign to administrative staff who need to view info about a student via Student Services Center
☐	☐	CU_CSSS_StudCenter_FinPages	Adds Financial Pages to Student Services Center.
☐	☐	CU_CSSR_CommonStudRecPagesView	Adds View Only access to common Student Record pages.
☐	☐	CU_Query_Run	Run and view queries using Query Viewer

Self-Service Roles

Add	Delete	Role	Description
☐	☐	CU CS SS Advisor	Access to the student advisement center.
☐	☐	CU CS SS Instructor	Access to CS Instructor (Faculty) self-service
☐	☐	CU CS SS Student	Access CS Student Self-Service

SR - Faculty Workload Roles

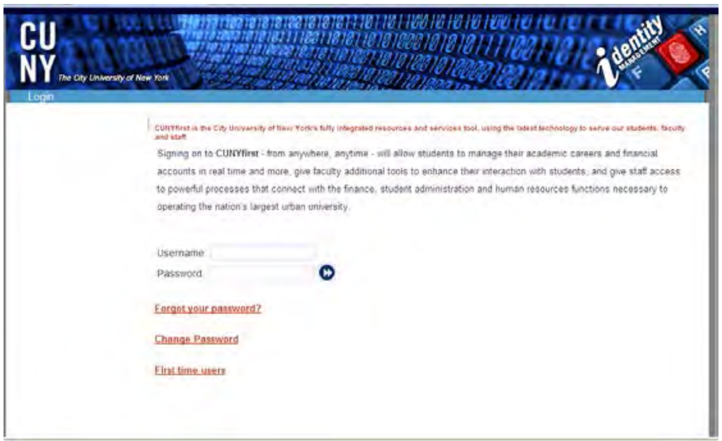
Add	Delete	Role	Description
☐	☐	CU_CSSR_Coord_Faculty_Workload	Access to run Instructor/Advisor reports; u/d Instructor/Advisor Table; u/d Instructor schedule
☐	☐	CU_CSSR_View_Faculty_Workload	Access to View Faculty Workload - View Only
☐	☐	CU_CSSR_Faculty_Workload_Rpts	Access to Run Faculty Workload Reports
☐	☐	CU_CSSR_Update_Instructr_Wrkld	Access to update Instructor Workload
☐	☐	CU_CSSR_Instructor_Advisor	Update/display the Instructor/Advisor Table
☐	☐	CU_CSSR_Instructor_Advsr_CORR	Update/display the Instructor/Advisor Table (CORRECTION Mode)
☐	☐	CU_CSSR_Administer_Fac_Wkld	Add, u/d faculty assignment types and instructor assignment class.

SR –Class Schedule / Course Catalog Roles

Add	Delete	Role	Description
☐	☐	CU_CSSR_Administer_Crse_Catalg	Add,u/d,print course catalog; add, u/d enroll reqs; view enroll req summary; u/d class sched
☐	☐	CU_CSSR_Admin_Crse_Catalg_CORR	Administer Course Catalog with CORRECTION
☐	☐	CU_CSSR_Admin_Crse_Catalg_VIEW	Administer Course Catalog - View Only
☐	☐	CU_CSSR_View_Course_Cls_Setup	View Course / Class Setup; view enrollment requirements; u/d advising Student groups
☐	☐	CU_CSSR_Class_Schedule	Add, u/d combined sections; print class sched; add, u/d class sections, schedule new courses
☐	☐	CU_CSSR_Administer_Class_Sched	Add, u/d class sched; run class notes/exam code reports; add class notes, exam codes, and global notes tables.
☐	☐	CU_CSAD_PreReq_View	View Only access to configured prerequisite rules.
☐	☐	CU_CSSR_Class_Maintainer	Create class waitlists, permissions and enrollment blocks; process mass enrollments
☐	☐	CU_CSSR_Roll_Curriculum_Forwrd	Roll Curriculum Forward
☐	☐	CU_CSSR_Administer_Term_Setup	Administer Term Setup, Term/Session and Academic Calendar
☐	☐	CU_CSSR_Combined_Sections	Update/display sections combined table

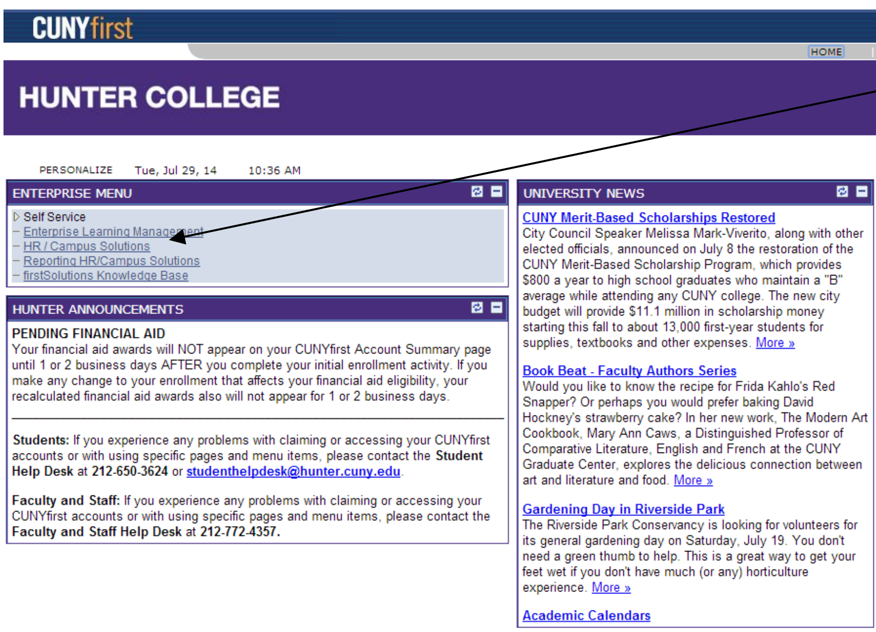
CU_CSSR_Roll_Curriculum_Forward: Run Copy/Update process - this is a new role and is located under the Student Records Access

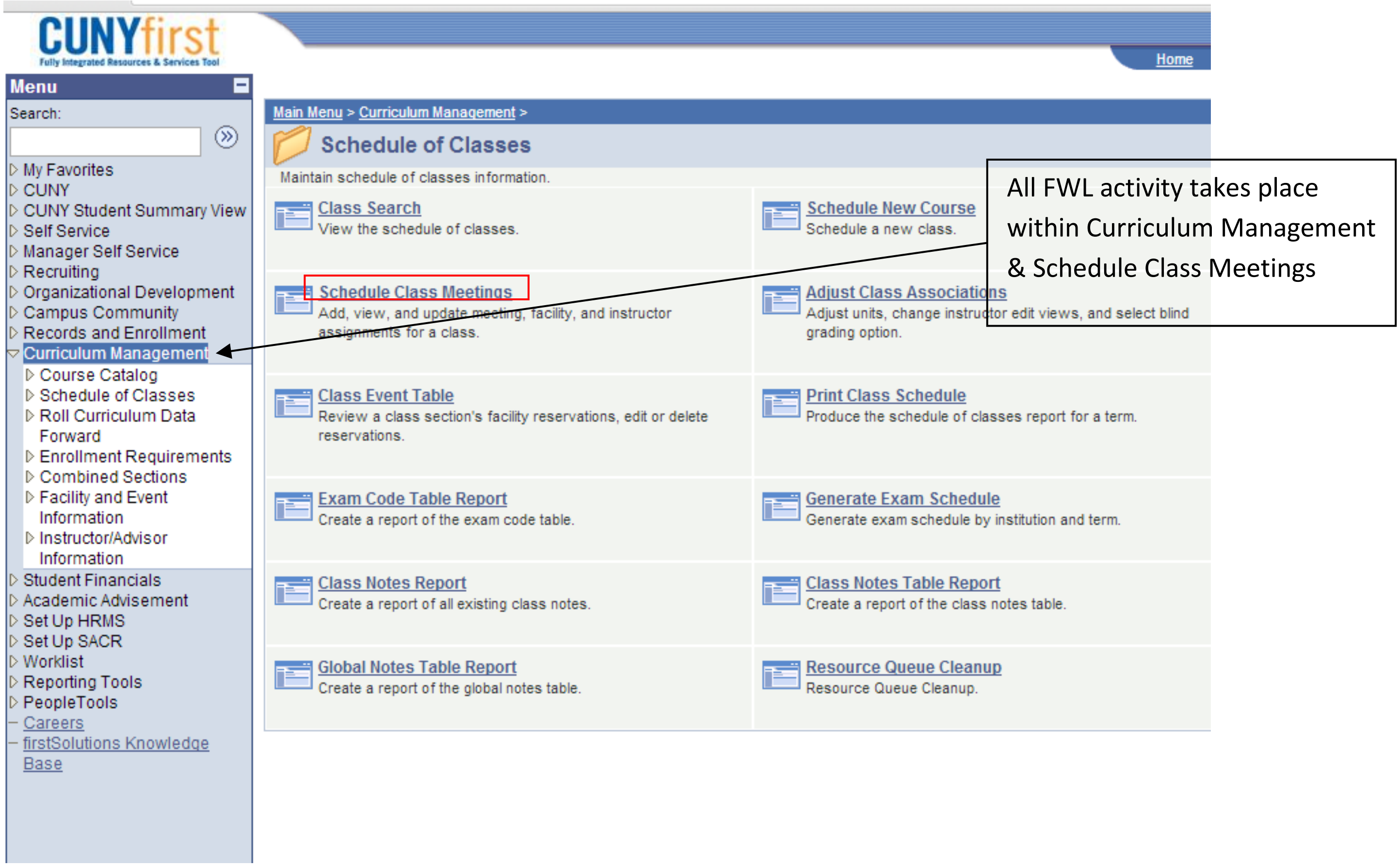
Sign on using CUNYFirst username and password (case sensitive)



Once you are in CUNYFirst follow the HR/Campus Solutions link to get to the Schedule of Classes page.

You will be working in HR/Campus Solutions





Before you begin …

- You will need to work with your department chairs and perhaps the Dean's office to get the following information …
  - Who is teaching which classes,
  - Under what empl record
  - How many workload hours should this instructor receive

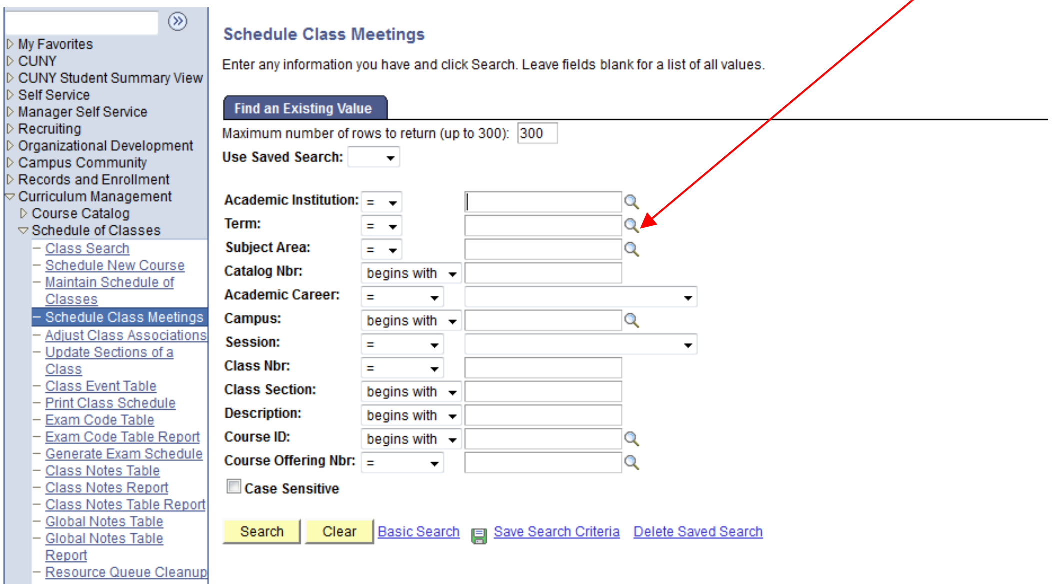
- Check Under Curriculum Management (this is maintained by the Registrar's Office)
  - Make sure the Combined Sections Table is configured, and
  - Instructors teaching in the semester in question are listed in the Instructor Advisor table.

The Instructor Advisor Table allows for an option of limiting an instructor to teach certain classes only. This needs to be maintained to avoid issues with adding instructors to classes they have never taught before. Both the Combined Sections table and the Instructor Advisor Table are located under Curriculum Management and in most cases they will be maintained by the Registrar's Office.

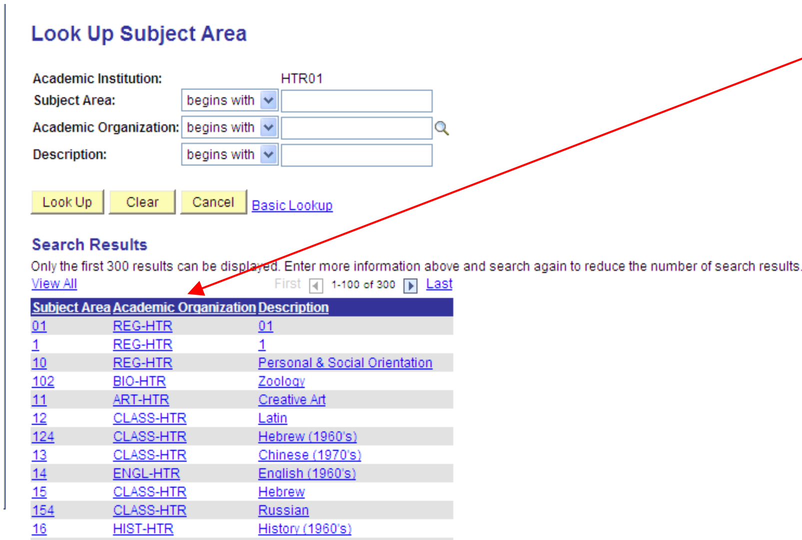
- Review Combined Sections Table

Path: *Curriculum Management-> Schedule of Classes -> Schedule Class Meetings*

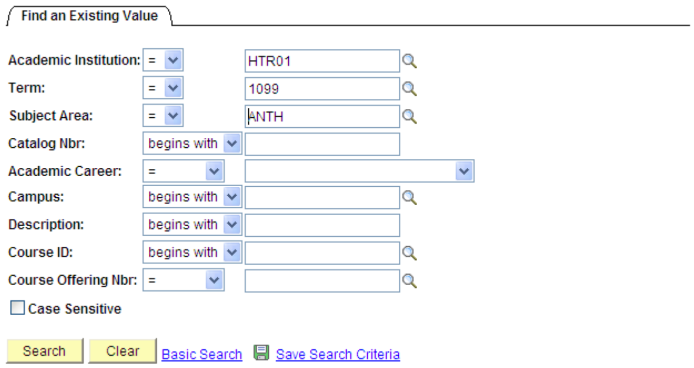
1.Changes are made at the <u>Course</u> rather than <u>Instructor</u> level so you will need to bring up the appropriate course section. Enter Institution and Term fields or click on magnifying glass to bring up list. If you do not know the course section you can use the magnifying glass to get a list of subject areas.



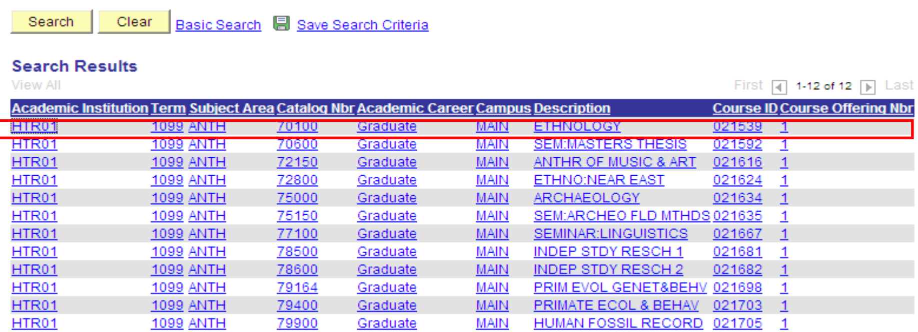
2. A list of subject areas will appear. You can click on the title fields to sort listings.



