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PREFACE

The purpose of this handbook is to provide faculty and administrators with easy access to frequently used college policies, procedures, rules and regulations. As a result, it should be noted that this handbook does not contain all college policies, rules, and regulations and that other documents shall be included in the future.

Although this Medgar Evers College Faculty Handbook is a required reference for classroom instructional faculty, all members of the College should be familiar with the content of this handbook and with related documents such as the Bylaws of The City University Trustees; the Statement of the Board of Higher Education on Academic Personnel Practice in the City University of New York; the current agreement between The City University of New York and the Professional Staff Congress/CUNY; the Medgar Evers College Governance Plan; the current College Catalog; The Medgar Evers College Policy Handbook; and all University, College and department policies and procedures pertaining to faculty.

As a faculty member, it is your responsibility to foster and nurture the mission and goals of the college. This handbook will assist in helping you to promote those special sensitivities and responses that the college must develop to create a learning environment complementary to the needs of our students.

In addition, this handbook will be of assistance to faculty in exercising governance responsibilities as stated, in part, in the following section of the Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York:

The Board recognizes the historic tradition, which vests both the privileges and responsibilities of academic governance in the faculty of a college. The faculty, as the body chiefly responsible for the educational mission as well as for academic standards, is that part upon which the health of the whole institution depends. In this role, the faculty has a long tradition of collegiality, in which its various educational responsibilities are freely shared among its members.

Central to the exercise of this collegial responsibility is the practice of peer judgment, by which the faculty assumes the responsibility for its own vitality. In this role, the faculty sets standards for its own qualifications, ethics, and performance. The collegial body itself maintains such standards by the exercise of its own authority. But such authority, if freely consented to, must be responsibly and regularly exercised. Thus, the willingness of the faculty to judge itself rigorously determines its capacity to define the institution’s mission and to maintain its standards.

STATEMENT ON POLICIES AND PROCEDURES

Although a number of University and College Policies are referenced in this FACULTY HANDBOOK, only limited non-personnel related policies and/or procedures have been incorporated herein or in the appendices. All other referenced policies and personnel-related policies are available in the Office of Human Resources. Inquiries concerning the interpretation of any policy and/or procedure contained herein should be made to the Office of Academic Affairs or the Director of Human Resources.
HISTORY OF MEDGAR EVERS COLLEGE

Medgar Evers College has the distinction of being the youngest of the four-year senior colleges in The City University of New York. In the early 1960’s, the Central Brooklyn community recognized the need and expressed a desire for a local public college. Through various community organizations including, but not limited to, the Bedford-Stuyvesant Restoration Corporation, the Central Brooklyn Coordinating Council, and the NAACP, and through their local elected officials, the residents of Central Brooklyn approached the Board of Higher Education of the City of New York with this request. Members of the various community-based organizations constituted the Bedford-Stuyvesant Coalition on Educational Needs and Services, which served as the primary vehicle for interfacing with the Board of Higher Education. After many discussions and much involvement by community residents and the Coalition, the Board of Higher Education, on November 17, 1967, “…approved the sponsorship of Community College Number VII, with the indication of an intention to admit students in the fall of 1969.”

On February 13, 1968, the Board of Higher Education announced that the college would be located in the Bedford-Stuyvesant area of Brooklyn. On January 27, 1969 the Board approved the establishment of an “…experimental four-year college of professional studies offering both career and transfer associate degrees and the baccalaureate degree, to be located in the Bedford-Stuyvesant area of Brooklyn, said college to be established in place of a previously approved but not started new Community College VII, and further directed that the City University Master Plan be amended accordingly.” This action was endorsed by action of the Board of Regents on March 20, 1970.

The Board of Higher Education Proceedings of April 14, 1970 reflected the Board’s action, which modified the 1968 Master Plan to delete Community College Number Seven and listed in lieu thereof under Senior College, “College XVII, Mid-Brooklyn, Initial Facilities, Estimated Cost: $10,000,000.” The College was officially established on July 30, 1970 when Governor Nelson A. Rockefeller signed the legislation approving the “…establishment of an experimental four-year college of professional studies offering both career and transfer associate degrees and the baccalaureate degree…” Finally, on September 28, 1970 the Board of Higher Education approved the recommendation from the College’s Community Council that the name of the college be Medgar Evers College, in honor of the martyred civil rights leader, Medgar Wiley Evers (1925-1963). In recognition of this, September 28th is observed as “Founders’ Day” at Medgar Evers College.

On December 2, 1970, the Medgar Evers College Community Council, chaired by John Enoch, and the Board of Higher Education co-hosted an announcement ceremony at the Y.M.C.A. on 139 Monroe Street in Brooklyn. Chairman Enoch stated, “The Medgar Evers College, reflecting the image of the martyred leader who dedicated his life to the cause of individual freedom, dignity and personal fulfillment, will add another pillar of strength to the growing educational, economic, cultural and social foundations of the central Brooklyn community and New York City.” Mr. Evers’ widow, Mrs. Myrlie Evers, and two of the couple’s three children flew in from Claremont, California for the ceremony. She was presented a scroll that cited Mr. Evers’ “…effective contribution to the cause of human freedom and dignity...In choosing the name of Medgar Evers, it is our hope that his ideals will inspire students and faculty of the college in their pursuit of truth as the surest path to human freedom and social justice.”

The community was then and continues to be an important force in the life of the College. The method of planning for the college and selection of its first president were unprecedented in the history of the Board of Higher Education. For the first time, representatives of the local community participated actively in the decision-making process. Seven members of the Bedford-Stuyvesant Coalition on Educational Needs and Services served on the Presidential Search Committee and the mandated Community
Council was organized in the spring of 1970 under the leadership of Mr. John Enoch, Acting Chairman. The sense of commitment and service to the community, which pervades throughout the College, may be attributed directly to the multi-faceted roles, which the Community Council and the community, as a whole, have played in the establishment, growth and development of this institution.
MISSION, GOALS AND OBJECTIVES OF MEC

MISSION
Medgar Evers College was founded through collaborative efforts by community leaders, elected officials, the University Chancellor, and the Board of Trustees of The City University of New York. The College, named for the late civil rights leader, Medgar Wiley Evers (1925-1963), was established in 1970 with a mandate to meet the educational and social needs of Central Brooklyn. The College is committed to the fulfillment of this mandate.

In keeping with the philosophy of The City University and Medgar Evers College, we believe that education has the power to positively transform the lives of individuals and is the right of all individuals in the pursuit of self-actualization. Consequently, the College offers programs both at the baccalaureate and at the associate degree levels, giving close attention to the articulation between the two-year and the four-year programs.

The College has a commitment to students who desire self-improvement, a sound education, an opportunity to develop a personal value system, and an opportunity to gain maximum benefits from life experience and from their environment.

GOALS AND OBJECTIVES
To achieve its Mission, the College has the following goals and objectives:

GOAL 1:
Consistent with The City University of New York Board of Trustee’s policy, the College seeks to serve the Central Brooklyn community which is comprised of students with diverse socioeconomic, political, cultural and national backgrounds.

Objective 1.1: Open Admissions - To develop and implement a program of recruitment and admission of students who have a variety and range of qualifications.

Objective 1.2: Curriculum - To provide students with relevant programs, courses, and activities, which will prepare them for college performance and aid in their retention.

Objective 1.3: Teaching and Learning - To provide excellent, effective, and varied modes of instruction that facilitate intellectual growth, stimulate excitement for learning, and foster the social and emotional growth of students.

Objective 1.4: Support Programs - To implement support programs and activities which enable students to successfully complete their college experience.

GOAL 2:
The College seeks to provide students with basic academic knowledge and skills necessary for rigorous undergraduate study, entry into graduate and professional schools, career advancement. It also seeks incorporate the experiential resources of students into their attainment of skills and knowledge and academic excellence.

Objective 2.1: Basic Skills - To implement programs designed to assist students in the mastery of basic skills in communication and reasoning, which includes reading, writing, speaking,
Objective 2.2: Career Education and Occupational Competence - To institute programs which are designed to reflect the changing needs of society and to increase the number of professionally and occupationally prepared people in the inner city.

Objective 2.3: Lifelong Learning - To provide opportunities, which will encourage the pursuit of lifelong learning and personal and professional development.

Objective 2.4: In-depth Study - To provide discipline-based curricula that will afford students the opportunity to acquire the academic knowledge and skills at the undergraduate level necessary for success in their careers and in graduate and professional schools.

Objective 2.5: Research - To integrate research and research related activities into undergraduate curricula, and to develop students’ skills in critical thinking, problem solving, and the ability to conduct research.

GOAL 3:
The College seeks to improve the students’ understanding of self, past & present societies, and future trends, by providing its students with a liberal education which communicates the knowledge of tradition, the teachings of scholars, and the beauty and profundity of their cultural heritage.

Objective 3.1: Human Relations - To create an environment which fosters an understanding of, respect for, and ability to relate to people of diverse backgrounds and cultures.

Objective 3.2: Cultural Appreciation - To expose students to cultural experiences which promote values, clarification, and aesthetic awareness.

Objective 3.3: Community Interaction - To provide opportunities for involvement in community related programs which enhance responsiveness to community needs.

Objective 3.4: Liberal Education - To broaden general awareness and understanding of the interrelatedness of the domains of knowledge and to promote understanding of the diversity and pluralism of people and cultures.

Objective 3.5: Self-concept - To provide the educational programs and extracurricular activities that will promote and clarify students’ understanding of self and contribute to the development of their positive self-concept.

GOAL 4:
The College seeks to prepare students for leadership roles in a changing world, so that they and the College can be energizers or change-agents in the community.

Objective 4.1: Socio-political Understanding - To provide opportunities designed to assist in developing a greater understanding of social and political matrices and processes.