3.In this case, I sorted by Academic Organization and then selected ANTH.

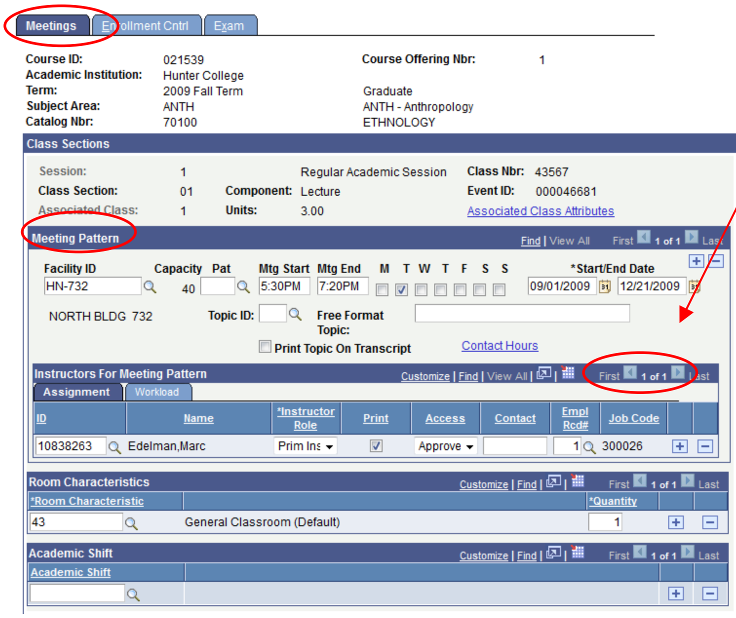


4.Clicking the search button will bring up all ANTH sections. Highlight the section you need to make changes to.

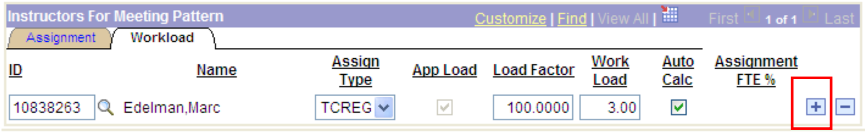


Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
HTR01	1099	ANTH	70100	Graduate	MAIN	ETHNOLOGY	021539	1
HTR01	1099	ANTH	70600	Graduate	MAIN	SEM:MASTERS THESIS	021592	1
HTR01	1099	ANTH	72150	Graduate	MAIN	ANTHR OF MUSIC & ART	021616	1
HTR01	1099	ANTH	72800	Graduate	MAIN	ETHNO:NEAR EAST	021624	1
HTR01	1099	ANTH	75000	Graduate	MAIN	ARCHAEOLOGY	021634	1
HTR01	1099	ANTH	75150	Graduate	MAIN	SEM:ARCHEO FLD MTHDS	021635	1
HTR01	1099	ANTH	77100	Graduate	MAIN	SEMINAR:LINGUISTICS	021667	1
HTR01	1099	ANTH	78500	Graduate	MAIN	INDEP STDY RESCH 1	021681	1
HTR01	1099	ANTH	78600	Graduate	MAIN	INDEP STDY RESCH 2	021682	1
HTR01	1099	ANTH	79164	Graduate	MAIN	PRIM EVOL GENET&BEHV	021698	1
HTR01	1099	ANTH	79400	Graduate	MAIN	PRIMATE ECOL & BEHAV	021703	1
HTR01	1099	ANTH	79900	Graduate	MAIN	HUMAN FOSSIL RECORD	021705	1

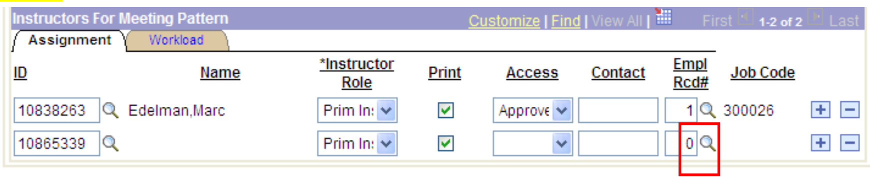
5.In the following example we will add an instructor to a course section. The Meetings tab shows basic data about the course, including its CUNYFirst class number. The Meeting Pattern section shows information about Class sections and Instructors. In this example there is one section with one instructor.



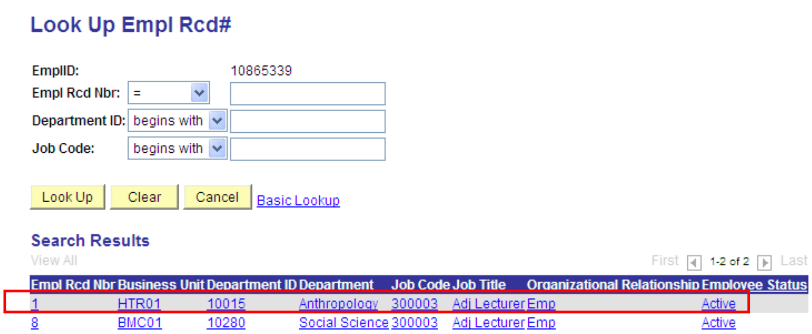
6.Clicking on the workload tab shows that he is getting 3 credits. Let's assume we need to add a second instructor to the course. Do this by clicking on the '+' sign to add another line.



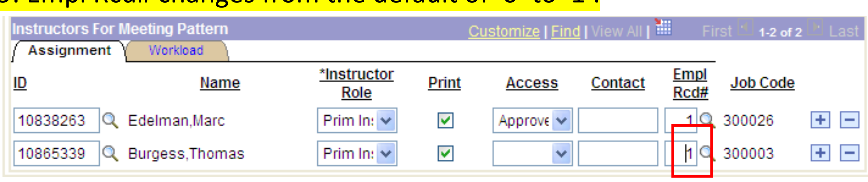
7.I've entered the id for the other instructor. Verify new instructor's empl record by clicking magnifying glass.



8. Click the appropriate empl record for Hunter College (if no record exists for that job, check with HR).



9. Empl Rcd# changes from the default of '0' to '1'.



10. You would follow the same procedure to add additional instructors to a course. To remove an instructor from a course use the minus sign next to that instructor's name.

4. ASSOCIATING WORKLOAD WITH CORRECT EMPL RECORD

In order for a faculty member to receive the appropriate amount of workload credit, it is necessary that all workload hours be associated with the employee's <u>correct</u> empl record. In CUNYFirst, each faculty member is assigned a unique 8-digit **empl <u>id</u>**. In addition to this number, employees are also assigned a single- digit **empl <u>record</u>** corresponding to each of their CUNY job assignments. This unique combination of **empl <u>id</u>** and **empl <u>record</u>** identifies the specific job held by a faculty member at a particular institution. Empl records are assigned a value beginning with 0 and include all positions held at CUNY, active as well as terminated. A faculty member may have multiple records if s/he has taught or is teaching at multiple colleges. A full-time faculty member teaching an overload would have separate empl records for their full-time and hourly (H) positions. Empl records are also changed when a faculty member has a title change (e.g. adjunct lecturer to lecturer, etc.)

NOTE: NOW THAT WE ARE LIVE ON CUNYFIRST, YOU WILL NEED TO USE THE <u>SCHEDULE CLASS MEETINGS</u> PAGE TO CHANGE EMPL RECS FOR <u>COMBINED COURSES</u>.

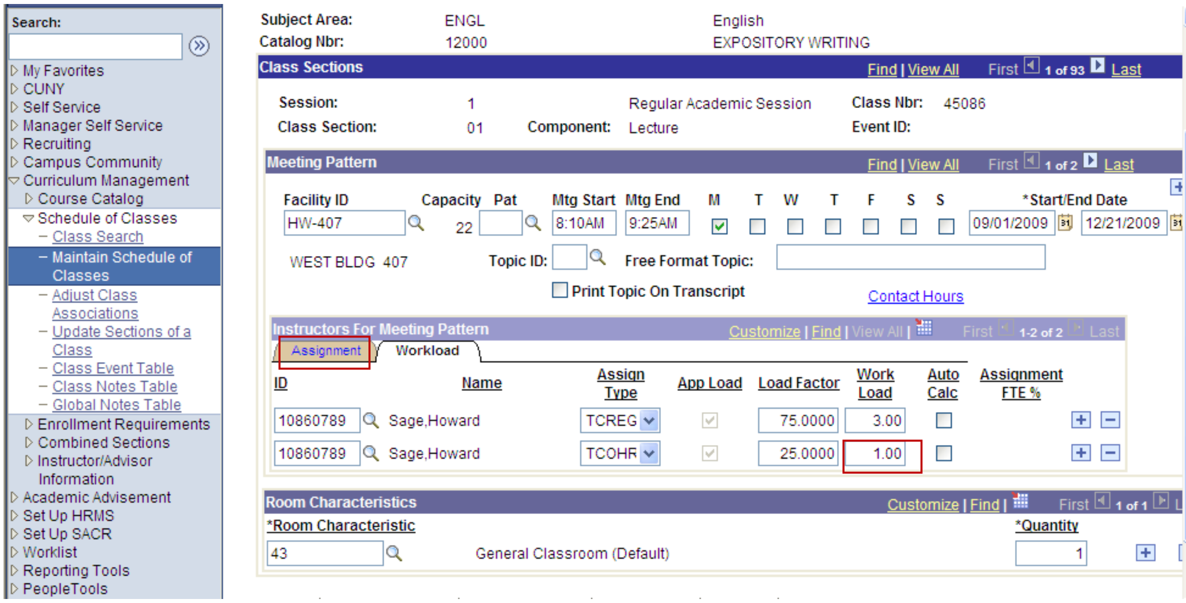
Just as we follow two different paths to enter a faculty member's instructional and non-instructional workload, we need to follow the same paths to correct the empl records associated with these activities.
Empl records associated with <u>non-instructional workload</u> can be verified by following the **Curriculum Management->Instructor/ Advisor Information -> Instructor Term Workload** path. Empl records associated with <u>instructional workload</u> can be verified by following the **Curriculum Management-> Schedule of Classes -> Maintain Schedule of Classes** path. The examples below illustrate each of these cases.

There are several indications that an empl record may be problematic.

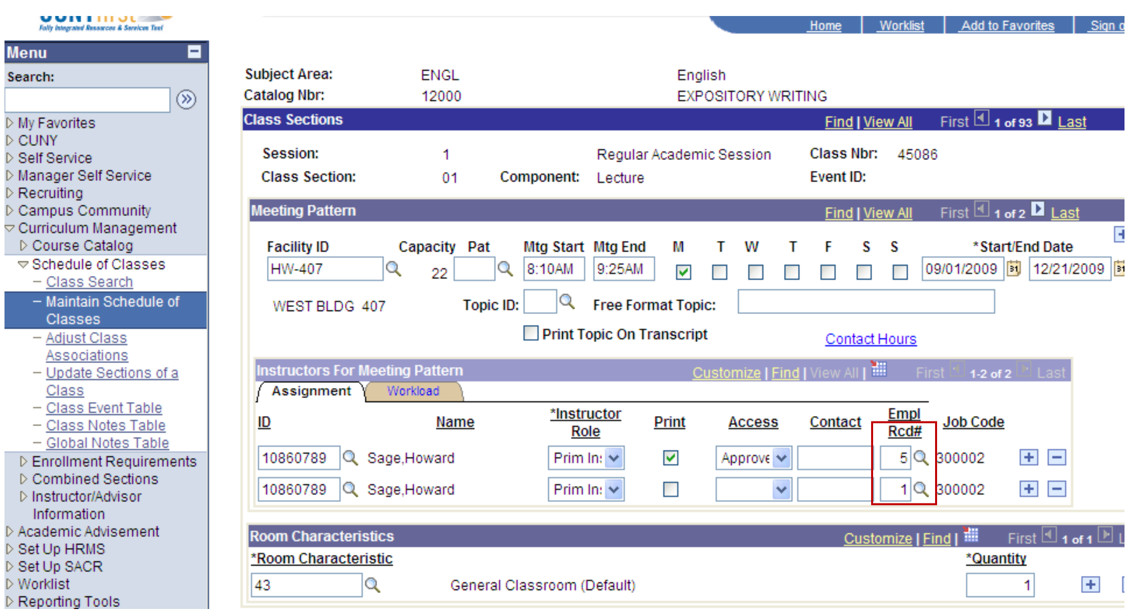
1. The workload for the semester is listed under separate empl records (separate pages)
2. The business unit is a college other than Hunter
3. The employee title might appear inappropriate for teaching (e.g. college assistant, non-teaching adjunct, etc.)

Example 1: Verifying empl records associated with <u>instructional workload</u>

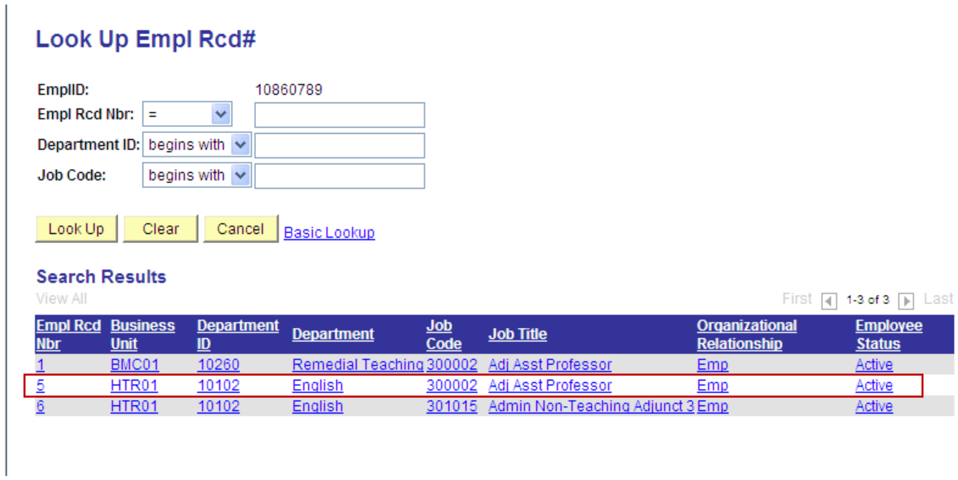
1. In the following example, we added an additional workload credit for the conference hour associated with English 120. In order to confirm that it has been associated with the instructor's correct empl record we need to click the **Assignment** tab.



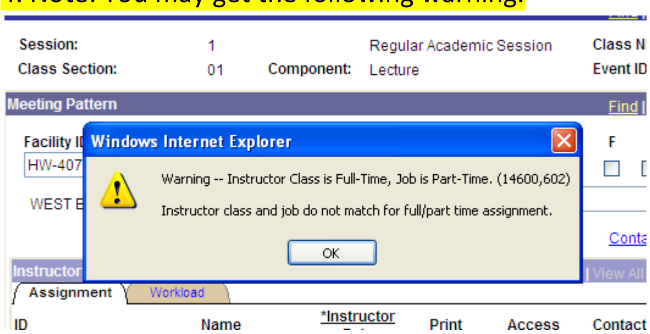
2. Once we are in the **Assignment** tab we see that the empl record associated with the TCREG credits is '5' and the empl record default for the TCOHR credits we have just entered is '1'.



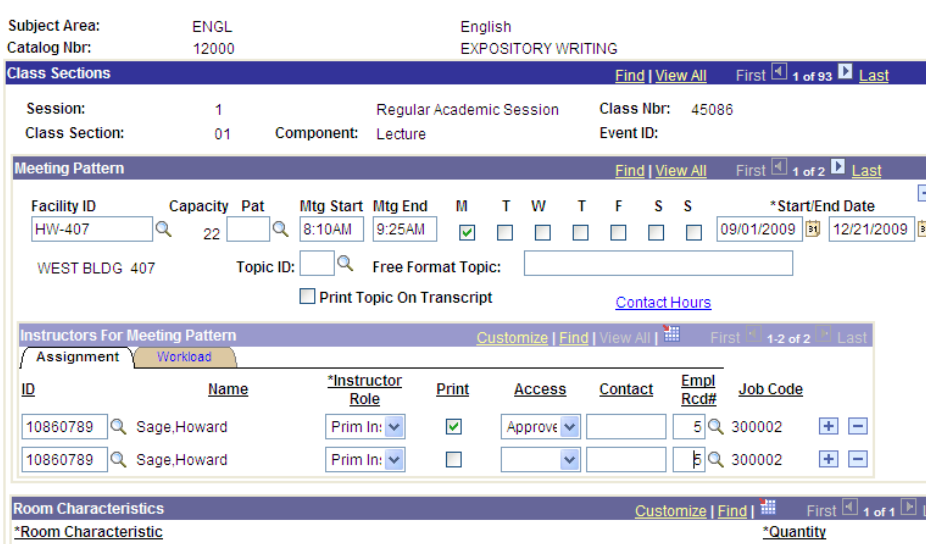
3. How do we know this empl record is correct? By clicking on the magnifying glass we can see all the empl records for this faculty member. He has 3 active empl records. We want to associate the TCOHR workload credit with empl record '5' (Ajunct Assistant Professor at Hunter). To do this click on any entry in the line for that empl record.



4. Note: You may get the following warning.



5. Just click 'OK' and the change will be processed.

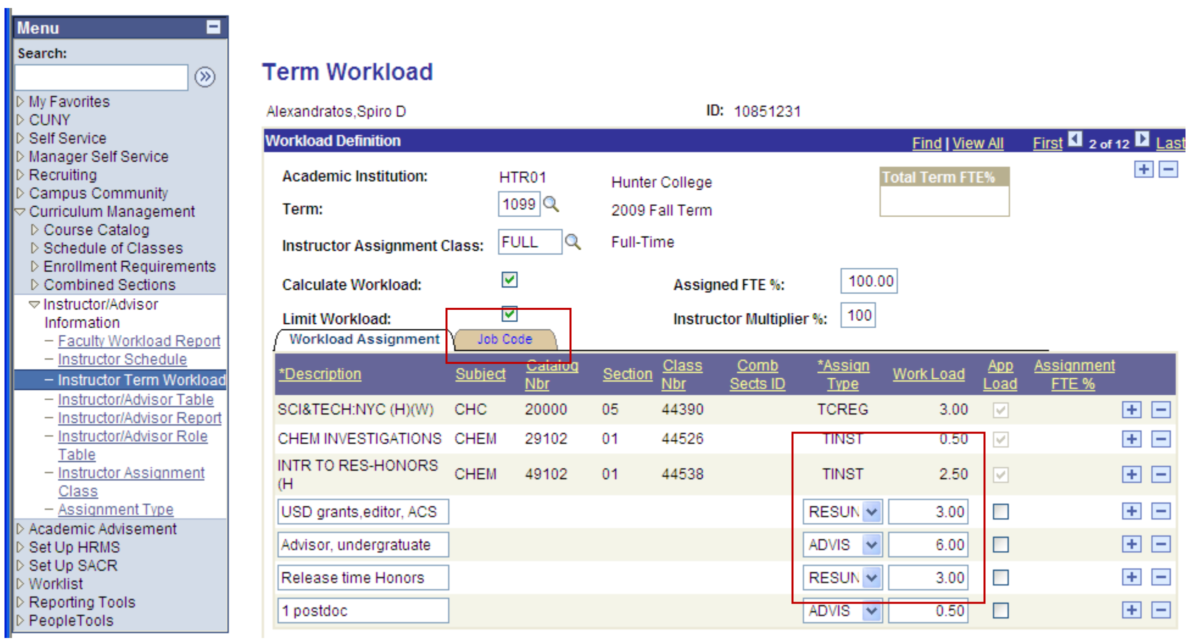


6. The warning message is occurring because the Assignment Class on the Instructor Term Workload screen (shown below) is defaulting to FULL time. **DO NOT CHANGE IT!** CUNYFIrst is working on the correction.

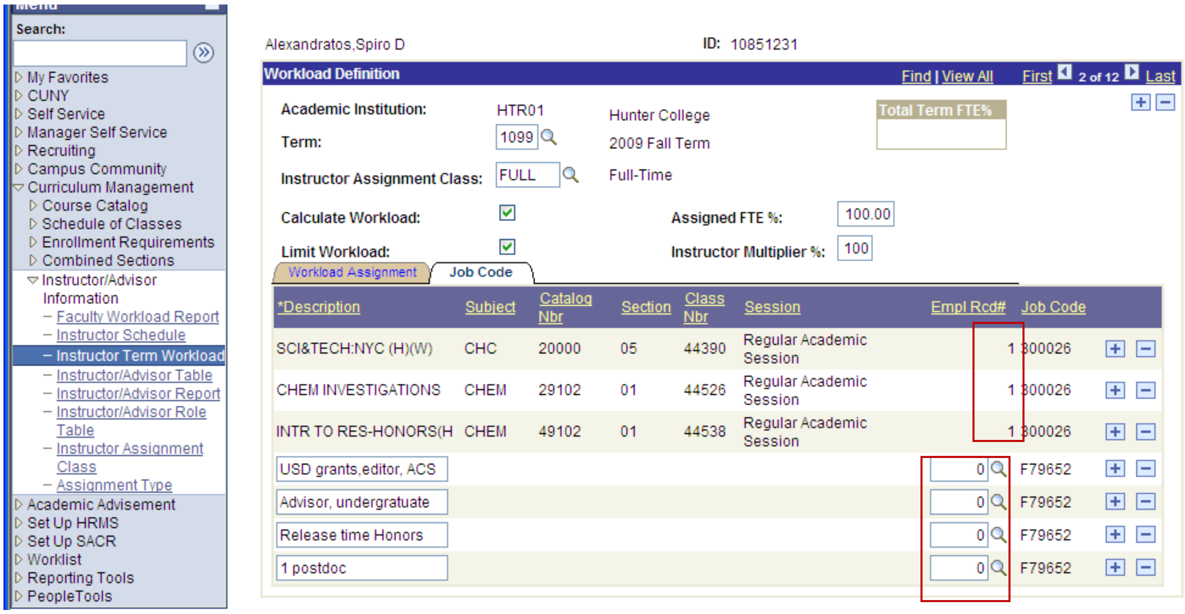
Example 2: **Verifying empl records associated with <u>non-instructional</u> workload**

Path: *Curriculum Management -> Instructor Advisor Information -> Instructor Term Workload*

1. In the example below I have entered the non-instructional workload for a particular professor. I can check to see which empl records these are associated with by clicking the **Job Code** tab.

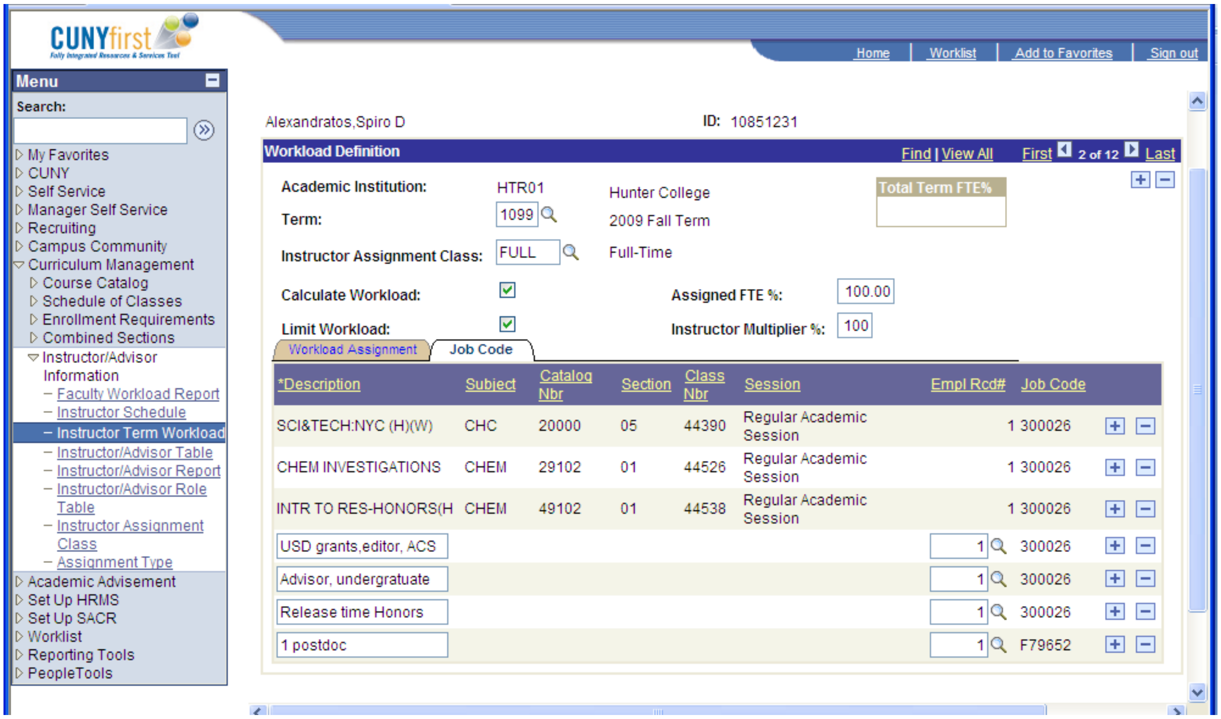


2. This instructor’s non-teaching activity is being associated with his ‘0’ empl record - his teaching activity is associated with empl record ‘1’.



3. Is this correct? In order to look at the empl records for this employee I click the magnifying glass next to one of his zero empl records. The resulting screen (shown below) indicates that he has two terminated and one active empl record.

4. It is necessary to replace all of the terminated zero empl records with the active empl record ‘1’. After doing so the page should appear as follows.

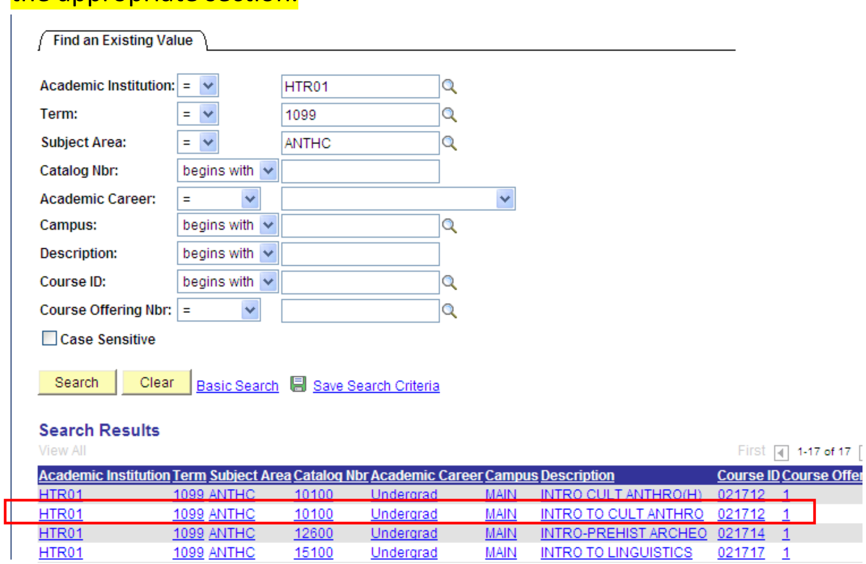


5. ADJUSTING INSTRUCTIONAL WORKLOAD

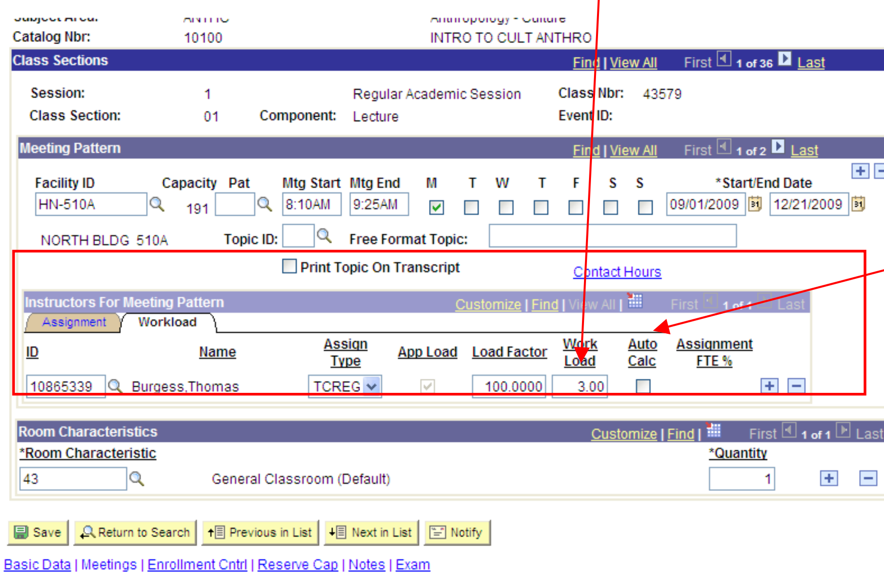
These are the steps you would follow in order to reassign teaching credits for jumbo courses, independent studies, field supervision, tutorials, etc.

STEPS: Curriculum Management -> Schedule of Classes-> Schedule Class Meetings

1. In this example I want to give jumbo credit to ANTHC101 Section 01. I look up the course and highlight the appropriate section.

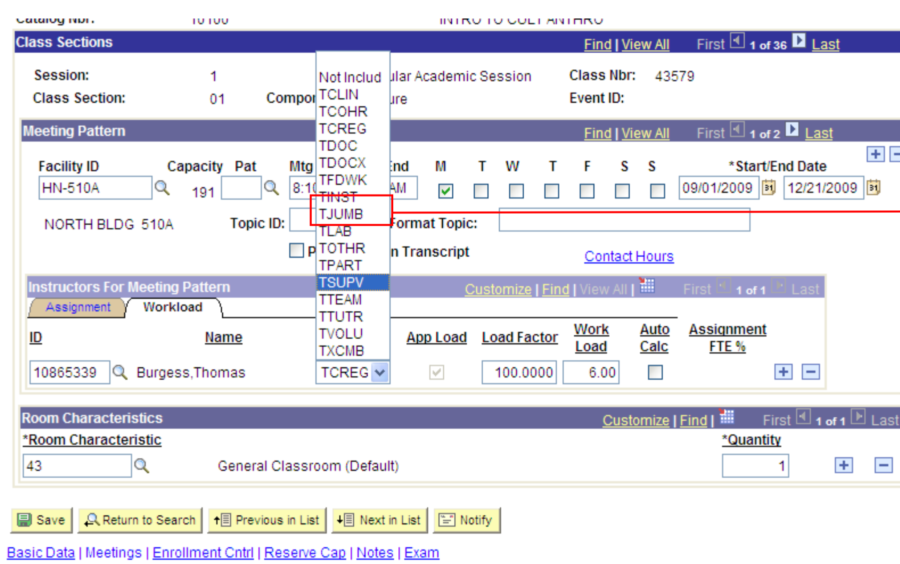


2. Check that course and section number are correct and then click workload tab. The workload tab in *Instructors For Meeting Pattern* section shows 3 teaching load credits for this course. If this were a jumbo course we would need to change this to 6 credits.



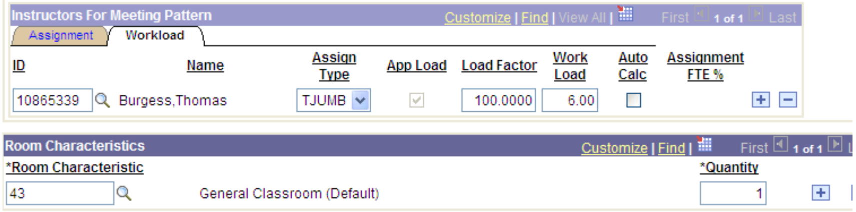
Note: The easiest way to change workload hours is to disable the AutoCalc button (it should not be checked), ignore the Load Factor and enter the appropriate workload credits.

3. Whenever you adjust workload credits you must also change the reason code or the change will be overwritten when data is updated. Click on assignment type to bring up a list of these codes. Select the appropriate one (see descriptions on last page of handout).