Objective 4.2: Leadership - To provide opportunities for students to participate in learning situations to develop organizational, interpersonal, and leadership skills.
Objective 4.3: International Experiences - To provide opportunities for international educational experiences that enrich and enhance students’ intellectual growth and social development.

GOAL 5:
The College seeks to develop non-degree educational and co-curricular social, economic, and cultural programs which serve its students and a broad population of community residents.

Objective 5.1: To implement non-degree programs which facilitate the acquisition of prerequisite skills essential to education and career mobility.

Objective 5.2: To implement activities designed to broaden and strengthen occupational competencies.

Objective 5.3: To implement co-curricular activities designed to enrich students’ understanding of their role in the cultural matrix.

GOAL 6:
The College seeks to fulfill its mission through active interaction with community representatives.

Objective 6.1: Community Participation - To provide opportunities to involve the community in the decision making process.

Objective 6.2: College Involvement in the Community - To facilitate positive change in the community through involvement in the educational, cultural, economic, and sociopolitical life of the community.

Objective 6.3: Public Relations - To maintain appropriate relationships with, and to disseminate information to, external constituencies.

GOAL 7:
The College seeks to create a positive environment that provides opportunities for professional growth of all its employees and that permits freedom of thought and inquiry, the free exchange of ideas, and the pursuit and advancement of knowledge by faculty and students.

Objective 7.1: To provide and promote opportunities for faculty and staff development.

Objective 7.2: To provide opportunities for faculty, staff, and students to participate in college governance and to give input into the decision-making processes.

Objective 7.3: To provide resources directly or to disseminate information on funding sources and on other matters that support and promote teaching, learning, and research for faculty and students.

Objective 7.4: To provide the necessary physical facilities to support and enhance the academic and professional activities of the College community.

GOAL 8:
The College seeks to develop and maintain processes and procedures for coordination and oversight that ensure that standards of quality are met and that its mission and goal priorities are
accomplished as effectively and efficiently as possible.

**Objective 8.1:** To implement or initiate the development of plans, policies, and procedures and to provide administrative support systems and services to faculty and students that preserve and enhance the educational enterprise essential to institutional viability.

**Objective 8.2:** To establish and maintain processes to assess and evaluate student outcomes in order to provide feedback for improvement of teaching and learning.

**Objective 8.3:** To develop and maintain rigorous and effective modes of evaluation and assessment of all aspects of the College that provide a basis for institutional improvement and that meet internal and external requirements for accountability.
CAMPUS FACILITIES AND OTHER RESOURCES
The Medgar Evers College campus consists of four main buildings: three on Bedford Avenue, one on Carroll Street, at Carroll Street, and several off-campus locations. The majority of the academic programs are offered in Bedford Avenue and Carroll Street facilities. Other academic programs, offices, and centers are located off-campus.

1534 Bedford Avenue
Brooklyn, New York 11225

1637 Bedford Avenue
Brooklyn, New York 11225

1638 Bedford Avenue
Brooklyn, New York 11225

1650 Bedford Avenue
Brooklyn, New York 11225

1150 Carroll Street
Brooklyn, New York 11225
THE CITY UNIVERSITY OF NEW YORK

The City University of New York (CUNY), established in 1847 as The Free Academy, is the third largest university in the United States and includes senior colleges, community colleges, a medical school, a law school, a graduate school and university center. The graduate school and university center offers university-wide doctoral programs in various academic disciplines. Medgar Evers Colleges is one of the eighteen CUNY colleges.

In 1961, seven municipal colleges operated by the Board of Higher Education became The City University of New York. Throughout its history, CUNY has continued to expand its facilities to provide quality education to students. The University’s Open Admission programs make it possible for all high school graduates to pursue a college education at one of its colleges.

The Board of Trustees

The bylaws, resolution and policies of The City University of New York Board of Trustees govern the colleges of the university. The Board of Trustees is composed of seventeen members: ten appointed by the governor; five appointed by the mayor; and two ex-officio members, one from the Student Senate and one from the Faculty Senate. All members serve for five-year terms without compensation. The Chairperson and Vice Chairperson are designated by the governor.

The City University of New York Colleges

Baruch College
Borough of Manhattan Community College
Bronx Community College
Brooklyn College
City College
Eugenio María de Hostos Community College
The Graduate School & University Center
Hunter College
John Jay College of Criminal Justice
Kingsborough Community College
Fiorello H. LaGuardia Community College
Herbert H. Lehman College
CUNY Medical School, Sophie Davis School of Biomedical Education

Medgar Evers College
New York City Technical College
CUNY School of Law at Queens College
Queensborough Community College
Queens College
The CUNY School of Professional Studies
The College of Staten Island
Stella and Charles Guttman Community College
York College
**The Chancellor**

The Chancellor of The City University of New York is the Chief Executive of the University. The Chancellor is a member of the Board of Trustees and chairs the Council of Presidents among other duties.

**The President**

The President of a university or college has the responsibility of conserving and enhancing the educational standards and general academic excellence of the college. As the Chief Executive Officer of the college, the President carries into effect the Bylaws, resolutions and polices of the Board, serves as Chair of the College Council and Personnel and Budget Committees and transmits to the Board recommendations of the faculty in areas of curriculum and other matters.

**College Council**

The Medgar Evers College Council is the legislative body of the College. It is responsible for policy formation on all matters not reserved by the New York State Education Law or the Bylaws of the Board of Trustees of The City University of New York. The Council is responsible for legislative and advisory functions related to the programs, standards, and goals of the College.

**The Legislative functions of the College Council are:**

1. To adopt by legislation the aforementioned policy functions.
2. To take such other legislative actions as the Council may deem necessary.

**The Advisory functions of the College Council are:**

To propose amendments to, and revisions of, the Bylaws of the Board of Trustees, and to recommend action to other bodies with jurisdiction over The City University of New York.

1. To advise the President in the determination of budgetary priorities.
2. To advise the President and the Provost concerning policies and procedures pertaining to faculty personnel matters.

Membership of the College Council consists of elected representatives from the Administrative Title Series, Alumni Association, Civil Service Staff, College Laboratory Technician Series, Community Council, Faculty and Student Body.

**Faculty Senate**

The Medgar Evers College faculty organization, known as the Faculty Senate, is an organization of faculty members whose functions, membership, and voting rights are set forth in the constitution of the organization and the Medgar Evers College Governance Plan.

**Student Government Association**

The Medgar Evers College Student Government Association (SGA) is the duly elected student government organization of the College. The functions, membership, voting rights of the SGA are set in the Bylaws of the Board of Trustees and the Medgar Evers College Governance Plan.

**Community Council**

The Medgar Evers College Community Council is an advisory committee which is composed of elected officials, representatives of community organizations, clergy, and lay persons from the Brooklyn Community, as well as faculty and student representatives. The Council meets with the President and provides advice on community concerns and matters pertaining to student concerns and program
development.

**President’s Cabinet**

The President’s Cabinet serves in an advisory role to the President. Membership of the Cabinet consists of the President, Sr. Vice President/Provost, Dean of Faculty & Staff Relations & Counsel to the President, Deans and other senior administrators appointed by the President.

**Deans**

The Deans of Academic Schools are:

1. Dean of the School of Business
2. Dean of the School of Liberal Arts and Education
3. Dean of the School of Science, Health and Technology

Executing duties as defined by the Senior Vice President/Provost, the Dean is the chief academic officer in each of the three Schools and in the College of Freshman Studies. The Dean assists the Sr. Vice President/Provost in fulfilling the general responsibilities for academic administration and management and has the primary responsibility for assisting in the supervision, administration, and management of faculty, staff, and academic programs.

In accordance with Article 10, Section 11.2, each Dean, under the general supervision of the Sr. Vice President/Provost shall:

a. Initiate and facilitate policy and action concerning the recruitment of faculty and school affairs subject to the powers delegated to the chair and staff of the departments in regard to educational policy, and to the appropriate departmental committees in personnel matters.

b. Guide departmental chairs in the performance of their duties.

c. Provide careful observation of and guidance for the department chairs.

d. Perform audits curricula and program at regular intervals.

e. Initiate, facilitate, and encourage the school’s faculty to be innovative in exploring alternative teaching strategies.

f. Initiate, facilitate, and encourage faculty development programs for his/her school.

g. Initiate, facilitate, and inspire his/her faculty to write grant proposals.

h. Initiate, facilitate, and guide school faculty in the area of student recruitment and overall guidance of students of the school.

i. Develop in consultation with department chairpersons and the Vice President of Student Affairs, student recruitment/marketing programs for his/her respective School as well as retention strategies.

j. Initiate, facilitate, and perform research on student progress in programs within their respective schools.

k. In addition, each Dean shall be charged with such other duties as the Sr. Vice President/Provost may assign, which do not infringe upon the powers delegated by this Governance Plan and the Bylaws of the Board of Trustees of The City University of New York to department chairs and faculty. Each School Dean shall be evaluated at least once every two years by the faculty of each School.

**Department Chairpersons**

The primary instructional and academic organizational unit is the academic department. This is the instructional unit authorized to award academic credit for courses offered in a specific discipline. It
Medgar Evers College consists of a group of faculty whose work is coordinated and supervised by a department chairperson. The responsibilities of the chairperson include the overall leadership for the department, the management of the day-to-day operations, long-range planning for departmental development, and encouragement of excellence on the part of each member of the department, and maintenance of a friendly and professional departmental atmosphere. The chair oversees the planning and coordination of curricular offerings, the planning of necessary physical facilities for the department when appropriate, the implementation and enforcement of all University, College, and department policies and procedures. The specific duties of the department chairperson are stated in Article IX - Organization and Duties of Faculty Departments, Section 9.3, of the Bylaws of The Board of Trustees of The City University of New York.