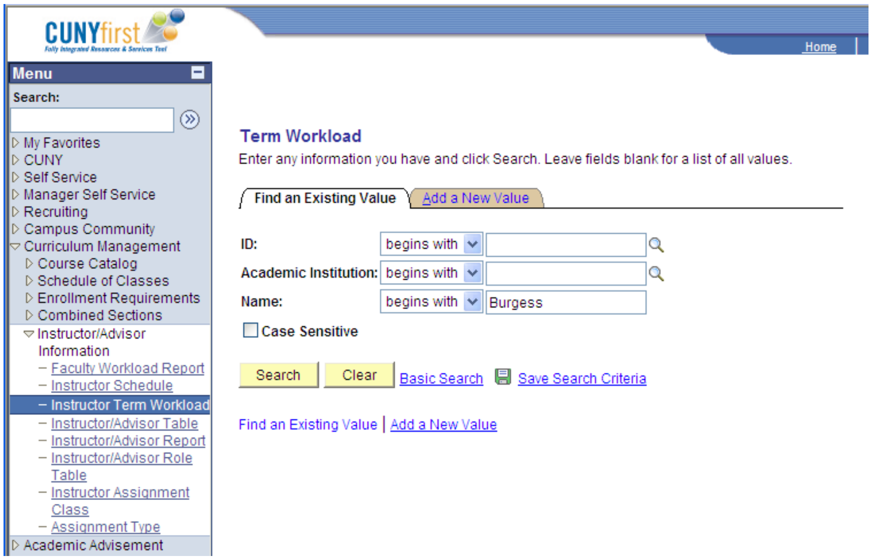


Select the reason code for jumbo course and hit save

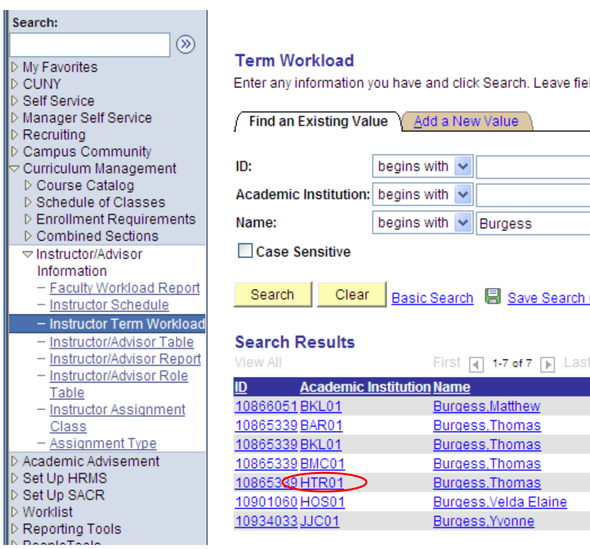
4. The changes have been accepted.



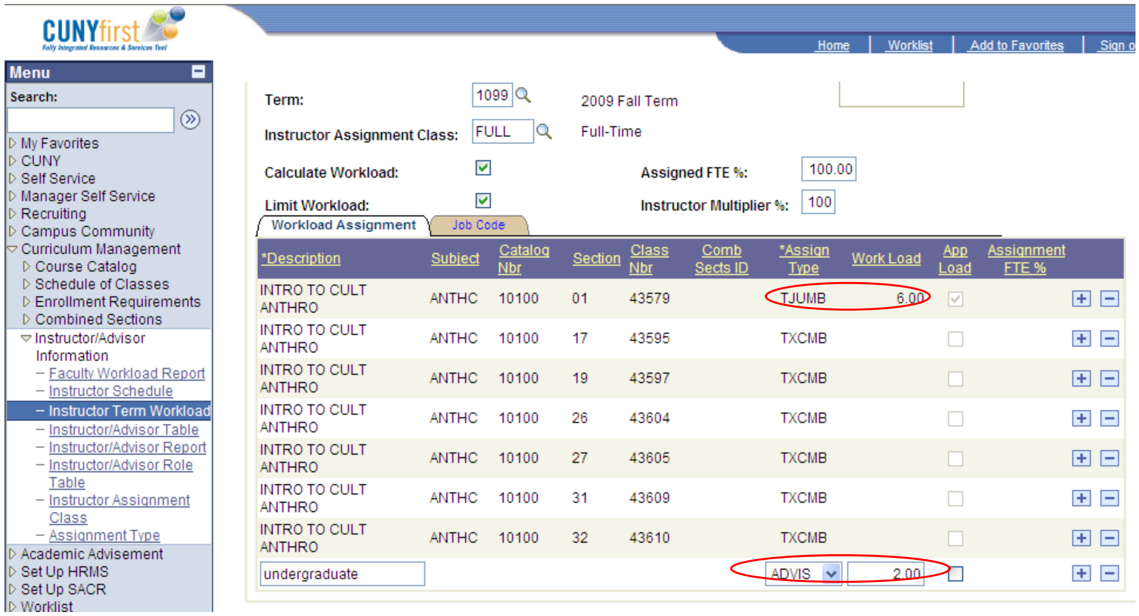
5. As a check, you can go back to the Instructor Term Workload screen, enter Prof. Burgess' name.



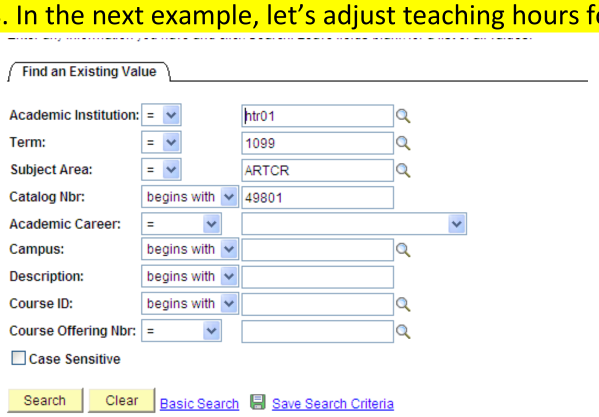
6. Then bring up his Hunter workload.



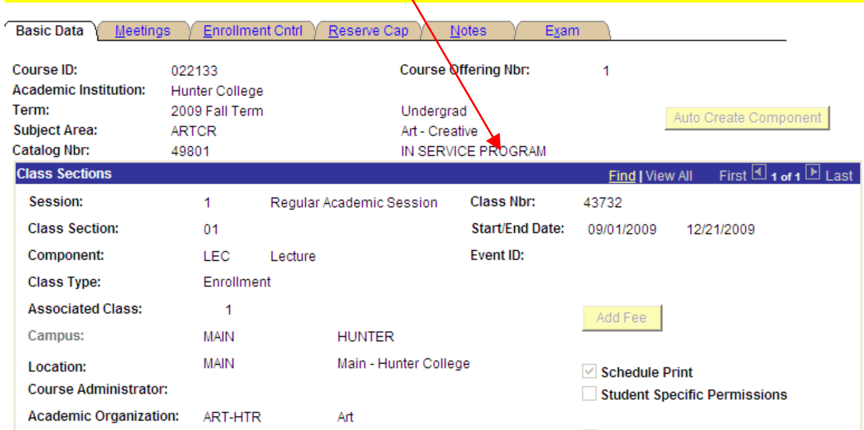
7. The changes should have taken effect.



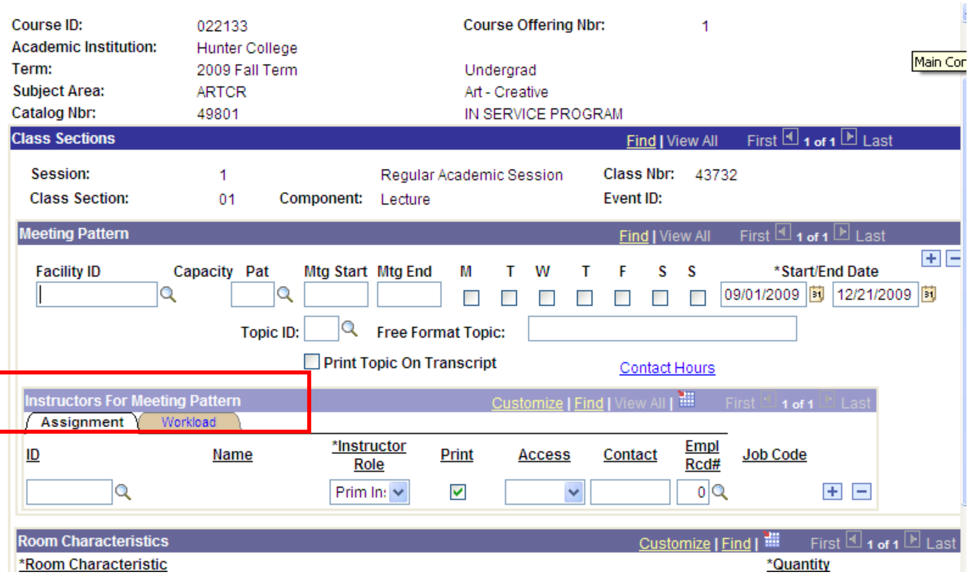
8. In the next example, let's adjust teaching hours for an internship. The course is ARTCR 49801.



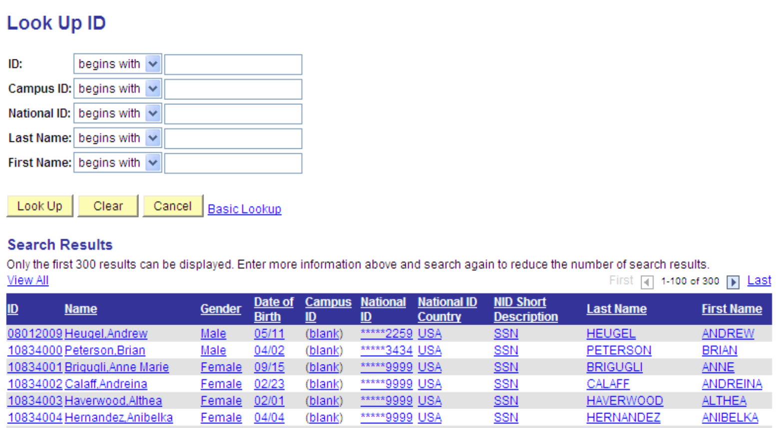
9. Note that this is an in-service course. As with independent studies and tutorials there may be department specific rules governing the amount of credit an instructor should receive.



10. On the meetings tab you will notice that no instructor has been assigned to this course so it is necessary to add one.



11. Click on the magnifying glass to bring up list of instructors.



Look Up ID

ID: begins with
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Look Up | Clear | Cancel | Basic Lookup

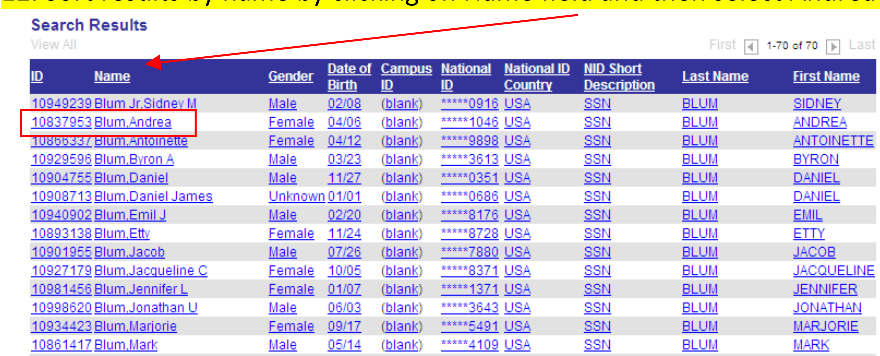
Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All — First 1-100 of 300 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
08012009	Heugel,Andrew	Male	05/11	(blank)	*****2259	USA	SSN	HEUGEL	ANDREW
10834000	Peterson,Brian	Male	04/02	(blank)	*****3434	USA	SSN	PETERSON	BRIAN
10834001	Brigugli,Anne Marie	Female	09/15	(blank)	*****9999	USA	SSN	BRIGUGLI	ANNE
10834002	Calaff,Andreina	Female	02/23	(blank)	*****9999	USA	SSN	CALAFF	ANDREINA
10834003	Haverwood,Althea	Female	02/01	(blank)	*****9999	USA	SSN	HAVERWOOD	ALTHEA
10834004	Hernandez,Anibelka	Female	04/04	(blank)	*****9999	USA	SSN	HERNANDEZ	ANIBELKA

12. Sort results by name by clicking on Name field and then select Andrea Blum.

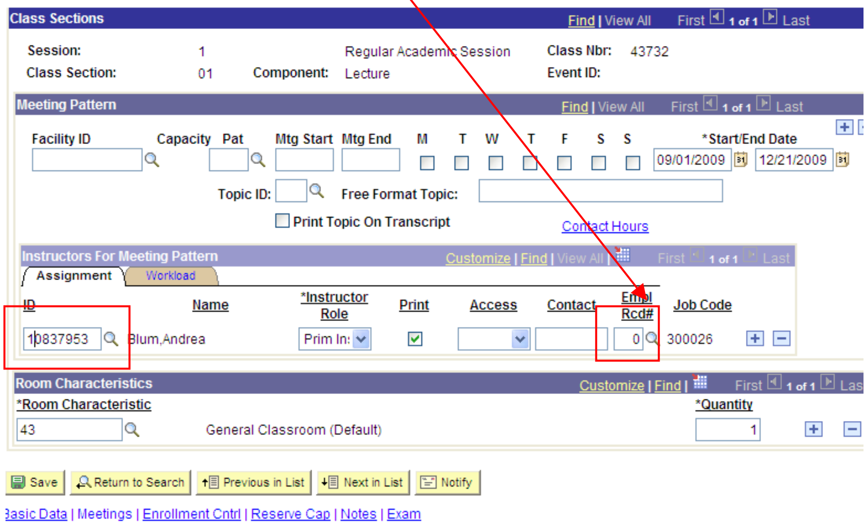


Search Results

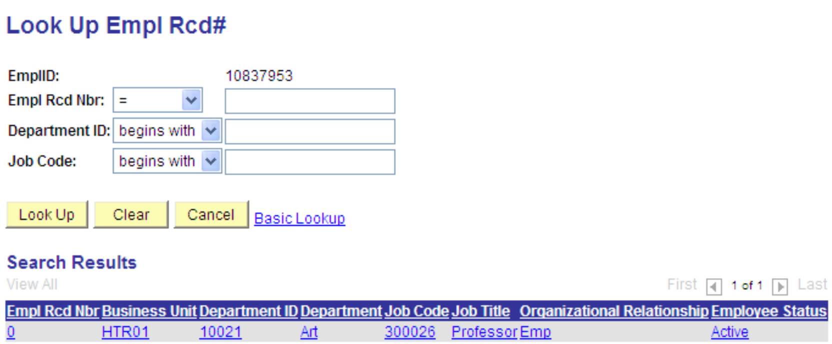
View All — First 1-70 of 70 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
10949239	Blum Jr,Sidney M	Male	02/08	(blank)	*****0916	USA	SSN	BLUM	SIDNEY
10837953	Blum,Andrea	Female	04/06	(blank)	*****1046	USA	SSN	BLUM	ANDREA
10866337	Blum,Antoinette	Female	04/12	(blank)	*****9898	USA	SSN	BLUM	ANTOINETTE
10929596	Blum,Byron A	Male	03/23	(blank)	*****3613	USA	SSN	BLUM	BYRON
10904755	Blum,Daniel	Male	11/27	(blank)	*****0351	USA	SSN	BLUM	DANIEL
10908713	Blum,Daniel James	Unknown	01/01	(blank)	*****0686	USA	SSN	BLUM	DANIEL
10940902	Blum,Emil J	Male	02/20	(blank)	*****8176	USA	SSN	BLUM	EMIL
10893138	Blum,Etty	Female	11/24	(blank)	*****8728	USA	SSN	BLUM	ETTY
10901955	Blum,Jacob	Male	07/26	(blank)	*****7880	USA	SSN	BLUM	JACOB
10927179	Blum,Jacqueline C	Female	10/05	(blank)	*****8371	USA	SSN	BLUM	JACQUELINE
10981456	Blum,Jennifer L	Female	01/07	(blank)	*****1371	USA	SSN	BLUM	JENNIFER
10998620	Blum,Jonathan U	Male	06/03	(blank)	*****3643	USA	SSN	BLUM	JONATHAN
10934423	Blum,Marjorie	Female	09/17	(blank)	*****5491	USA	SSN	BLUM	MARJORIE
10861417	Blum,Mark	Male	05/14	(blank)	*****4109	USA	SSN	BLUM	MARK

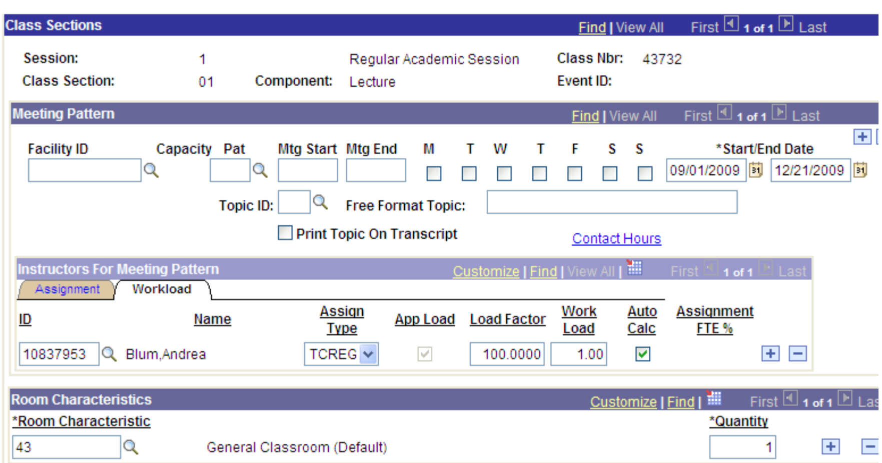
13. Her name will appear in assignment tab. Check that she has an active empl rcd for Hunter College is correct by clicking magnifying glass.



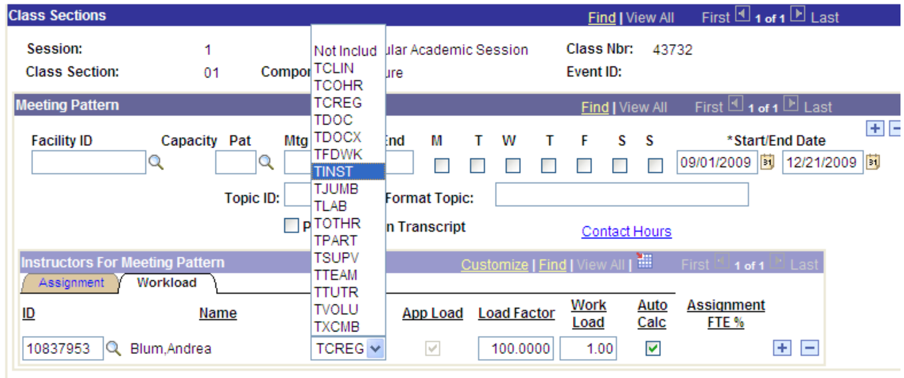
14. She has an active empl rcd for Hunter.



15. Now we can go back to workload tab and adjust the hours. We need to change the assignment type and give her 2 workload credits.



16. Click assignment type and highlight code for independent study.

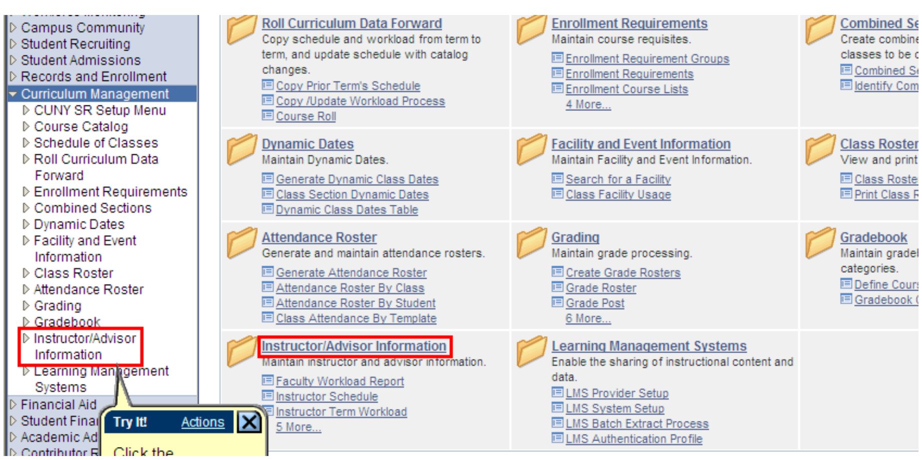


6. ASSIGNING NON-INSTRUCTIONAL WORKLOAD

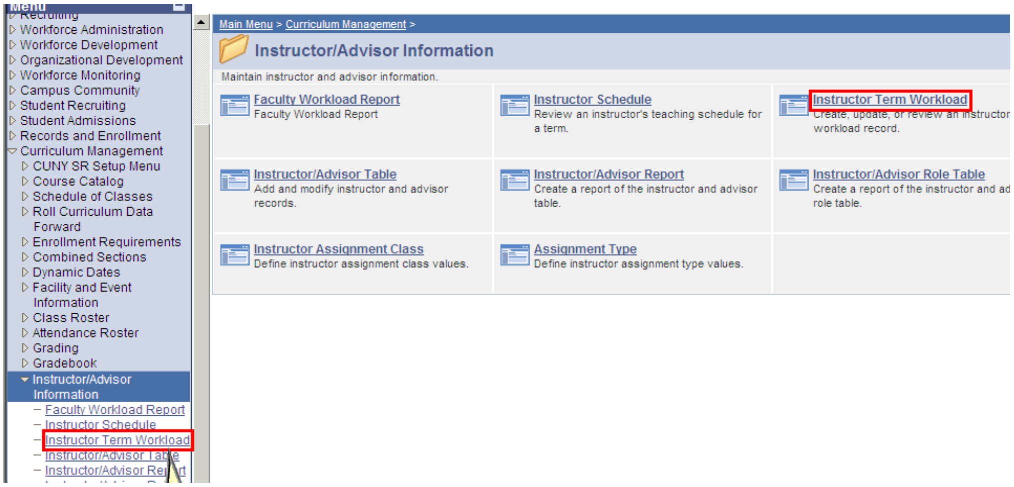
STEPS: *Curriculum Management -> Instructor/Advisor Information -> Instructor Term Workload*

1. Curriculum Management

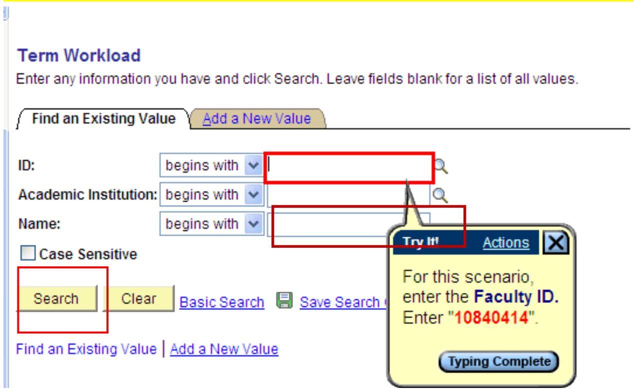
2. Instructor/Advisor Information



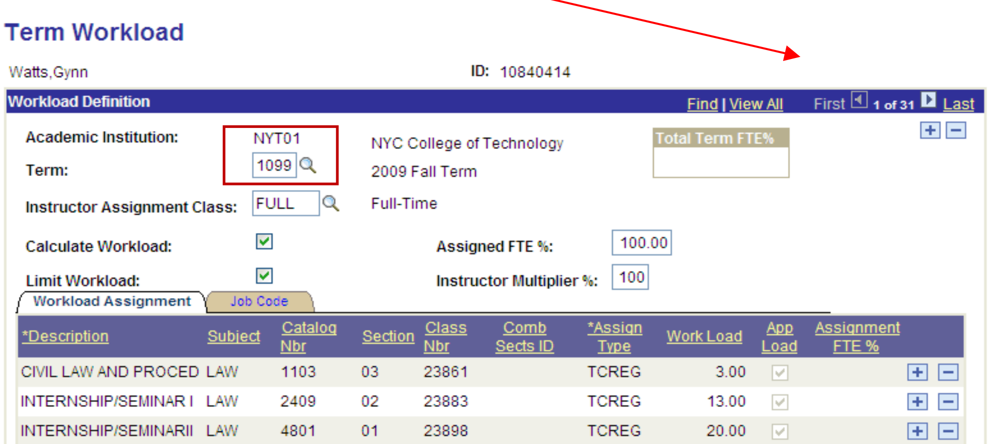
3. Instructor Term Workload



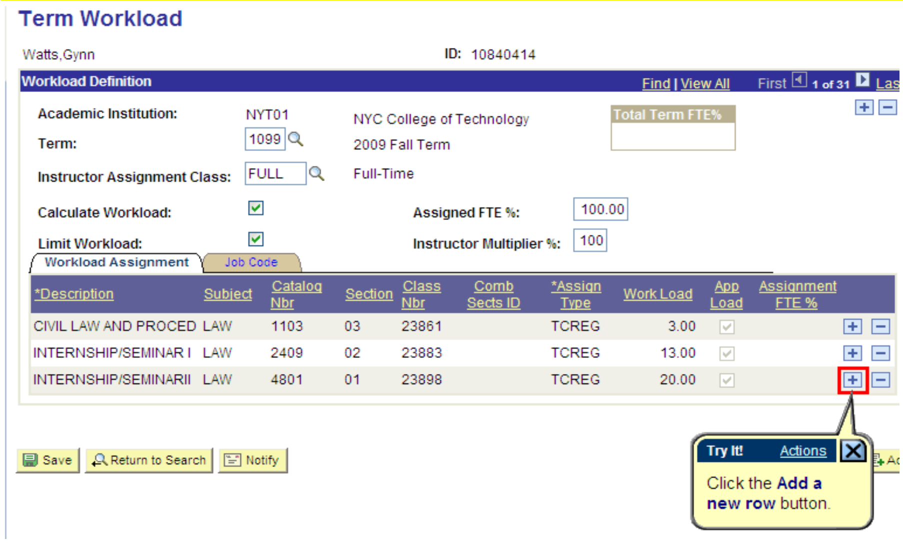
4. You can search for a faculty member by entering either his/her empl id or name.



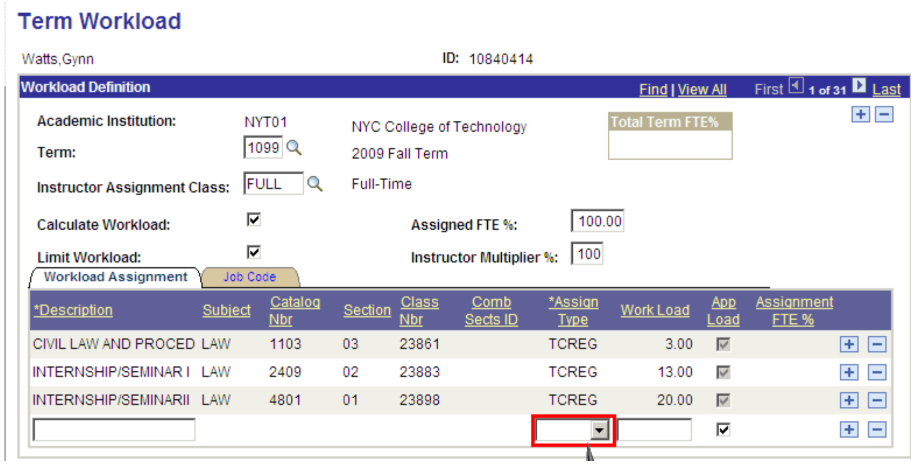
5. Workload assignments for the most recent semester containing data will appear. NOTE: Please check to make sure you are looking at the correct term. If you need to look at a prior semester you should do so by clicking the arrow (in this case there are 31 semesters of data). **Never** enter data directly into the term box. Always use the arrows.



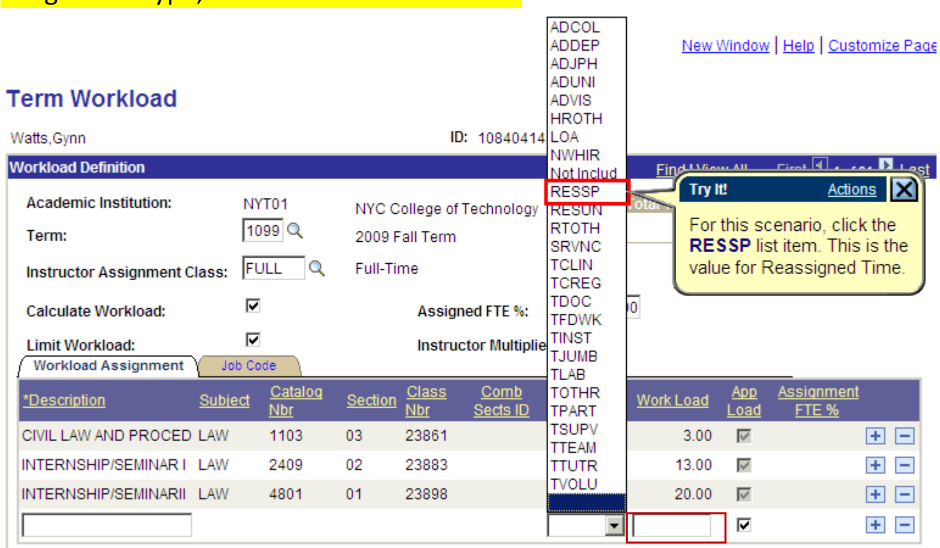
6. To add non-instructional workload hours click on the plus sign to bring up a new row on the next line.



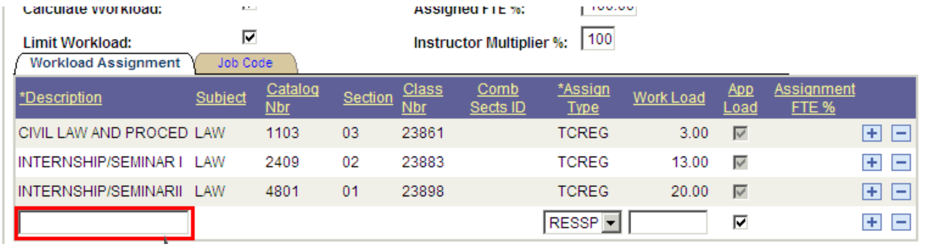
7. Indicate assignment type and provide detailed description of activity in box at left.



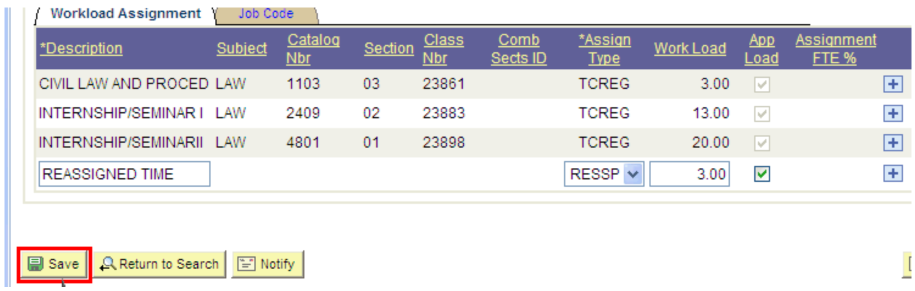
8. Assignment types (see descriptions on last page of handout). After you have identifed the appropriate assignment type, enter the workload hours.



9. Enter description of assignment or grant In this example I just entered REASSIGNED TIME. You should enter the grant name/number.