The Governance Plan of Medgar Evers College, Article 10 - Departments, Schools, Organization and Affairs, Section 3, outlines the procedure for the election of chairpersons as follow:

Each department, except the Departments of Library and Information Services and Special Programs shall, by secret ballot elect its own Chairperson from among the tenured professorial ranks for a term of three years.

**Exception:** Where there are fewer than three tenured professors, associated professors, and assistant professors in a department, and where the department has been in existence for less than seven years, the President may, after consultation with the departmental faculty, recommend the appointment of a chairperson to the Board from among the members of the department who hold professorial rank. Where the department chairperson is recommended by the President pursuant to the sub-division, the Chairperson need not be tenured (Article IX, Section 9.1, Paragraph d. of the Bylaws of the Board of Trustees of The City University of New York.)

A Chairperson shall be declared elected when the election results show that a candidate has received the highest number of votes and that the number of votes received is at least 50%+ 1 of the departmental membership eligible to vote.

The Chief Librarian and the Director of Special Programs shall serve, by Presidential appointment, as chairpersons of their respective departments.

**Faculty**

The “faculty” of Medgar Evers College consists of persons employed in the Departments under the following titles:

- Professor
- Instructor
- Associate Professor
- Lecturer
- Assistant Professor
- Adjunct
GOVERNANCE AT MEDGAR EVERS COLLEGE

In accordance with the 2013 Revised Governance Plan of Medgar Evers College, the Medgar Evers College Council shall be established and recognized as the sole governance body of Medgar Evers College and shall be responsible for the formulation of policy subject to and in accordance with the New York State Education Law and the Bylaws and policies of the Board of Trustees of The City University of New York, including the formulation of policy regarding:

a. Curriculum, academic programs, academic requirements and standing, grading practices and standards, the awarding of credits, and recommendations concerning the awarding of degrees.

b. Professional development of faculty and instructional staff.

c. Long-range planning to achieve the overall goals of the College and to promote the best interests of its students and faculty consistent with the College’s educational mission.

d. Campus life and activities that support the educational program of the College.

e. Practices and procedures for safeguarding academic freedom and other rights critical to the academic excellence of the College.

f. Implementation of recommendations from the Standing Committees and temporary committees of the College Council.

g. Other policy matters which may come to the attention of, or be assigned to the College Council.

The College Council shall also have responsibility:

a. To propose amendments to and revisions of this Governance Plan and to make recommendations to other bodies with jurisdiction over The City University of New York.

b. To advise the President in the determination of budgetary priorities.

c. To advise the President and the Provost concerning policies and procedures pertaining to faculty personnel matters.

Standing Committees of the College Council are the:

a. Curriculum Committee

(1) Functions. The Curriculum Committee shall recommend college-wide policy in matters pertaining to academic programs, including new or amended programs, courses and curricula. It shall also review the implementation of policies, programs, courses and curricula.

(2) Membership. The Curriculum Committee shall consist of the Provost, the Chief Student Affairs Officer, seven faculty members elected as provided in Section 1 above and one student elected by and from the student members of the College Council.

b. Committee on Student Life
(1) Functions. The Committee on Student Life shall recommend policies and practices regarding the improvement and expansion of student services. It shall survey the faculty and students, on at least an annual basis, to determine views on these aspects of student affairs.

(2) Membership. The Committee on Student Life shall consist of the Chief Student Affairs Officer, seven faculty members elected as provided in Section 1 above, three students elected by and from the student members of the College Council, three students elected by the Student Government Association who are not members of the College Council, the Athletic Director and the Director of Student Life.

c. Administrative Advisory Committee

(1) Functions. The Administrative Advisory Committee shall recommend policy and practices on issues related to administrative support activities of the College (e.g., office services and equipment, security, and space allocation).

(2) Membership. The Administrative Advisory Committee shall consist of the Vice President for Administration and Finance, the College Director of Facilities, seven faculty members elected as provided in Section 1 above, one person elected by and from the Members of the College Council who are in higher education officer, college laboratory technician and classified civil service titles, the Director of Security and two students elected by and from the student members of the College Council.

d. Committee on Governance

(1) Functions. The Committee on Governance shall review, on a continuing basis, the structure and process of governance at the College and shall recommend amendments to the Governance Plan.

(2) Membership. The Committee on Governance shall consist of the President or his/her designee, four faculty members selected by the President, four faculty members elected by and from the faculty Members of the College Council, the President of the Student Government Association and one student elected by and from the student members of the College Council, the Members of the College Council who are in higher education officer, college laboratory technician and classified civil service titles, and the Presidents of the Community Council and the Alumni Association.

ACADEMIC STRUCTURE OF THE COLLEGE

Office of Academic Affairs

The Office of Academic Affairs is directed by the Sr. Vice President/Provost. The Office of Academic Affairs administers and directs the administrative functions of all academic matters in the College. In addition to supervising the daily administration of the academic programs, the Office of Academic Affairs is responsible for academic planning, developing, adopting, administering, and implementing academic policies and procedures; coordinating the instructional programs among the Schools; assisting in curricular development, monitoring implementation of various curricula requirement; and monitoring the activities of the Department of Library Information and Services.

Academic Affairs is divided into three (3) Schools, each headed by a Dean, and seventeen (17) Academic Departments that support or award the degrees offered by the College. In addition, Instructional
Technology Services: Library Services, Instructional Services, Academic Computing; Freshman Year Program; SEEK, Learning Center, Student Academic Advising Center, COPE; Medgar Evers Prep School, Caribbean Research Center, Center for Law and Social Justice, Center for Black Literature, DuBois Bunche Center for Public Policy, Center for Teaching and Learning Excellence, Continuing Education, courses, Adult basic Education, GED Program, Small Business Institute ACCESS Center, American Democracy Project (ADP), Foundations of Excellence Project, STEP, C-STEP, YIP, and CUNY/NYPD legislatively funded Centers) are all part of Academic Affairs.

SCHOOLS AND DEPARTMENTS

For instructional purposes, academic personnel are organized into the following schools and departments:

1. SCHOOL OF BUSINESS

The mission of the School of the School of Business is to prepare students with the knowledge and analytical/decision making skills necessary to successfully seek entry-level positions, to pursue high quality professional management careers in the private or public sector, or pursue graduate or professional studies. Through service to the Small Business Community, students are also provided the opportunity to develop or enhance their entrepreneurial skills. Another goal of the School is to prepare students for life-long learning. A substantial number of our students include individuals who have gained experience through employment in various organizations.

The School of Business encourages studies about the complex demands of management, marketing, accounting, finance, computer information systems, and public administration. The School envisages faculty and graduates who will continue to demonstrate a sustained capacity to cope with global economic forces, conflicting values, changing technologies in products and services and to be attentive to demographic diversities of employees and clients. It focuses on entrepreneurship, professional management, and encourages specialization in various areas of business and public administration education. The School is a member of the Association of Collegiate Business Schools and Programs (ACBSP) and the National Association of Schools of Public Affairs, and Public Administration (NASPAA).

The School of Business departments are:
A. Department of Accounting
B. Department of Business Administration
C. Department of Computer Information Systems
D. Department of Public Administration
E. Department of Economics & Finance

2. SCHOOL OF LIBERAL ARTS AND EDUCATION

The School of Liberal Arts and Education awards two Associate of Arts degrees: one in Teacher Education and another in Liberal Studies that features a wide range of emphases. Baccalaureate degrees are offered in: Childhood Education, Childhood/Special Education, Early Childhood Education/Special Education, English, Psychology, Social Work, Religious Studies, and Liberal Studies.

The School of Liberal Arts and Education is unique in its ability to cultivate and preserve the rich traditions on which Medgar Evers College was founded. It brings diverse perspectives to the classroom
and crosses borders to bring voices traditionally at the margins of scholarly discourse to the center. In addition, the School holds firm to its commitment to bring a broad range of community voices to the public domain. This approach to undergraduate preparation enhances the process of organizing brilliance and challenging students to become effective world citizens in a rapidly changing global economic and technological environment.

The faculty of the School emphasizes in an inter-disciplinary fashion, that equality and inclusiveness are pre-requisites to the achievement of excellence. They recognize the importance of the correlation between the liberal arts and education. Moreover, they effectively bridge their relationships with students through an active exchange and an ongoing process of curriculum development, assessment and evaluation for the continuous improvement of instruction.

The School of Liberal Arts & Education departments are:

A. Department of Education  
B. Department of English  
C. Department of Foreign Languages  
D. Department of Mass Communications, Creative & Performing Arts & Speech  
E. Department of Philosophy & Religion  
F. Department of Psychology  
G. Department of Social and Behavioral Sciences

3. SCHOOL OF SCIENCE, HEALTH AND TECHNOLOGY

The School's degree programs prepare students for careers as well as for advanced study in the sciences, mathematics, computer science, environmental science, nursing, and the health related professions. The School is dedicated to increasing the number of students from the New York Metropolitan area, particularly from Central Brooklyn, who pursue careers in these fields by imparting state-of-the-art knowledge to students.

The School serves students with interest in other fields of study through course offerings which help them acquire the knowledge and skills in science, mathematics and health so necessary to success in their chosen fields and to be literate and informed citizens. It also strives to promote the academic and professional success of students through a supportive network which includes select tutoring offered in departmental Learning Centers, topical workshops, individualized academic advisement, exposure to the knowledge and advice of outside scholars and professionals invited to lecture, specialized mentoring offered in selecting fields and student scientific research. It is expected that students will take advantage of the many collaborative academic efforts between the departments of the School and other colleges and universities including those within the CUNY system.