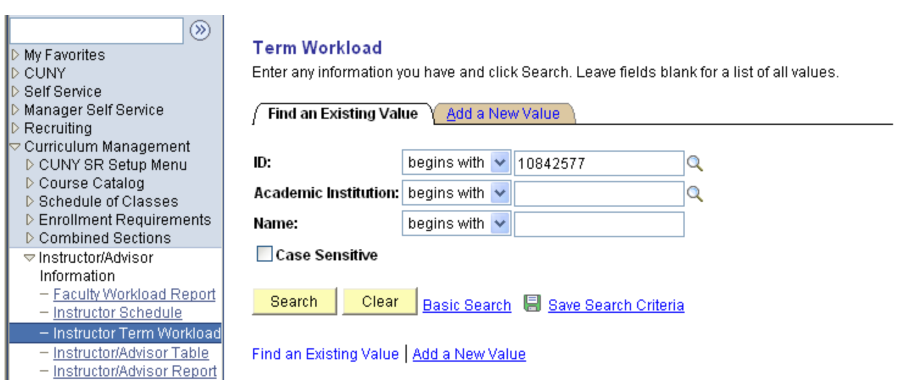


10. Click save.

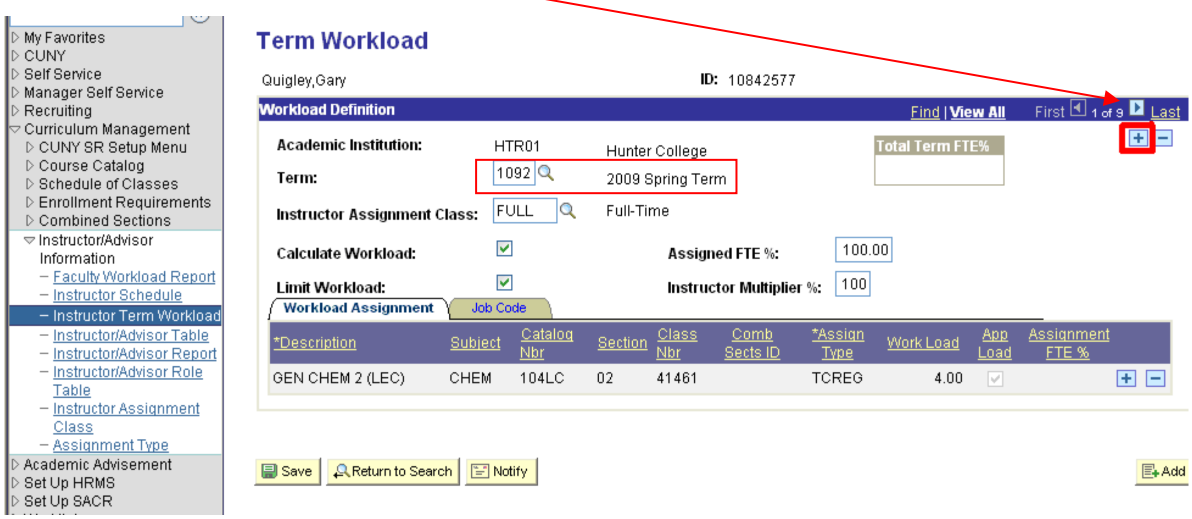


11. Generally, faculty members who receive non-instructional workload will also have teaching load credits. However, sometimes you will need to give workload credit to a faculty member who has no teaching load for the semester in questions (e.g. certain chairs). In this case there will be no course section record.

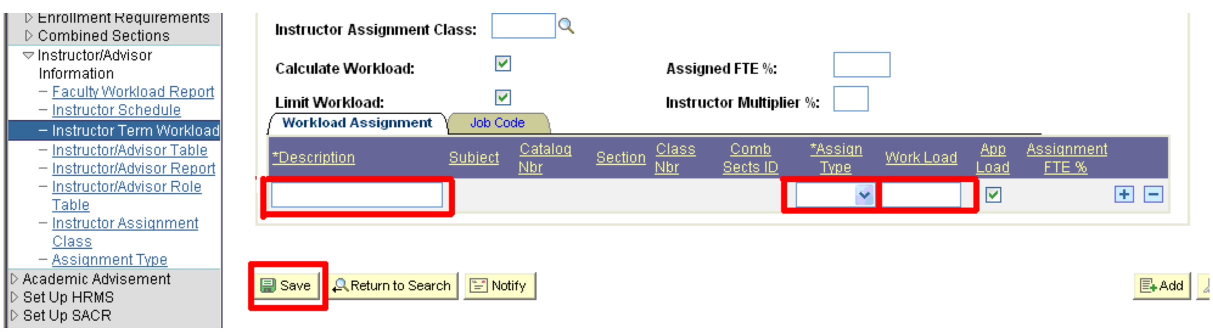
In order to add workload for a faculty member who has no course section records, you will need to do the following. First, go to the Instructor Term Workload Screen and enter the faculty member's emplid.



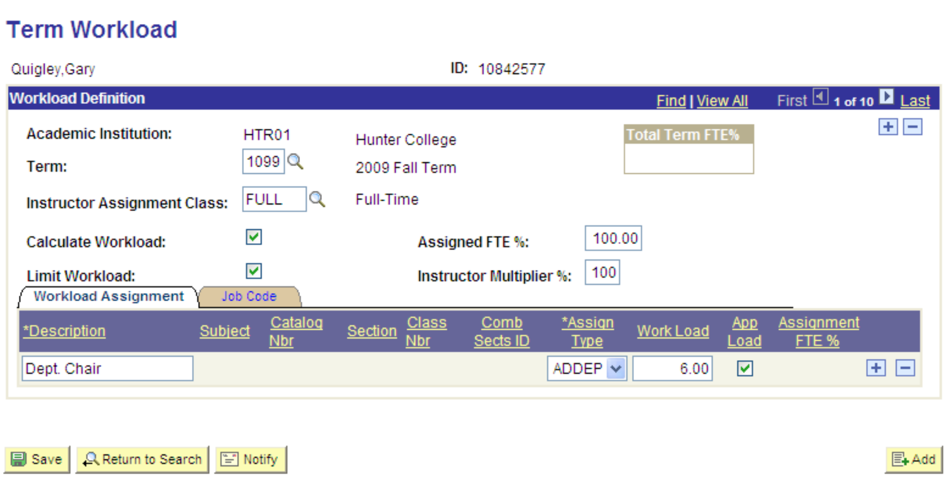
12. You will see the instructor workload for the most recent term. In this example the most recent term is Spr09. We want to add administrative workload credit for F09 but this professor does not have any course section records for the F09 semester. In order to create a record for his non-instructional workload we need to click the plus sign on the upper half of the page.



13. A workload assignment type box appears. Assign 6 administrative workload credits (ADDEP) for serving as department chair. Click Save.

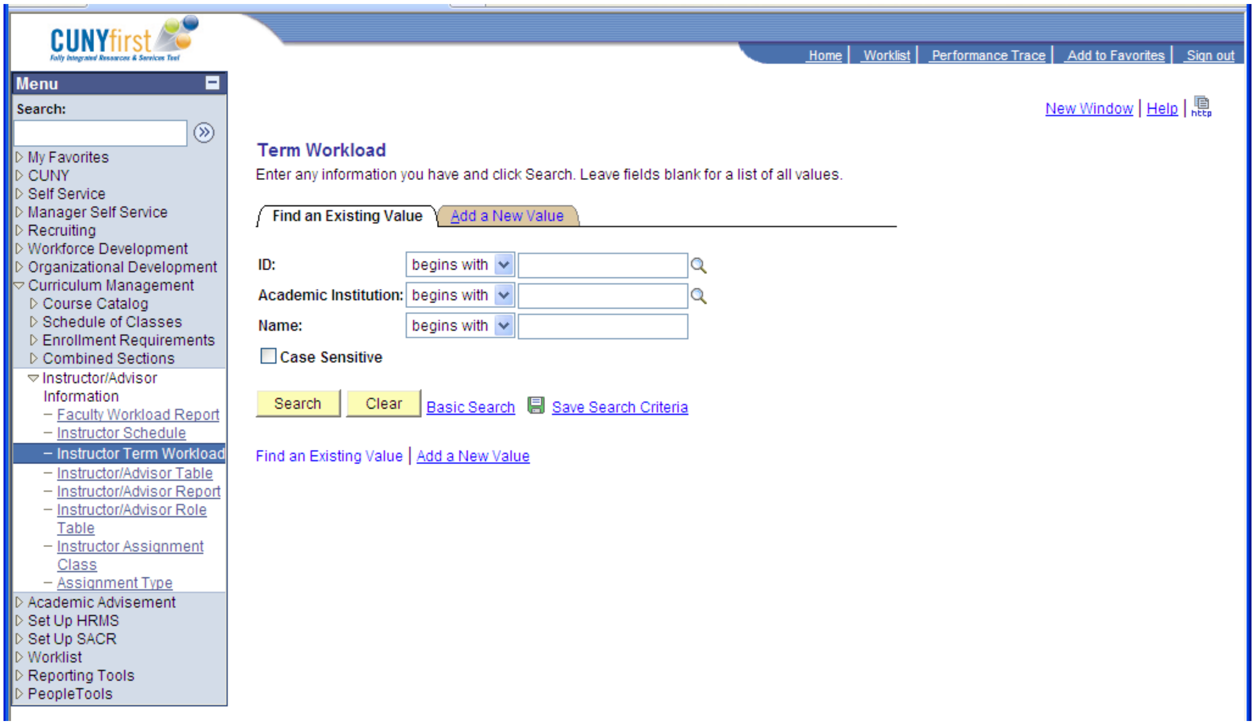


14. The instructor now has administrative workload even though he has no course sections records.



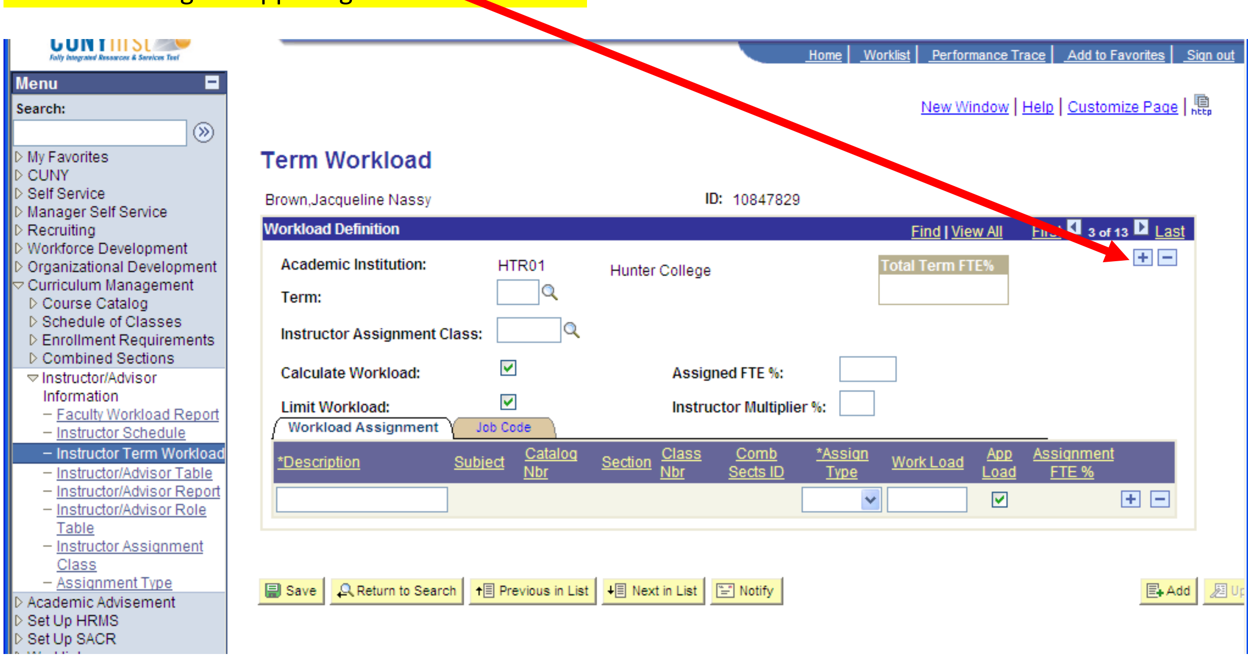
7. ENTERING RELEASED TIME & LEAVES FOR INSTRUCTORS WHO ARE NOT TEACHING

1.Go to Instructor Term Workload screen and enter instructor name or emplid.

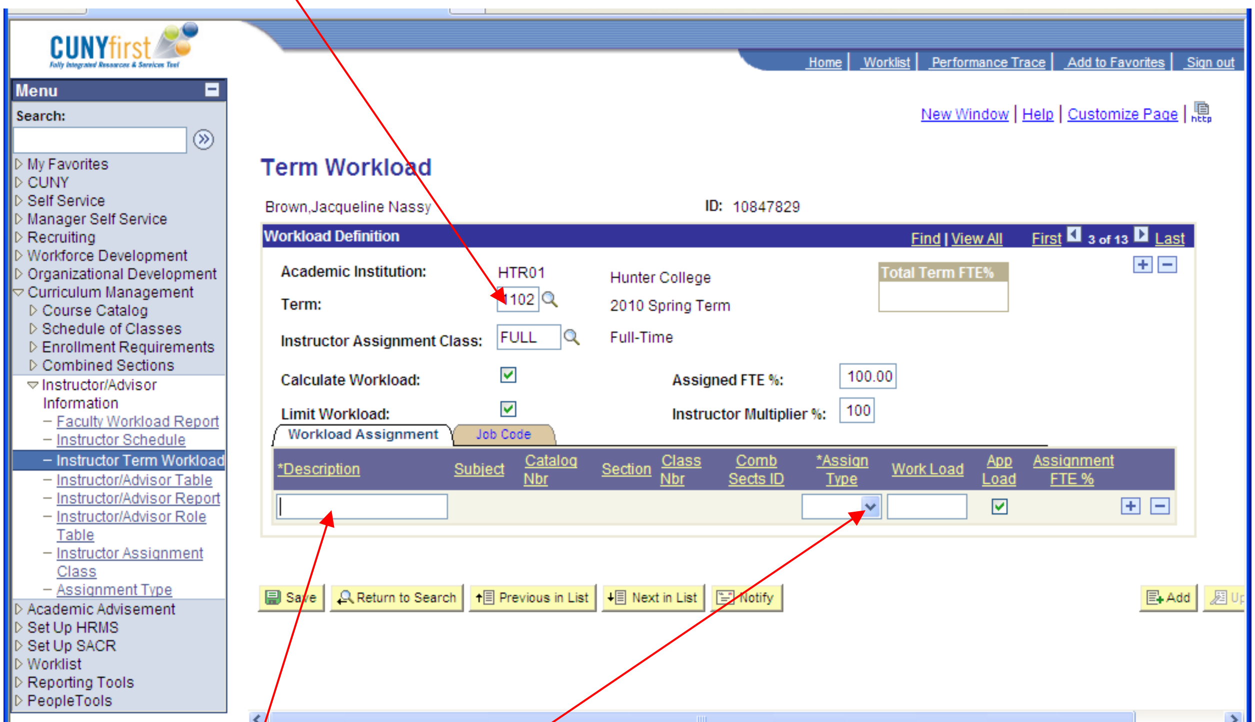


2. In the example below, the professor was on sabbatical in Spring 2010. Generally, if the faculty member does not have any teaching hours, s/he will not have a term workload screen for that semester. You will need to take the following steps in order to create a record.

3. Click the + sign in upper right corner of screen.

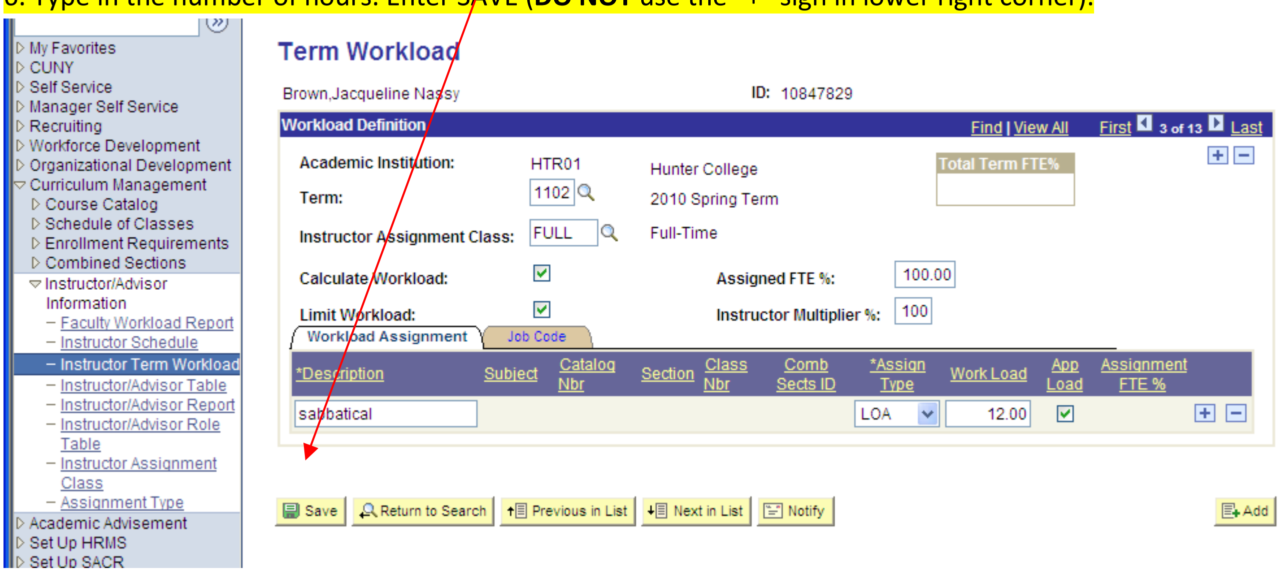


4. Then type in the appropriate term – in this case 1102 (Spring 2010). **DO NOT USE MAGNIFYING GLASS – YOU MUST TYPE IN THE TERM. DO NOT** fill in anything else.



5. Click in the Description box at the bottom of the screen. Enter the reason for the LOA (in this case sabbatical). Click the drop down menu for assignment type-click LOA.

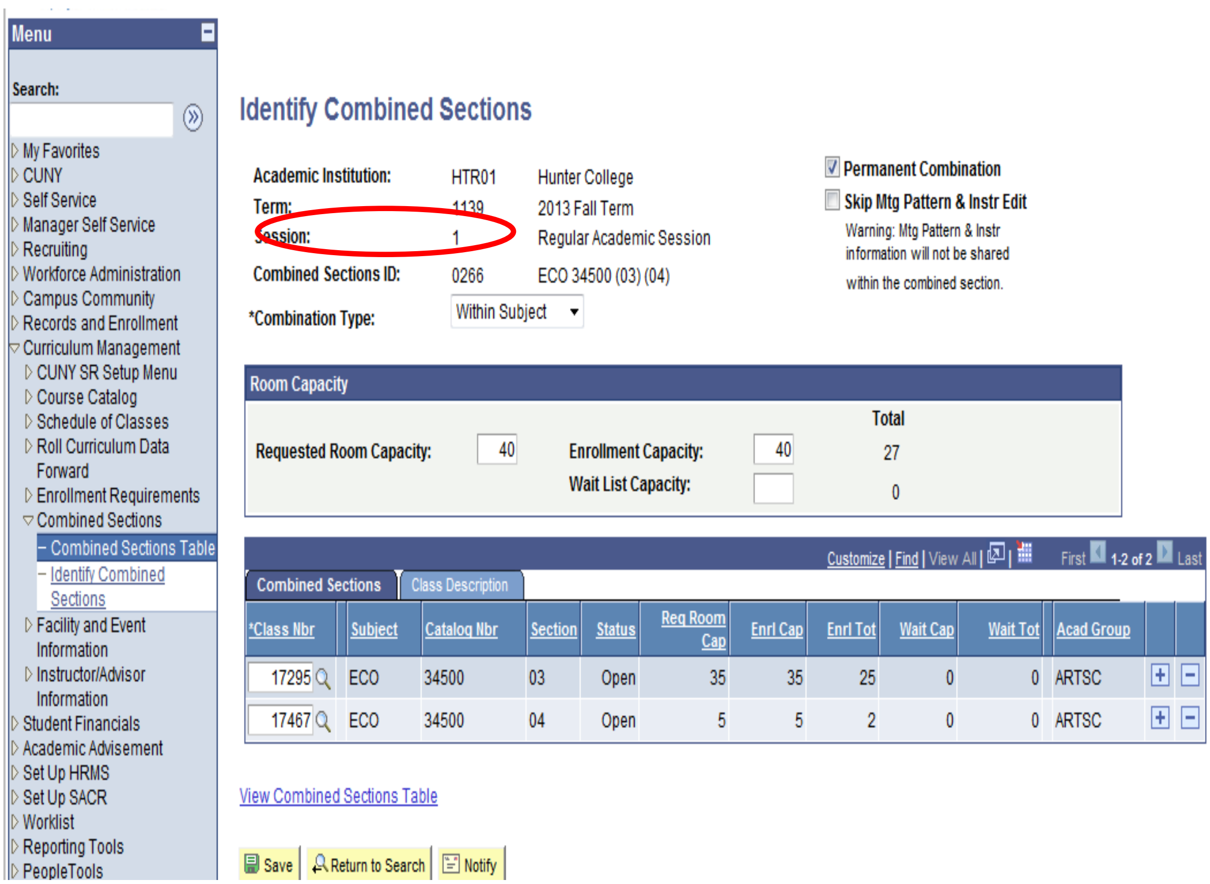
6. Type in the number of hours. Enter SAVE (**DO NOT** use the "+" sign in lower right corner).



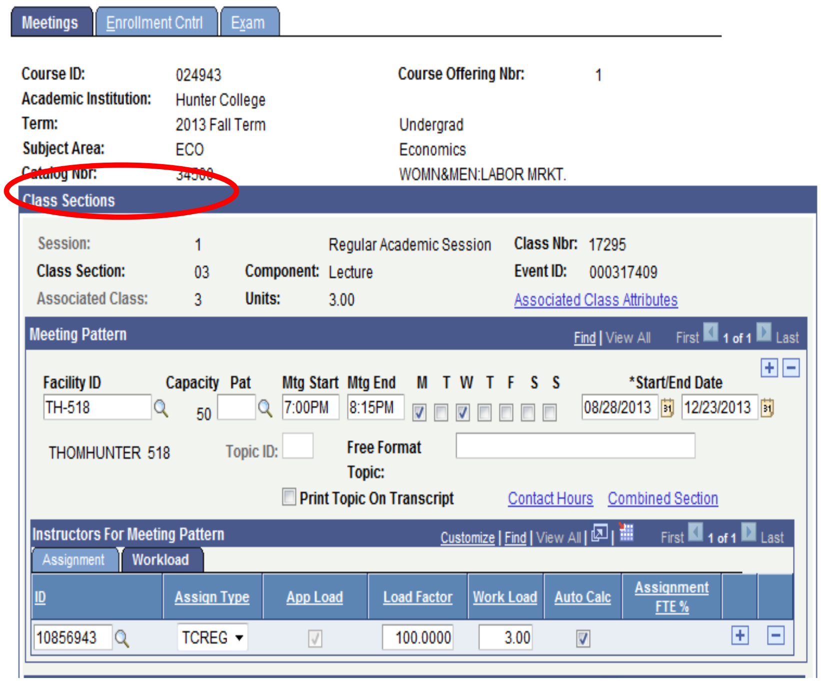
For those of you who are already working with the FWL screens, the **Combined Sections Table** eliminates the need for the TXCMB assignment type. When a pair of classes is listed in the Combined Sections Table (i.e. GEOL 38363 and PGEOG 70163), the workload hours appear in both of the records on the **Maintain Schedule of Classes** and **Schedule Class Meetings** pages. GEOL 38363 will have 3 workload hours and PGEOG 70163 will have 3 workload hours. Although the workload hours appear to be duplicated, the **Instructor Term Workload** page will show the correct/unduplicated workload hours for both classes on one row (3 workload hours for GEOL and PGEOG).

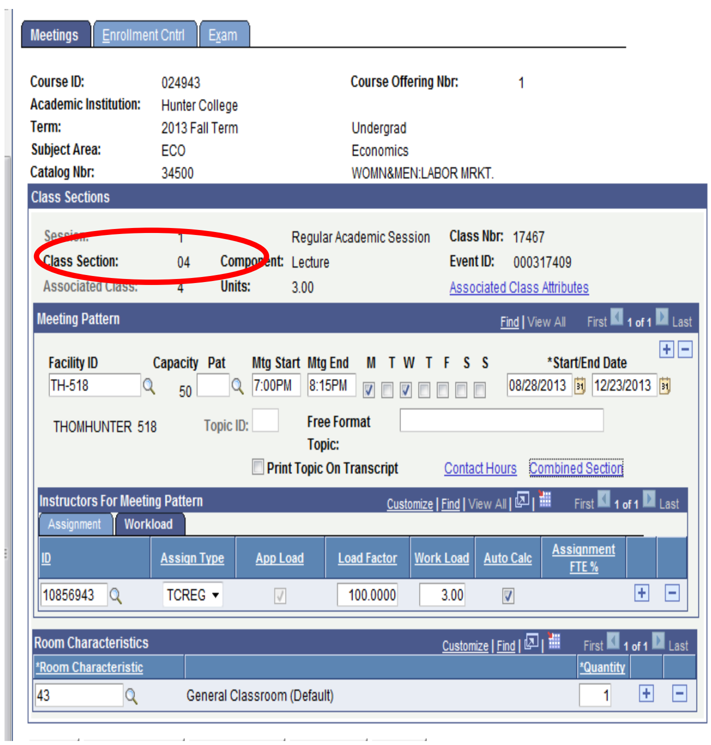
Example

The Combined Sections Table below shows combined sections ID 0266 for ECO 34500 Sections 03 & 04. The classes are already combined. You do not need to change assignment type to TXCMB in **Schedule Class Meetings** since this will zero out the workload hours .



Although both sections show 3 workload hours, when you look on the **Instructor Term Workload** page the workload hours are correct and it also indicates that it is a combined section.





Instructor Term Workload page shows correct hours for the combined section.

Assignment Type	Database Value	Description	View on Maintain Schedule of Classes	Use for Non-instructional Workload	Workload Type	Notes/Comments	**Date Added**
TCREG	CLS	Teaching, Classroom	YES	NO	Instructional	DEFAULT Value for all class records converting/updating from legacy. Remains on any class record where workload values are NOT adjusted	
TJUMB	CTB	Teaching, Classroom Jumbo	YES	NO	Instructional	Use when adjusting workload upwards due to high enrollment.	
TTEAM	CTC	Teaching, Classroom Team	YES	NO	Instructional	Use when adjusting workload (generally adjusted downward) for teaching workload shared among multiple instructors.	
TLECT	CTR	Teaching, Lecture	YES	NO	Instructional		09/2012
TLAB	CTD	Teaching, Lab or Studio	YES	NO	Instructional	Use to designate workload values different from the default due to class structure other than traditional lecture	
TRECT	CTS	Teaching, Recitation	YES	NO	Instructional	Use to designate workload values different from the default due to class structure other than traditional lecture	09/2012
TXCMB	CTM	Teaching, Combined Section	YES	NO	Instructional	For use by colleges operating in the legacy student environment only. Colleges using CUNYfirst as the student information system will configure a Combined Sections table to manage workload for cross-listed and combined classes. Use to identify a class that is cross-listed or combined with another class (all but one of the cross-listed set should be designated as TXCMB). Choosing this assignment type will "zero out" workload automatically on the class record for he instructor, indicating that the workload is carried on a different class record (the referent record in the cross-listed/combined set).	
TDOCX	CTN	Teaching, Doctoral Combined	YES	NO	Instructional	Used by the Graduate Center to identify cross-listed, combined sections at the doctoral level	
TDOC	CTE	Teaching, Doctoral Courses	YES	NO	Instructional	Use to designate adjusted workload on classes with doctoral students (as per Graduate Center).	
TCLIN	CTK	Teaching, Clinical Supervision	YES	NO	Instructional	Use to indicate adjusted workload for clinical supervision for a class	
TCOHR	CTO	Teaching, Conference Hour	YES	NO	Instructional	Additional conference hour beyond course contact hours (as per request from FWL coordinators). Legacy reason codes included this category.	12/8/2009

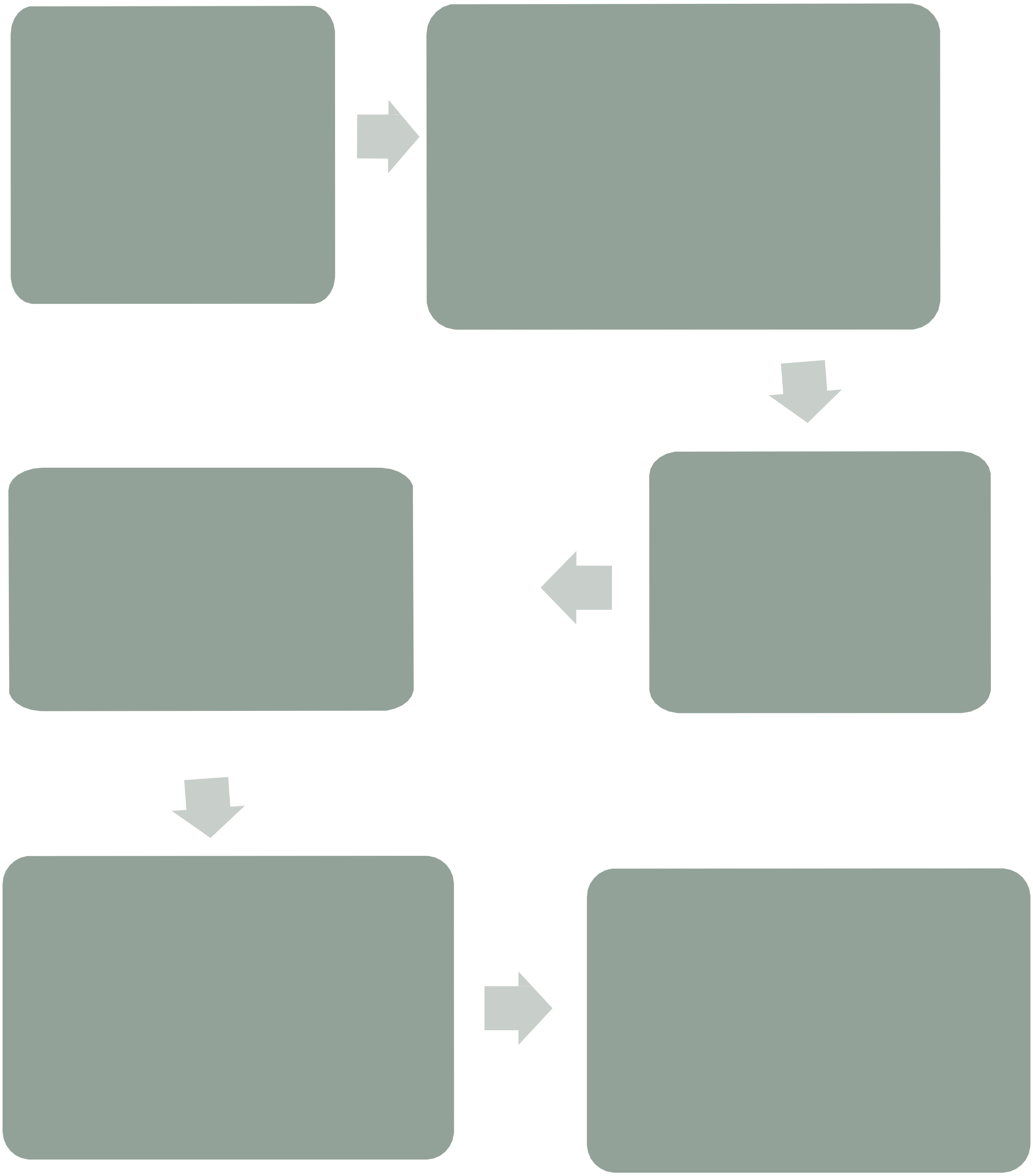
TFDWK	CTL	Teaching, Field Work Coordination	YES	NO	Instructional	Use to indicate adjusted workload for a fieldwork class	
TINST	CTI	Teaching, Ind. Study	YES	NO	Instructional	Use to indicate adjusted workload for an independent study class	
TPART	CTH	Teaching, Partial Semester	YES	NO	Instructional	Use to indicate that workload hours were adjusted (usually downward) because the instructor did not teach the class for the full semester.	
TSUPV	CTJ	Teaching, Thesis Supervision	YES	NO	Instructional	Use to indicate adjusted workload for a class placeholder for thesis supervision	
TTUTR	CTF	Teaching, Tutorial, Workshop	YES	NO	Instructional	Use to indicate that instructional workload was adjusted because the class is a tutorial or workshop.	
TVOLU	CTG	Teaching, Volunteer	YES	NO	Instructional		
TOCLAS	CTP	Teaching, Other Classroom Hours	YES	NO	Instructional	Use this assignment type when you need to add the same instructor to a given class more than once, to split workload hours for a class between two different jobs (two different Empl Records). PS does not allow the same instructor to have two records with the same assignment type for a single class, so use this assignment type for the second record.	8/23/2010
TEREC	CTZ	Teaching, Empl Record Change	YES	NO	Instructional	If making only Empl Record change on instructional workload record (Maintain Schedule of Classes page), the assignment type will automatically change to TEREC. This automatic change in assignment type will protect your Empl Record change from being overwritten by the class update process (I-537). This assignment type should never be selected manually.	8/23/2010
Not Includ	NON	Not Included in Workload	YES	YES	Both	When used on Maintain Schedule of Classes, workload hours will zero out automatically. When used on Instructor Term Workload page, workload hours do NOT zero out automatically. Use to record non-instructional workload with hours, but the hours shouldn't be counted in the instructor's workload for a given term/year.	
ADCOL	ASC	Admin/ Service, College	NO	YES	Non-instructional	Use to report non-instructional workload for college administration (as distinct from department or university administration).	
ADDEP	ASD	Admin/ Service, Department	NO	YES	Non-instructional	Use to report non-instructional workload for college administration (as distinct from college or university administration).	
ADCHR	ASE	Admin/ Service, Dept Chair	NO	YES	Non-Instructional	Use for Department Chair designation only	9/2012