The School of Science, Health and Technology departments are:

A. Department of Biology  
B. Department of Mathematics  
C. Department of Nursing/BSN  
D. Department of Nursing/ASS/PN  
E. Department of Physical, Environmental, and Computer Sciences  
   1. Department of Physics and Computer Science (PCS)  
   2. Department of Chemistry and Environmental Science (CES)
Student Access to College Files

Guidelines of the Board of Trustees of The City University of New York and the Federal Education Rights and Privacy Act of 1974 permit only the following information concerning current and former students to be made available to those parties having a legitimate interest in the information: name, attendance dates, most recent address, major field of study, degree(s) received, and date(s), of receipt. By filing a letter with either the Office of the Registrar or the Office of Student Affairs a student or former student may request that any/or all of the above information be released with the student’s prior written consent. This consent may be completed, withdrawn, or modified at any time. Students may have access to their college records by completing a request form available in the Office of the Registrar. The Office of the Registrar will inform students of the dates when and places where their records may be inspected. Students will be charged a fee for the duplication of records.

The parents of a student younger than 18 years of age, who is dependent with the definition of section 152 of the United States Internal Revenue Code, have right of access to those records to which the student has right of access. Where a student has waived right of access to a particular document or record, the parent has no access right. Dependency status may be demonstrated by submitting a copy of the last filed federal income tax form or other appropriate documents. Parents of a student 18 years of age or older have no right or access, regardless of their child’s dependent status, without the consent of the student.
POLICIES, TERMS, AND CONDITIONS OF FACULTY EMPLOYMENT

The terms and conditions of faculty employment are contained in the current Agreement between The City University of New York and the Professional Staff Congress/CUNY; Bylaws of the Board of Trustees of The City University of New York; the Medgar Evers College Governance Plan; written policies and procedures of The City University of New York; and written policies and procedures duly adopted by appropriate academic authorities. The following is a summary, explanation and/or description of several important terms and condition of employment cited in the above referenced documents:

Nine Points of Article 18.2 PSC/CUNY Agreement

The PSC/CUNY Agreement states that: Evaluation of a member of the teaching faculty shall be based on total academic performance, with special attention to teaching effectiveness, including, but not limited to, such elements as:

1. Classroom instruction and related activities
2. Administrative assignments
3. Research
4. Scholarly writing
5. Departmental, college, and university assignments
6. Student guidance
7. Course and curricula development
8. Creative works in individual's discipline
9. Public and professional activities in field of specialty.

The nine areas of the PSC/CUNY Agreement are consistent with the three areas of required contribution established herein for Medgar Evers College faculty, namely teaching, research and scholarly writing, and professional service. These nine points may be seen to fall within the scope of teaching, research and scholarly writing, and professional service as follows:

Teaching and Related Instructional Activities

1. Classroom instruction and related activities
2. Course and curricula development
3. Student guidance.

Research and Scholarly Writing and/or Creative Works

1. Research
2. Creative works in individual's discipline
3. Publications.

Public and Professional Service

1. Public and professional activities in field of specialty
2. Departmental, college, and university assignments
3. Administrative assignments.
The nine areas of PSC/CUNY Agreement should be used as a means of identifying and collecting evidence to use for review and evaluation. For further information on evidence that might be used in each of the nine areas, refer to the Medgar Evers College “Self-Appraisal and Summary of Teaching and Other Professional Activities” form (see page 150).

**Non-discrimination Policy**

It is the policy of the Board of Trustees and its component colleges and units of The City University of New York to recruit, employ, retain, and promote employees, and to admit and provide services for students without regard to sex, sexual orientation, age, race, color, national or ethnic origin, religion, creed or handicap, veteran or marital status. As a public college system, The City University, in compliance with the requirements of Title IX of the Education Amendments Act of 1972, and its implementing regulation, has adapted a policy of non-discrimination on the basis of sex in the operation of its educational programs and activities. The City University is approaching Title IX enforcement in good faith to ensure that sex discrimination does not occur.

Complaints and inquiries concerning the application of Federal law and regulations regarding these matters may be direct to the Chief Diversity Officer of Medgar Evers College, Dr. Sylvia G. Kinard, 1650 Bedford Avenue, Rm: B2032P, Brooklyn, NY 11225, 718 270-6936.

**Medgar Evers College Affirmative Action Statement of Policy**

Medgar Evers College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Dr. Sylvia G. Kinard is the College Chief Diversity Officer, Title IX Coordinator, which prohibits sex discrimination in federally assisted education programs, and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Her office is located in 1650 Bedford Avenue, Rm: B2032P, Brooklyn, NY 11225. Dr. Kinard may be contacted at her office or at (718) 270-6936 or sthompson@mec.cuny.edu. (ADA Coordinator for faculty and staff only.)

Mr. Anthony Phifer is the College Coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disabilities. His office is located in the Bedford building, room B-1024 and he may be reached by telephone or email at (718) 270-5027 and aphifer@mec.cuny.edu. (ADA Coordinator for student only)

**Domestic Partnership**

Pursuant to an agreement between the City of New York and the Municipal Labor Committee, employees and retirees covered by the City Health Benefits Program have been granted the right to add their domestic partners to their City health plan coverage beginning January 1, 1994. Health benefits available to domestic partners (and their dependent children) are identical to the health benefits offered to married spouses (and their dependent children).

‘Domestic partnership’ is defined as: two people, both of who are eighteen years of age or older, neither
of whom is married or related by blood in a manner that would bar their marriage in New York State, who have a close and committed personal relationship, who live together and have been living together on a continuous basis, who have registered as domestic partners and have not terminated the domestic partnership.

In order to cover a domestic partner on your City health plan coverage, you must have a Domestic Partnership Registration Certificate issued by the City Clerk and provide acceptable evidence of financial interdependence. For further information and/or procedures, please contact the Human Resources Department.

The City University of New York Policy against Sexual Harassment

Procedures for Implementation of The City University’s Policy Against Sexual Harassment

The following are part of the procedures for implementation of the Policy Against Sexual Harassment at The City University of New York (hereinafter the “Policy”). The full policy may be found at www.mec.cuny.edu or www.cuny.edu.

1. Sexual Harassment Defined

   Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when: 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing; 2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or 3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

2. Responsibilities of Officers and Individuals

   a. Responsibilities of the Presidents

   The President of each constituent college of The City University of New York, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School (hereinafter “Presidents”) are responsible for overseeing compliance with the implementation of the Policy. Each President shall:

   Appoint a Sexual Harassment Coordinator and Deputy Coordinator(s) to be available to employees who wish to make complaints of sexual harassment. More than one Deputy Coordinator may be appointed at the discretion of the President. Presidents should take into account gender and ethnic balance as they appoint individuals. Further, one of the Coordinators should be a faculty member. The responsibilities of the Sexual Harassment Coordinator and Deputy Coordinator(s) are set forth in subsection b. below.

   Appoint a Sexual Harassment Awareness and Intake Committee to be responsible for educating the college community about sexual harassment through printed materials, workshops, and the like. The responsibilities of the Sexual Harassment Awareness and Intake Committee are set forth in subsection c. below.

   Ensure that the Coordinator, Deputy Coordinator(s) and Awareness and Intake Committee members are fully trained and equipped to carry out their responsibilities.
Disseminate the Policy against Sexual Harassment, including the names, titles, telephone numbers, and office locations of the Sexual Harassment Coordinator, Deputy Coordinator(s) and Sexual Harassment Awareness and Intake Committee members, annually to all employees. It is recommended that such information be included in all orientation, and all handbooks and newsletters; and on the college website.

Submit as part of the annual report on non-discrimination, a summary of the sexual harassment educational activities undertaken at the college, as well as a summary of the number of complaints filed and the general outcomes thereof.

b. Responsibilities of the Sexual Harassment Coordinator and Sexual Harassment Deputy Coordinator(s)

It is the responsibility of the President to appoint the college AA/CDO as either the Sexual Harassment Coordinator or a Sexual Harassment Deputy Coordinator. Further, a faculty member should be appointed as one of the Coordinators.

The Sexual Harassment Coordinator is responsible, as the President’s designee, for reviewing all complaints of sexual harassment from any member of the college community, and for making efforts to resolve those complaints informally, if possible. When informal resolution is not possible, the Sexual Harassment Coordinator shall investigate the complaint. The Sexual Harassment Coordinator shall report to the President (and the Chief Student Affairs Officer, if the accused/complainant is a student) the results of the investigation. A Deputy Coordinator may also assume responsibility for the informal resolution or investigation of complaints, as assigned by the Sexual Harassment Coordinator. The Coordinators have an obligation to maintain confidentiality to the fullest extent possible.

Submit annually as part of the report on non-discrimination, a summary of the sexual harassment educational activities undertaken at the college, as well as a summary of the number of complaints filed and the general outcomes thereof.

c. Responsibilities of the Sexual Harassment Awareness and Intake Committee

The Sexual Harassment Awareness and Intake Committee is responsible for educating employees about sexual harassment and its potential consequences to the University community, and for overseeing sexual harassment training.

It is recommended that the Sexual Harassment Awareness and Intake Committee consist of six to eight persons, all of whom shall be appointed by and serve at the pleasure of the President. Further, it is strongly recommended that the Committee reflect the diversity of the college, and be composed of at least two faculty members, as well as administrators, staff, and students.

All members of the Sexual Harassment Awareness and Intake Committee shall be available to receive complaints of sexual harassment from any member of the college community, to explain the University complaint procedures, and to refer individuals and/or the complaint to the Sexual Harassment Coordinator.
All members of the Sexual Harassment Awareness and Intake Committee have an obligation to maintain confidentiality to the fullest extent possible.

d. Responsibilities of Supervisors
Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility (hereinafter “supervisor”) is responsible within his or her area of jurisdiction for the implementation of the Policy. Supervisors must report to the Sexual Harassment Coordinator, or in his or her absence a Deputy Coordinator, any complaint of sexual harassment or any incident of sexual harassment that he or she becomes aware of or reasonably believes to exist. Having reported such complaint or incident, the supervisor should keep it confidential and not disclose it further, except as necessary during the complaint process.