ADUNI	ASU	Admin/ Service, University	NO	YES	Non-instructional	Use to report non-instructional workload for college administration (as distinct from department or college administration).
ADJPH	APH	Adjunct Professional Hour	NO	YES	Non-instructional	Use to identify adjunct instructors who are using their adjunct professional hour - colleges can provide a description of the activity by using the free-form text box on instructor term workload page to describe what the instructor is doing for the professional hour. Eligibility for the Adjunct Professional Hour should be captured in HCM when the adjunct is hired. There is a field in HCM to capture assignment hours and adjunct professional hours (entries are effective dated).
ADVIS	ADV	Advising/ Counseling	NO	YES	Non-instructional	
HROTH	OHR	Hours, Other	NO	YES	Non-instructional	Use for when no other non-instructional assignment type is appropriate
LOA	LOA	Approved Leave of Absence	NO	YES	Non-instructional	Used to explain workload discrepancy due to leave when workload is unaccounted for by other entries.
NWHIR	RNH	Reassigned Time for New Hire	NO	YES	Non-instructional	Use to identify faculty who are being reassigned in a given term under the contractual agreement for release time for new hires. Only eligible faculty should have this designation and only for the term/terms in which the release has been granted. Indicate the hours for the specified term. Each term in which an instructor was given release under the contract agreement should have a record of NWHIR with the appropriate hours.
RESSP	RSP	Research, Sponsored	NO	YES	Non-instructional	Use to designate release time for grant-supported research. Colleges may wish to enter grant information in the free-form description field.
RESUN	RSU	Research, Unsponsored	NO	YES	Non-instructional	Use to designate release time for research that is not supported by a grant.
SRVNC	SVN	Prof Service, Non-CUNY	NO	YES	Non-instructional	Use to indicate release time for professional service outside of CUNY (not common).
RTOTH	RTO	Reassigned Time, Other	NO	YES	Non-instructional	Use when no other non-instructional reassigned time category is appropriate
TOTHR	OCT	Teaching, Other than Classroom	NO	YES	Non-instructional	

RECRUITMENT AND SEARCH PROCEDURES

HUNTER

PVN Approval Process



PVN

- CUNY Approved Template
- Campus Specific Section
- “Other” Qualifications

Search Process

- CUNY First Posting
- Job Boards/Internet Sites/Chronicles
- Outreach (Networks, Conferences, Gatekeepers)
- Screening
- Campus Interviews/Job Talks/Visits
- Selection

Sign Offs

- PVN
- Applicant Pool Certification
- Short List Criteria (Screening)
- Uniform Interview Questions
- Selection Rationale

Other Issues

- Reference Checks
- Search Waivers
- Failed Searches
- Immigration Issues

Contacts

- **John T. Rose**
- Dean for Diversity and Compliance
- Hunter College
- 212-650-3262
- john.rose@hunter.cuny.edu

- **Lincoln Tracy**
- Office of Diversity and Compliance
- Hunter College
- 212-350-3597
- lincoln.tracy@hunter.cuny.edu

- Office of Diversity & Compliance Website
- http://www.hunter.cuny.edu/affirmativeaction/inde x.shtml

Appendices

- Authorization for Search
- PVN Template (Open Rank Faculty)
- Search Plan-Advertising Template

http://hr.hunter.cuny.edu/forms/Authorization%20for%20Search.pdf

http://hr.hunter.cuny.edu/forms/Authorization%20for%20Search.pdf

HUNTER
The City University of New York

Authorization for SEARCH/POSITION

Tax-Levy Funds

Search	Yes ☐	No ☐
New Position	Yes ☐	No ☐
Replacing Retirement/Termination	Yes ☐	No ☐
Authorization for Substitute	Yes ☐	No ☐

Other (i.e., Temp, Appt from List, etc) ________________

Department/Office: ________________________________ Region/School: ______________________

Payroll Title: ________________________________

Functional Title/Business Card Title: ________________________________

Reports to: ________________________________

Previous Occupant First and Last Name: ____________________ Salary of Previous Occupant: $ __________

Previous Occupant CUNYfirst Employee ID #: ________________

Previous Occupant's Title: ____________________________

Anticipated Date of Appointment: ____/____/______ Maximum Salary Requested: $ ___________

Potential/Current Employee: ______________________________________

CUNYfirst Title: ____________________________________

CUNYfirst Position #: _________________________ Effective Date: ____/____/______

Prepared by Chair/Head of Department: ________________________________ ____/____/______

Approved by Dean/Director: ____ ____/____/______

FOR BUDGET USE ONLY

Line #: _______________ Search #: ________________

Maximum Salary Approved________ Funding Source: _______________ Line Conversion ☐

Approved by Assistant VP for Budget & Finance: _____________________________ ____/____/______

Approved by Provost/Divisional Vice President: _____________________________ ____/____/______

Affirmative Action Comments: ____

____

____ ____/____/______

Advertising Plan Comments? Y/N

04/05/11

You can download application here:
http://hr.hunter.cuny.edu/forms/Authorization%20for%20Search.pdf

Advertising Plan Template

Date:

Department /Office of: ______________________________

Vacancy ______________________________

Requested Publication(s) to be placed by Department

Printed Ad(s)	Internet Ad(s)	Other

Requested Publication(s) to be placed by Human Resources
(Please note that HR will not to place free publications and job postings that require membership.)

Printed Ad(s)	Internet Ad(s)	Other

Please do not write below this line
****
Required Publication(s) established by the Dean of Diversity and Compliance

☐ Standard Search ☐ University-wide Search ☐ College-limited Search

Printed Ad(s)	Internet Ad(s)	Other

Notes: ______________________________

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______________________________ ______________
Approval- Dean of Diversity and Compliance Date

Appendix E: Know your Hunter and CUNY IDs

Instructional Computing and Information Technology (ICIT)

Know Your Hunter and CUNY IDs

<table>
<tr><th>CUNY/Hunter Identifier</th><th>Students</th><th>Faculty/Staff</th><th>Note</th></tr>
<tr><td>CUNYfirst EMPLID</td><td colspan="2">Eight digit unique CUNY wide identifier
(printed on your Hunter OneCard)</td><td>An eight digit unique identifier (within CUNY) for every person entered into CUNYfirst.
Students: this number is automatically generated when: 1) a student is converted from a legacy system, and did not already have one assigned, 2) new freshmen (CAS), transfer (ASTA) or Graduate students are batch loaded into CUNYfirst, 3) a student is directly admitted into CUNYfirst.
Employees: this number is automatically generated when HR enters your employment information into CF, unless one has already been assigned to the individual as a CUNY student or former employee within CUNY.</td></tr>
<tr><td>CUNYfirst Username</td><td colspan="2">CUNYfirst Username
(format: FName.LName##;
CUNYfirst Password</td><td>Claim and manage your account & password on CUNYfirst.
The format of this account is: FName.LName##; where ## is the last two digits of your CUNYfirst EMPLID.
To claim and/or access your CUNYfirst account, go to the Hunter website and click on the 'CUNYfirst Sign In' button.</td></tr>
<tr><td>Hunter NetID</td><td colspan="2">3-8 Character Alphanumeric identifier
(Current format: First Initial, Last Initial, 1-6 digit sequence number); (Legacy format: First Initial, LName, possible sequence number); e.g. For Joan Smith the possible NetID assigned could be: js0012, jsmith01</td><td>Claim and manage your Hunter NetID account on NetID Central.
The Hunter NetID is a unique identifier for members of the Hunter College Community. It is used to access the Hunter College network and various Hunter supported systems.
To claim and/or manage your Hunter NetID account, go to the Hunter College website, under 'Services' (right panel) click on: Hunter Login (NetID).</td></tr>
<tr><td>Email Address</td><td>{CUNYfirst Username}
@myhunter.cuny.edu;
CUNYfirst password</td><td>{Hunter NetID}
@hunter.cuny.edu /
Hunter NetID password</td><td>Please note that format is different between Students and Faculty/Staff Accounts.
Students: password is the same as your CUNYfirst password and managed in CUNYfirst (see note for CUNYfirst Username).
Faculty/Staff: password is the same as your NetID password and is managed in NetID Central (see note for Hunter NetID).</td></tr>
<tr><td>CUNY Portal

BB</td><td colspan="2">CUNY Portal ID / CUNY Portal password
(Register for your new account on the CUNY Portal page at the CUNY website: www.cuny.edu.)</td><td>Username and password combination that lets you access services hosted centrally at CUNY (as opposed to services hosted locally at Hunter, such as your email). The CUNY services include: Blackboard, DIG, ePermit, CUNY Alert, CUNY eMall . Go to the CUNY website, click on the 'LOG-IN' tab and select 'CUNY Portal' to LOG-IN or 'Register for a New Account'.</td></tr>
</table>

Revised: 8/20/2014

Appendix F: Sample Peer Teaching Observation for Online Courses[1]

1. Prepared by the CUNY School of Professional Studies
Added: 1/14/2015

Observer's Name:	
Course Number:	
Section Number:	
Course Name:	
Program:	
Instructor's Name:	
Term:	

Observers: Use the criteria on this form to guide the observation and to provide guidance during the post-observation conference. If "Needs Improvement" is checked, the observer must provide suggestions for improvement in the comment/suggestion box and follow up during the post-observation conference. Both the observer and the instructor should have a copy of this form during the post-observation

Item #			Strong	Satisfactory	Needs Improve-ment	Comments / Suggestions
	COURSE STRUCTURE					
	MAIN PAGE					
1	**Banner**	Banner is attractive and colorful				38T
2		Banner includes the course number & name				38T
3	**Course Menu/Navigation Bar**	Categories are logical & easy to understand				38T
4		All buttons are active				38T
5	**Announcements**	There is a message posted explaining what needs to be done each week				38T
	CONTENT					
6	**Course Introduction & Course Documents**	Syllabus includes: course name & number; prerequisites; official course description; program learning outcomes; course learning outcomes; textbook information; course schedule; grading scheme; course policies				38T
7		Either separately or in syllabus, course policy statements include: Accessibility and Accommodations, Online Etiquette and Anti-Harassment; Academic Integrity; participation; other course policies (late assignments, make-ups, etc.) Live links are provided for Student Support Services				38T
8		Means of access to course materials are clear (links, pdfs, purchase) This also includes links to plug-ins or applications needed to access course materials				38T
9	**Course Modules/Units**	Each module/unit includes a brief introduction/overview and learning outcomes				38T
10		All materials for each module/unit are organized within a folder (Weekly folders strongly recommended)				38T
11		Each folder is labeled with a title & beginning/end dates				38T
12		Organization & content of units/modules is consistent across course				38T
13		Each module/unit clearly states important assignments and due dates				38T
14	**Staff Information**	Includes contact information, short professional biography & photo				38T

15		Includes office hours and availability information				38T
16	**Design**	Consistent use of fonts & colors				38T
17		Course site is free of typographical, grammatical & other errors				38T
18	**Navigation**	Course navigation mechanisms are logical and efficient; in general, no more than three "clicks" should be required to locate materials				38T
19		All course materials are easy for students to locate				38T
20	**Grade Center**	All of the major graded components are setup in Grade Center and align with the course syllabus				38T
	COURSE ACTIVITIES					
21	**Assignments**	Most assignments are complex, engaging and require that students add, integrate & synthesize knowledge				38T
22		Assignments are introduced and provide clear directions for students				38T
23		A variety of different types of assignments are used				38T
24		Assignments include both those to be completed by individual students & several that require group work or peer review				38T
25		Mechanisms for asking questions about the assignment always are provided				38T
26		Assignments emphasize development of writing, quantitative & reasoning skills in addition to content mastery				38T
27		Instructor communicates expectations clearly and consistently				38T
28	**Interactivity**	A "Getting to Know You" activity is provided at the beginning of the semester in which students can introduce themselves to one another and to the instructor; instructors adds their own introductions				38T
29		Assignments include frequent opportunities/requirements for interaction between students, including use of: blogs, wikis, threaded discussions, and/or ePortfolios				38T
30		Discussion questions and group projects are complex, require critical thinking and problem-solving, and offer the possibility of many different answers and/or approaches				
31		Instructor uses discussions to highlight key topics, terms, and concepts to facilitate learning				38T
32	**Instructor Presence**	Instructors in some way participate in discussion during the week, either directly with their own posts and/or indirectly by referencing a discussion point				38T
33		Instructor's postings stimulate discussion and exploration and encourage different points of view, and prompt students with follow-up questions or comments				38T
34		Instructor models the tone and quality of interactions for students				38T
35		Instructor maintains an active presence on Blackboard throughout the week				38T
	ASSESSMENT					
36	**Grading/Feedback**	The point value or grading plan for each assignment is clearly specified				38T

37		Grading rubrics are available to students for all major assignments				38T
38		Instructor grades according to the rubric or published criteria and provides comments that will help the student improve				38T
39		Instructor assigns grades that differentiate between student’s levels of participation and quality in discussion				38T
40		Instructor assigns grades in timely manner				38T
41	**Assessments**	Assessment activities address achievement of learning outcomes				38T
42		Assessment activities include regular opportunities for "low stakes" assessment, e.g., reflection exercises, self-assessment, progress reports, questions about concepts				**38T**
43		Assessment activities are varied in format				38T
44		Opportunities are provided for students to give feedback on other students' work, with clear guidelines provided				38T
45		Learning is assessed frequently throughout the course				38T
46	**Assessment of Course by Students**	Students are given opportunities to provide feedback to the instructor about the course, within the course itself				38T

OBSERVER:

What are your overall impressions and/or recommendations beyond what are listed above?

38T

Is this a satisfactory course?

38T

Instructor:

Please add your name and the date on which you received this completed report below. If there are parts that you disagree with or would like to highlight, you are encouraged to add your own comments below. Please send the completed form, as an email attachment, to your Academic Director, no later than the date specified in the email.

Instructor Name: ______________________

Date report was received from observer: ______________________

Instructor Comments:

38T