Each supervisor shall arrange for the posting, in his or her area, of the University Policy against Sexual Harassment and the names, titles, telephone numbers, and office locations of the college Sexual Harassment Coordinator, Deputy Coordinators and Awareness and Intake Committee members. Other materials provided to a supervisor by the Sexual Harassment Awareness and Intake Committee should also be posted.

e. Responsibilities of the University Community-At-Large
Members of the University community who become aware of allegations of sexual harassment should encourage the aggrieved individual to report the alleged sexual harassment to the Sexual Harassment Coordinator, a Deputy Coordinator or any member of the Awareness and Intake Committee.

3. Confidentiality
The privacy of individuals who bring complaints of sexual harassment, who are accused of sexual harassment, or who are otherwise involved in the complaint process should be respected, and information obtained in connection with the filing, investigation, or resolution of complaints should be handled as confidentially as possible. It is not possible, however, to guarantee absolute confidentiality and no such promises should be made by the Sexual Harassment Coordinator, a Deputy Coordinator, Awareness and Intake Committee member or other University employees who may be involved in the complaint process.

4. Making a Complaint of Sexual Harassment
Any member of the University community may report allegations of sexual harassment to the Sexual Harassment Coordinator, a Deputy Coordinator or any member of the Awareness and Intake Committee. Employees who are covered by collective bargaining agreements may elect to use both their contractual grievance procedures, within the time limits provided in those agreements, to report allegations of sexual harassment; and to report such allegations directly to the Sexual Harassment Coordinator, a Deputy Coordinator or a member of the Sexual Harassment Awareness and Intake Committee. Members of the University community who believe they been aggrieved under the Policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint may make it more difficult for the college to investigate the allegations.

5. Informal Resolution of Sexual Harassment Complaints
a. After receiving a complaint of sexual harassment, the Sexual Harassment Coordinator shall, in
appropriate cases, make efforts to resolve the complaint informally, i.e., by an arrangement that is acceptable to the complainant, the accused, and the college. Examples of informal resolutions include, but are not limited to:

- arranging for a workshop on sexual harassment to be conducted for the unit, division, or department in which the sexual harassment is alleged to have occurred;
- having a supervisor, Sexual Harassment Coordinator or Deputy Coordinator speak to the accused regarding the allegations of sexual harassment and counsel the accused as to appropriate behavior;
- arranging for a meeting between the complainant and the accused, with a third party present, to discuss and resolve the allegations;
- having the accused write a letter of apology.

Whenever possible, an informal resolution should be acknowledged in writing and signed by the complainant. The accused should also be asked to sign such an acknowledgement.

b. If no informal resolution of a complaint is achieved, the Sexual Harassment Coordinator shall conduct a formal investigation of the complaint. It is recognized, however, that complaints may be resolved by mutual agreement of the complainant, the accused, and the college at any time in the process.

6. Investigations of Sexual Harassment Complaints

While the investigation of sexual harassment complaints may vary depending upon the nature of each case, it is recommended that an investigation include the following, to the extent feasible:

a. The Sexual Harassment Coordinator should interview the complainant, preferably with a Deputy Coordinator present. The complainant may bring the person to whom he or she originally brought the complaint to the interview. The complainant should be informed that an investigation is being commenced, that interviews of the accused and possibly other people shall be conducted, and that the President shall determine what action, if any, to take after the investigation is completed.

b. The Sexual Harassment Coordinator should interview the accused, preferably with a Deputy Coordinator present. The accused should be advised that a complaint of sexual harassment has been received, that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. The accused should be advised of the nature of the allegations against him or her and be given an opportunity to respond. In addition, the accused should be advised that any sexual harassment of or other retaliation against, the complainant or others is prohibited. If such behavior is engaged in, the accused shall be subject to severe discipline, up to and including termination of employment or, if the accused is a student, permanent dismissal from the University. An accused employee who is covered by a collective bargaining agreement may consult with a union representative and have a union representative present during the interview.

c. In addition to interviews with the complainant, the accused, and those persons named by them, it should be determined whether there are others who may have relevant information regarding the events in question and whether there is documentary evidence that may be relevant to the complaint. Persons interviewed should be advised that information related to the complaint should be kept confidential and not disclosed further, except as necessary during the complaint process.

d. In the event that a complaint is anonymous, the complaint should be investigated as
thoroughly as possible under the circumstances.
e. While some complaints of sexual harassment may require extensive investigation,
   whenever possible, the investigation of most complaints should be completed within 60
days of the receipt of the complaint.

7. **Action Following Investigation of Sexual Harassment Complaints**
   a. Promptly following the completion of the investigation, the Sexual Harassment Coordinator
      shall report his or her findings to the President, and in the event that the accused is a
      student, to the Chief Student Affairs Officer.
   b. Following such report, the President shall review the complaint investigation report and
      authorize such action as he or she deems necessary to properly correct the effects of or
      to prevent further harm to an affected party or others similarly situated. The President's
      review of the report and authorization that action be taken shall be documented in writing,
      which may be issued electronically. In addition to initiating disciplinary proceedings,
      corrective action may include, but is not limited to, transferring a student to another class
      section, transferring an employee, or granting a benefit wrongfully withheld. The action
      authorized by the President shall be final.
   c. For each investigation, the President will sign a form that will go into the investigation file,
      stating: “I have reviewed the report of the investigation of the discrimination complaint
      filed by [complainant] on [date] and authorize the Affirmative Action Officer/Compliance
      and Diversity Officer/Sexual Harassment Coordinator to take appropriate action based on
      the findings in the report.”
   d. The complainant and the accused should be apprised in writing of action taken as a result
      of the complaint.

8. **Immediate Preventive Action**
   The President may, in extreme cases, take whatever action is appropriate to protect the
   college community.

9. **False Complaints**
   In the event that the Sexual Harassment Coordinator concludes that a complainant made
   a complaint of sexual harassment with knowledge that the allegations were false, the
   Sexual Harassment Coordinator shall state this conclusion in his or her report. The failure
   to substantiate a sexual harassment complaint, however, is not in and of itself sufficient to
   demonstrate that a complaint was false.

10. **Records and Reports**
    a. The Sexual Harassment Coordinator shall keep the President informed regarding
       complaints of sexual harassment and shall provide the information necessary to prepare
       the annual report referenced in § II, 2, a, (last bullet).
    b. Records regarding complaints of sexual harassment shall be maintained in a secure
       location.

11. **Applicability of Procedures**
    a. These Procedures are applicable to all of the units and colleges of the University. The
       Hunter College Campus Schools may make modifications to these procedures, subject to
       approval by the University, as appropriate to address the special needs of their elementary
       and high school students.
    b. These Procedures are intended to provide guidance to the Presidents for implementing
the University policy against sexual harassment; these procedures do not create any rights or privileges on the part of any others.

Effective October 1, 1995
Revised by OHRM July 2008 per agreement with Equal Employment Practices Commission

NON-DISCRIMINATION ON THE BASIS OF HANDICAP

City University of New York Memorandum Regarding Non-Discrimination on the Basis Of Handicap

On June 1, 1977, the regulation implementing Section 504 of the Rehabilitation Act of 1973, as amended, became effective.

Among other things, the law and its implementing regulation require all recipients of Federal financial assistance to prohibit discrimination on the basis of handicap with respect to employees. Toward this end, the regulation requires that each recipient/institution notify all applicants and employees of its policy of non-discrimination.

The following is a statement of Central Office’s policy of nondiscrimination with regard to persons with handicaps:

It is the policy of the Board of Higher Education to recruit, employ, retain, and promote employees without regard to sex, age, race, color, religion, national origin, veterans’ status, or handicap. The Board of Higher Education has a policy of nondiscrimination on the basis of handicap in the operation of its employment programs and activities which is in accordance with the provisions and requirements of the Rehabilitation Act of 1973, as amended, and its implementing regulations.

Medgar Evers College - Grievance Procedures

SECTION 504 - REHABILITATION ACT OF 1973

In accordance with Section 504 of the Rehabilitation Act of 1973 and the regulation implementing it, Medgar Evers College of The City University of New York has adapted the following procedures for handling grievances which arise under the act:

1) A grievance under the Section 504 guidelines shall be initiated by a written complaint sent to the College 504 Compliance Coordinator. The complaint must state the grievant’s name, address, telephone number and affiliation with the college. It must further describe the facts alleged to constitute discriminatory practice under the act.

2) The filing date is the date when the written complaint is received in the office of the College 504 Compliance Coordinator. Filing must occur within 30 calendar days of the alleged discrimination act or of the date on which the grievant first knew, or should have known, of the alleged act, whichever is later.

3) The 504 Compliance Coordinator shall schedule a grievance conference within 30 calendar days of the grievance filing date. The written grievance may be amended prior to or during the grievance conference.

4) At the grievance conference, the grievant shall be given full opportunity to explain the nature of his/her grievance, to submit additional facts, and to have persons speak in his/her behalf. The grievant may choose an individual to represent him/her. The 504 Compliance Coordinator shall
have the right to have present at the conference other persons, including those named in the grievance.

5) Following the grievance conference, the 504 Compliance Coordinator shall conduct such investigation into the grievance as is deemed appropriate and shall submit to the President within 30 calendar days a written opinion as to whether or not discrimination occurred, supporting evidence, and recommendations concerning redress, if any. A copy of this opinion shall be sent to the grievant by certified mail at the time it is submitted to the President.

6) The grievant shall have 10 calendar days following receipt of the 504 Compliance Coordinator’s opinion to submit written acceptance of or rebuttal to that opinion to the President.

7) Within 10 calendar days of receipt of the grievant’s response, or the date by when it should have been received, the President shall communicate to the grievant and to the 504 Compliance Coordinator his/her recommendation for resolution or settlement of the grievance.

8) If the grievant is dissatisfied with the President’s decision or recommendations, the grievant may file a complaint within 180 calendar days following the date of the alleged discriminatory act with the appropriate Federal agency. The 504 Coordinator shall provide information to the grievant on how such complaints are filed.

9) Complaints of alleged discrimination which fall within the purview of the Academic Review Committee, the Grievance Procedures of the Collective Bargaining Agreement or other such bodies shall continue to be heard by the appropriate bodies according to their established practices.

10) All time limits cited may be extended by mutual agreement of the parties involved.

11) These procedures, as well as the College policy of nondiscrimination on the basis of handicap shall be distributed in the following manner:

   a) College employees shall receive written copies of the policy and procedures related to Section 504 of the Rehabilitation Act of 1973 from the Personnel Officer upon initial employment. Thereafter, it shall be published in employees’ handbooks and annually in the college newsletter.

   b) Students shall be notified of the policy and procedures related to Section 504 of the Rehabilitation Act during incoming student orientation. Thereafter, it shall be published in the student handbook and annually in the student newspaper.

HEALTH AND RELATED ISSUES

AIDS

The policy of the University and College is that no person shall be discriminated against based on acquired immune deficiency syndrome (AIDS), AIDS - Related Complex (ARC), or a positive human immunodeficiency virus (HIV) antibody test. The entire text of the AIDS Policy and guidelines of the City University of New York are set forth in the Administrative Handbook.

As set forth in the statement and guidelines, the University’s position is based on the following principles:

1) University policy is based on the consensus of medical authorities that AIDS is not readily communicable. It is not food borne or airborne, and it is not spread through casual contact normally occurs in work, school, or social settings. Medical authorities consistently maintain that transmission of the AIDS virus requires intimate sexual contact, the direct exchange of body fluids, the sharing of intravenous injection needles, or the transfusion of the blood products of an infected individual.
2) University policy is also based on the legal premise that both Federal and State laws prohibiting discrimination against qualified handicapped individual apply to victims of AIDS or ARC (AIDS-Related Complex)

One further legal premise of the University policy is that medical records are confidential and may not be released without consent, except as required by law.

3) Consistent with these fundamental medical and legal principles, University policy is based on a compassionate concern for the problems of AIDS victims, with the aim of providing the maximum feasible accommodation to such individuals. At the same time, University policy address the concerns of people in contact with AIDS victims, not by accommodating or succumbing to the irrational and excessive reactions that occasional may occur, but by education, counseling and appropriate administrative support for all students and employees.

Further, it is the University policy that each AIDS-related problem be addressed individually, with a focus on the medical facts involved.

**SEVERE ACUTE RESPIRATORY SYNDROME (SARS)**

Severe Acute Respiratory Syndrome (SARS) is a respiratory illness caused by a novel coronavirus, called SARS-Associated Coronavirus (SARS-CoV). The disease was first recognized in Asia in February 2003, and over the next several months spread to more than two dozen countries in North and South America, Europe, and Asia. In July, cases were no longer being reported, and SARS outbreaks worldwide were considered contained. Additional information may be found on the Center for Disease Control (CDC) website at www.cdc.gov.

**PROFESSIONAL CONDUCT**

Pursuant to Article 129 of the Education Law

**Discipline**

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the right of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and express their views, free from external pressures or interference. The freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.
With respect to enforcement of these rules and regulation, we note that the Bylaws of the Board of Higher Education provide that the President, with respect to his educational unit, shall:

a) have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;

b) be the advisor and executive agent of the Board and have full discretionary power to carry into effect the bylaws, resolutions, and policies of the board, the lawful resolutions of any of its committees, and policies, programs, and lawful resolutions of the several faculties and students where appropriate; and

c) exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.

Rules

1) A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution’s educational processes or facilities or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services;

2) Individuals are liable for failure to comply with lawful directions issued by representatives of the University/College when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the College.

3) Unauthorized occupancy of University/College facilities or blocking access to or from such areas is prohibited. Prior permission from appropriate College authorities must be obtained for removal, relocation, and use of University/College equipment and/or supplies.

4) Theft from or damage to University/College premises or property, or theft of or damage to property of any person on University/College premises is prohibited.

5) Each member of the academic community or an invited guest has the right to advocate his/her position without having to fear abuse - physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the College grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6) Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution’s educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution’s instructional, personal, administrative, recreational, and community services.

7) Disorderly or indecent conduct on University/College owned or controlled property is prohibited.

8) No individual shall have in his/her possession a rifle, shotgun or firearm or knowingly have in his/her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/College.

9) Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10) The unlawful manufacture, distribution, possession, or use of illegal drugs or other controlled substances by University students or employees on University/College premises, or as part of any University/College activities is prohibited. Employees of the University must also notify the
College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

11) The unlawful possession, use or distribution of alcohol by students or employees on University/College premises or as part of any University/College activities is prohibited.

**Penalties**

1) Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension expulsion, ejection, and/or arrest by the civil authorities.

2) Any tenured or non-tenured faculty member, or other members of the instructional staff, or member of the classified staff engaged in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, For engaging in any manner in conduct prohibited under substantive Rules 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program.

A tenured or non-tenured faculty member, or other member of the instructional staff or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11, shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The University of New York.

3) Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.

4) Any organization which authorized the conduct prohibited under substantives Rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

**Appendix**

**Sanctions Defined**

A) **Admonition**: An oral statement to the offender that he/she has violated University rules.

B) **Warning**: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct within a period of time stated in the warning may be cause for more severe disciplinary action.

C) **Censure**: Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

D) **Disciplinary Probation**: Exclusion from participation in privileges or extra-curricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

E) **Restitution**: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

F) **Suspension**: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
NYPD Response to Incidents at Medgar Evers College

Memorandum of Understanding Regarding Police Response to Incidents and Events Occurring at Medgar Evers College of The City University On New York

The New York City Police (“NYPD”) and Medgar Evers College (“MEC”) hereby agree as follows:

**Purpose**

NYPD and MEC wish to develop a mutual understanding regarding the circumstances under which NYPD personnel shall enter upon MEC campus, buildings and other property. This agreement is intended to cover all circumstances that might require police presence or response, including emergencies, reports of crimes occurring on MEC property, enforcement of criminal laws, arrests of persons suspected of committing crimes and other events or occurrences which, in the judgment of MEC officials, require NYPD expertise or assistance.

1. **Emergencies**
   a) Whenever the police receive a report from any person that an emergency involving danger or potential injury exists or may exist on MEC campus, buildings or other property, the police, preferably a police supervisor may enter MEC property or facilities for the purpose of investigating the report of the emergency. Concurrent with such police response and before entering college facilities, the NYPD will, if possible, attempt to contact the College security office to verify the report.
   b) The necessity for and nature of the police response to the reported emergency shall be assessed by the police official at the site supervising the emergency response. MEC officials and employees shall cooperate with NYPD officials in the assessment and response to the reported emergency.
   c) NYPD personnel will enter upon MEC campus, buildings, or other property to investigate reported emergencies, whether the report of the emergency is made by a MEC official, employee, or student, or by a person who is not affiliated with MEC, or becomes otherwise known to the NYPD.
   d) Whenever the NYPD enters MEC property to respond to an emergency reported by any person other than the College president or designated College official, NYPD personnel will advise the College president or College security office of the nature of the reported emergency as soon as possible.
   e) The terms “emergency” and “reported emergency” shall include the ordinary meaning of these terms, but shall also include any circumstances in which there is the potential for injury to any person or substantial damage to or loss of property.

2. **Non-emergency Response**
   a) In non-emergency circumstances, NYPD personnel shall enter upon MEC campus, buildings and other property only upon the request or approval of a MEC official designated by MEC as having authority to make such a request.
   b) Non-emergency circumstances shall include any situation which in the judgment of the College president or designated college official does not constitute an immediate danger to persons or substantial damage to or loss of property or require immediate police assistance, such as the report of a past crime (except for the immediate preservation of a crime scene), a peaceful and lawful demonstration, a campus event or the like.
   c) The President, through the Office of the MEC Security Director, shall provide and
maintain for the NYPD a listing of all designed persons at the campus authorized to request a NYPD presence or response to a non-emergency circumstance. It shall be assumed, however, that the chancellor, the vice chancellor, the college presidents, vice presidents, and the university and college security directors have such authority. CUNY shall, on a regular basis, update the listing provided to NYPD, so that it is clear to CUNY and police official persons who are authorized to request police assistance.

d) NYPD shall have complete discretion in non-emergency circumstances not to enter MEC campus, buildings or other property as requested by the College. This paragraph and agreement is not intended to establish and should not be construed as establishing, for liability purposes, a special relationship between NYPD and MEC, MEC officials, employees, students, and college guest.

WORKPLACE VIOLENCE PREVENTION POLICY

Policy 6.09 Violence Prevention

1 Policy Statement

[Footnote:] This document supersedes and replaces The City University of New York Campus and Workplace Violence Prevention Policy approved by The City University of New York Board of Trustees on February 28, 2011. (BTM, 2011, 09-26, 005, _H)

The City University of New York (the “University” or “CUNY”) is committed to the prevention of workplace violence and will respond promptly to any threats and/or acts of violence. For purposes of this Policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to (BTM, 2011, 09-26, 005, _H):

(i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;

(ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm;

(iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and

(iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to CUNY and its employees. The University will respond promptly to threats and/or acts of violence. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program. Individuals who violate this Policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. (BTM, 2011, 09-26, 005, _H)
Incidents involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 7. The procedure for reporting complaints of a potential violation of the CUNY Workplace Violence Prevention Policy and Programs can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 9.¹ (BTM, 2011, 09-26, 005, _H)

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies when an employee or student anticipates that an act of violence may result from an encounter with said individual(s).² (BTM, 2011, 09-26, 005, _H)

Employee participation in the implementation of this Policy will be through their authorized employee representatives, who will be invited to participate in (BTM, 2011, 09-26, 005, _H):

(1) scheduled physical risk assessment site evaluation(s) to determine the presence of risk factors which may place employees at risk of workplace violence; (2) the development and annual review of a Workplace Violence Prevention Program promulgated by each College for the implementation of the Policy; (3) the annual review of the Campus Workplace Violence Incidents Report prepared annually by each College; and (4) as appropriate, following a serious incident of Workplace Violence. (BTM, 2011, 09-26, 005, _H)

MEDGAR EVERS COLLEGE PROHIBITION OF SMOKING ON COLLEGE PREMISES

Out of respect for others and the environment,

CUNY is tobacco-free!

Effective September 4, 2012, the use of tobacco is prohibited on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots.

This policy applies to all tobacco and tobacco products including chew tobacco and e-cigarettes.

DEFINITIONS OF FACULTY RANK, STATUS AND DUTIES

Article VII - ORGANIZATION AND DUTIES OF THE FACULTY, of the Bylaws set forth, in part, the following definition of faculty rank, faculty status and faculty duties:
Section 8.1. DEFINITION OF FACULTY RANK
The presidents, vice presidents, deans, associate and assistant deans, chairpersons, the business managers and all persons who are employed full-time on an annual salary basis in the 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.

Section 8.2. DEFINITION OF FACULTY STATUS
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.

Section 8.6. DUTIES OF FACULTY
The faculty shall meet at least once in each semester, or oftener, or upon call by the president, or by petition of ten percent of its members. The faculty shall be responsible, subject to guidelines, if any, as established by the board, for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefore, student attendance including leaves of absence, curriculum, awarding of college credit, and granting of degrees. It shall make its own bylaws, consistent with these Bylaws, and conduct the educational affairs customarily cared for by a college faculty. The president shall preside at its meetings or in his/her absence, the senior Vice President or a dean designated by the president.

Section 11.7 INSTRUCTORS, ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, AND PROFESSORS.

A. Position Definition:
It shall be the responsibility of instructors, assistant professors, associate professors, and professors to perform teaching, research, and guidance duties. They shall also, among other things, be responsible for committee and departmental assignments. They shall perform those administrative, supervisory, and other functions as may be assigned by the appropriate college or university authorities. Associate professors and professors as senior faculty shall have special responsibilities for maintaining the academic vitality of their departments. One of the principal means of exercising the responsibility is the continuation of peer evaluations of teaching members of the instructional staff, with special attention to their diligence in teaching and professional growth. Another chief responsibility of the senior faculty is to orient their junior and newly appointed colleagues. Senior faculty shall be available for such consultation and assistance in problems of both scholarship and teaching as the junior faculty may require.

B. Qualifications:

1. INSTRUCTOR
For appointment as an instructor, the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have an appropriate master’s degree from an accredited institution, or active
2. **ASSISTANT PROFESSOR**
For appointment or promotion (for instructors appointed prior to October 1, 1968) to assistant professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the Ph.D. degree, or an equivalent degree, in an accredited university except that persons holding positions on December 31, 1975 as assistant professors or instructors in the community colleges shall have a master’s degree and four years of appropriate teaching, technological, or industrial experience or Ph.D. degree.

In the libraries, for promotion to or appointment as assistant professor, the candidate must, in addition to the requirements of instructor, have completed a doctorate or an additional master’s and in exceptional cases some other logical combination of two years’ graduate study or more beyond the bachelor’s degree.

3. **ASSOCIATE PROFESSOR**
For promotion or appointment to the rank of associate professor, the candidate must possess the qualifications for an assistant professor, must have obtained the Ph.D. or an equivalent degree from an accredited university, and in addition he/she must possess a record of significant achievement in his/her field or profession, or a college or university administrator. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. There shall be evidence of his/her continued growth and of continued effectiveness in teaching. Longevity and seniority alone shall not be sufficient for promotion.

In the libraries, for promotion to or appointment as associate professor, the candidate must, in addition to the requirements set forth for assistant professor in the libraries, possess a record of significant achievement in his/her profession. There shall be evidence that his/her competence and achievements are recognized and respected outside his/her own immediate community.

4. **PROFESSOR**
For promotion or appointment to the rank of professor, the candidate must possess the qualifications for an associate professor, and in addition a record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline. There shall be evidence of his/her continued growth and the judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion. Longevity and seniority alone shall not be sufficient for promotion.

Section 11.8. **EQUIVALENCIES**
1. The following may be accepted in lieu of the degree requirements set forth in Bylaw section 11.7.b.1. 2. 3. And 4.

   a) In the fields of art (studio), music (performance), experience and achievements which care deemed appropriate.

   b) Other earned doctoral degrees such as ScD, AbA, Ed.D, D.A, D.SW; the professional degrees, M.D. and D.D.S., with license to practice; and the JD., with admission to the
Bar and contributions to the field; or other equivalent earned doctoral degrees from an approved institution of higher learning where the training received is properly related to the work of the department.

c) In the school of engineering and technological curricula related to engineering in a community college, an appropriate master’s degree and a license as a professional engineer, and in the school of architecture, an appropriate master’s degree and a license as a registered architect provided the person appointed has the qualifications required by the State of New York for a license.

d) For the teaching of social work, a recognized master’s degree in social work, certification as a social worker, and the specialized experience required for satisfactory performance.

e) In the programs of nursing science and baccalaureate nursing education, licensure as a registered nurse, and appropriate master’s degree and appropriate specialized experience. In programs of baccalaureate education in the allied medical and health sciences, appropriate professional licensure, registration, or certification, an appropriate master’s degree, and appropriate specialized experience.

f) In accounting, the appropriate master’s degree and certification as a public accountant, or an appropriate earned doctoral degree.

g) In industrial technological programs, not otherwise mentioned in this section, an appropriate baccalaureate degree, experience directly related to the field, and recognized contributions to the field.

h) In secretarial studies and data processing, an appropriate master’s degree, plus thirty (30) graduate credits in an organized program related to the field, experience directly related to the field, and recognized contribution to the field.

2. In the evaluation and interpretation of equivalences there must be a direct and specific relationship between the discipline represented and the field in which the candidate wish to serve.

Section 11.9.
DISTINGUISHED PROFESSORS
A. Position Definition:
Persons appointed as distinguished professors shall engage in teaching and research duties. They shall not serve as administrators.

B. Qualifications:
For appointment to the position of distinguished professor a person shall have all of the qualifications necessary for appointment as a professor. He/she shall be either a professor in the university or a recognized distinguished scholar in the academic world. In addition he/she must be a person of outstanding merit and accomplishment in his/her field.

Section 11.10.
VISITING ASSISTANT PROFESSORS, VISITING ASSOCIATE PROFESSORS, AND VISITING PROFESSORS.
A. Position Definition:
Persons employed as visiting assistant professors, visiting associate professors, or visiting professors shall perform duties comparable to those performed by assistant professors, associate professors, or professors respectively, on a full-time or part-time basis.

B. Qualifications:
For appointment as a visiting assistant professor, visiting associate professor, or visiting
professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in corresponding ranks, and, in addition, he/she must be a person who is highly regarded in his/her scholarly field and whose primary commitment is to another accredited college or university. He/she may be appointed through regular channels of the college or university as visiting professor, visiting associate professor, or visiting assistant professor.

Section 11.11. ADJUNCT LECTURERS, ADJUNCT ASSISTANT PROFESSORS, ADJUNCT ASSOCIATE PROFESSORS, AND ADJUNCT PROFESSORS
A. Position Definition:
Person employed in this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.

B. Qualifications:
For appointment as adjunct lecturer, adjunct assistant professor, adjunct associate professor, and adjunct professor a person must have those qualifications or professional achievement and training comparable to those of faculty members in the corresponding ranks of lecturer (full-time), assistant professor, associate professor, and professor appointed through the regular channels of the colleges or university.

Section 11.12. RESEARCH ASSOCIATE
A. Position Definition:
Research associates shall participate in the academic research projects conducted in connection with programs of the City University. No research associate shall be assigned to regular teaching duties.

B. Qualifications:
For appointment as research associate, a person must possess a doctoral degree and have demonstrated research ability.

Section 11.13. INSTRUCTOR (NURSING SCIENCE)
A. Position Definition:
Persons employed as instructor (nursing science) shall perform teaching and counseling services in their department. They shall also be responsible for keeping apprised on new developments in the field of health care.

B. Qualifications:
For appointment as instructor (nursing science), the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach and to serve as counselor to students. The candidate must have the registered nurse license (or equivalent professional education), a master’s degree, and appropriate specialized experience.

Section 11.27. LECTURER (FULL-TIME)
A. Position Definition:
Lecturers (full-time) shall perform teaching and related faculty functions on a full-time basis.
B. Qualifications:
For appointment as lecturer (full-time), a person must possess a baccalaureate degree and such other qualifications as may be necessary for the satisfactory performance of his/her instructional functions.

Section 11.28.
GRADUATE ASSISTANT A, GRADUATE ASSISTANT B
A. Position Definition:
A graduate assistant shall perform teaching, teaching-related or research duties. A graduate assistant “A” shall have an assignment of a maximum of 240 contact teaching hours or 450 hours of non-teaching assignments during the work year.

A graduate assistant “B” shall have an assignment of a maximum of 120 classroom teaching hours or 225 hours of non-teaching assignments during the work year. These duties shall be performed under the general supervision of a designated member of the instructional staff.

No person shall be appointed to the title graduate assistant more than three years consecutively except when special permission is requested by the executive officer of the doctoral program in which the student is enrolled and the chairman of the department in which he/she is employed. In no instance shall such extensions be granted for more than two additional appointments. Appointments may be for less than one year.

B. Qualifications:
For appointment as graduate assistant “A” or “B”, a person shall have at least a baccalaureate degree from an accredited institution. He/she shall be currently engaged in working toward his/her doctorate and be in good standing in his/her program. In those disciplines in which The City University of New York offers a doctoral program, when a CUNY doctoral student enrolled in such discipline is available and qualified, only such student may be employed in the titles graduate assistant “A” or “B.”

GRADUATE ASSISTANT C
[The following Memorandum of Agreement was entered into on October 7, 1994 by and between The City University of New York and The Professional Staff Congress (PSC)/CUNY]:

Whereas, the University wishes to create the new title of Graduate Assistance C in the Graduate Assistant title series; and

Whereas, this title appropriately belongs in the PSC bargaining unit;

The parties hereby agree to amend, effective November 1, 1994, the terms of the 1990-96 Collective Bargaining Agreement between The City University of New York and the Professional Staff Congress/CUNY as follows:

1. Article 1, Section 1.1 shall be amended to include the title Graduate Assistance C.
2. Article 15, Section 15.3 shall be amended as follows:

15.3 Workload for Graduate Assistant:
Graduate students holding the title of Graduate Assistant A shall have an assignment of a maximum of 240 contact teaching hours or 450 hours on non-teaching assignments during the work year.
Graduate students holding the title of Graduate Assistant B shall have an assignment of a maximum of 180 classroom teaching hours or 225 hours of non-teaching assignments in the B title during the work year. If a Graduate Assistant B also holds an adjunct or other hourly position, his or her total combined assignment may not exceed 240 contact teaching hours or 450 hours of non-teaching assignment during the work year.

Graduate students holding the title Graduate Assistant C shall have an assignment of a maximum of 180 classroom teaching hours during the work year. If a Graduate Assistant C also holds an adjunct teaching position, his or her total combined assignment may not exceed 270 contact teaching hours during the work year.

Section 11.29.
COLLEGE LABORATORY TECHNICIAN
A. Position Definition:
A college laboratory technician shall perform laboratory functions and other technical duties of a highly skilled nature which are reasonably related to such functions but which are nevertheless non-teaching. A college laboratory technician, for example, shall provide lecture support in the form of set-ups of equipment displays and demonstrations and laboratory support for experiments and for research. Each department shall develop a specific job description which will be related to the laboratory or technical requirements of the department. Where appropriate, the technician shall exercise some supervision.

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

The candidate shall have the personal characteristics needed to work effectively with students and staff.

Section 11.30.
SENIOR COLLEGE LABORATORY TECHNICIAN
A. Position Definition:
A senior college laboratory technician shall, through technical or administrative skills, assume, under faculty or executive direction, clearly defined supervisory functions or perform complex technical functions in laboratories or technical areas. These functions shall be clearly defined, in a job description, as requiring substantially greater skills, ability, and experience or responsibility than those of a college laboratory technician. Duties may include maintenance, fabrication, modification, and repair of laboratory equipment, writing of purchase specifications, and coordination of the physical preparation of laboratories. A senior college laboratory technician shall be able to use professional judgment regarding the use of materials related to specific classes and shall have organizational and logistical skills to enable a variety of needs to be met simultaneously.
B. **Qualifications:**
For appointment as senior college laboratory technician, a person shall have the qualifications, skills, and abilities of a college laboratory technician and a minimum of four additional years of experience and/or education at a level of competence at least equal to that of a college laboratory technician; appropriate technical skills, and the ability to direct, train, and supervise subordinate laboratory personnel.

Longevity and seniority shall not be sufficient for promotion or appointment to this title.

**Section 11.31.**
**CHIEF COLLEGE LABORATORY TECHNICIAN**

A. **Position Definition:**
A chief college laboratory technician (no more than ten percent of the laboratory technician series staff at a college) shall perform duties in either or both of the following areas: (1) direction or direction and training of other laboratory or technical personnel under general faculty or executive supervision; (2) performance of highly specialized work requiring significant theoretical knowledge, scientific and technical expertise, professional judgment, and insight in one of the fields of laboratory or applied science.

Direction of other laboratory and technical personnel may be exercised by a single person in a large department with managerial responsibility over a significant number of technicians, or the interdepartmental responsibilities of a single person may require equivalent managerial duties. Highly specialized work performed by a chief college laboratory technician may include development of research designs and fabrication, modification, repair, maintenance and operation of highly complex research or technical equipment. The job description must define clearly the exceptional nature of the duties, including the number and level of personnel supervised and/or the technical tasks assigned.

B. **Qualifications:**
For appointment as a chief college laboratory technician, a person shall have the qualifications and all of the skills of a senior college laboratory technician and, in addition, a minimum of four (4) additional years of appropriate experience related to the job at a level at least equal to that of a senior college laboratory technician. A master’s degree in an area appropriate to the duties to be performed may substitute for one year of experience. Unique technical expertise clearly above that expected of senior technicians in a department or division shall be required.

Longevity and seniority shall not be a basis for appointment or promotion to this title.

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**Section 11.32.**
**RESEARCH ASSISTANT**

A. **Position Definition:**
Research assistants shall perform studies under direction. No research assistant shall be assigned to regular teaching duties.

B. **Qualifications:**
For appointment as research assistant, the candidate shall have a baccalaureate degree, or equivalent experience for the work to be performed.
Section 11.33.
CLINICAL ASSISTANT

A. Position Definition:
A clinical assistant shall perform research studies on a temporary basis in the nature of an internship. No clinical assistant shall be assigned to regular teaching duties.

B. Qualifications:
For appointment as clinical assistant, the candidate shall have a baccalaureate degree, post-graduate training and experience appropriate for the work to be performed.
FACULTY RECRUITMENT AND APPOINTMENT POLICY AND PROCEDURE

Purposes
The purposes of this policy and procedure are to:

1. Assemble and integrate University and College policies and procedures pertaining to the recruitment and appointment processes;
2. Provide a comprehensive and systematic structure which will serve as a guide for persons involved in the recruitment and appointment processes;
3. To ensure that the recruitment process will lead to the appointment of personnel who are qualified and otherwise capable of contributing to the improvement of academic excellence at the College.

Policy
The Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York, in part, sets forth the following recruitment policy:

1. The recruitment process is essentially a continual one. Because of the City and State structures within which the University’s budget process operates, the University cannot expect to clarify the availability of budget lines before late Spring of a given academic year. As a result, the recruitment effort for any full-time faculty appointment should normally be of at least one year’s duration.

2. The primary responsibility for recruitment shall rest with the department chairpersons, who in turn are responsible for the work of the department personnel committees which they chair. Department personnel committees shall be accountable for their recruitment efforts, and they shall maintain written records of the recruitment process.

3. For each position that a department seeks approval for recruitment, the chairperson and the Personnel and Budget Committee of the department shall state the basis and justify for the need for additional personnel. Therefore, the department, in consultation with the appropriate Dean of School, shall submit to the Provost a Need for Recruitment Statement which shall include:
   a) An explanation of the need for a new position in the context of such department factors as the development of new aspects of the discipline, future need for new programs, projections of student enrollment, and/or faculty replacement;
   b) An explanation of the need for the new position in the context of such college-wide factors as long-range plans and budget priorities which have been set for department consideration;
   c) The academic and professional credentials and qualifications which are appropriate for the position and rank, in conformity with the need as determined by (a) and (b) above. Such credentials and qualifications shall include the following faculty qualifications set forth under Article XI of the Bylaws of the Board of Trustees of The City University of New York:

   Instructor - the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have an appropriate master’s degree from an accredited institution, or active progress toward a doctorate.

   Assistant Professor - the candidate must have demonstrated satisfactory qualities of personality and
character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have obtained the Ph.D. degree, or an equivalent degree, in an accredited university except that persons holding positions on December 31, 1975 as assistant professors or instructors in the community colleges shall have a master’s degree and four years of appropriate teaching, technological or industrial experience or the Ph.D. degree. In the libraries, for promotion to or appointment as assistant professor, the candidate must, in addition to the requirements of instructor, have completed a doctorate or an additional master’s degree and in exceptional cases some other logical combination of two years of graduate study or more beyond the bachelor’s degree.

**Associate Professor** - the candidate must possess the qualifications for an assistant professor, must have obtained the Ph.D. or equivalent degree from an accredited university, and in addition he/she must possess a record of significant achievement in his or her field or profession, or as a college or university administrator. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. There shall be evidence of his/her continued growth and continued effectiveness in teaching.

**Professor** - the candidate must possess the qualifications for an associate professor, and in addition a record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline. There shall be evidence of his/her continued growth.

In addition to the qualifications set forth in the Bylaws, the College seeks faculty who possess the following experience:

a) A minimum of four (4) years full-time successful teaching experience at the college level;

b) Knowledge of and involvement in international education;

c) Demonstrated successful teaching of urban college students.

4. Upon receipt of a Need For Recruitment Statement, the Provost shall consult with the College Personnel and Budget Committee, and upon approval of the President the Provost shall authorize the department to establish a search committee. No search committee shall be established without the written authorization of the Provost or the President.

**Department Faculty Search Committee**

**Purposes**

The purposes of the department search committee are to:

A. Search for and recommend to the chairperson and the President the appointment of faculty,

B. Establish, in consultation with and the approval of the department Personnel and budget Committee, the chairperson, and the Dean of School, the criteria and procedures for the recruitment and selection of new faculty,

C. Develop vacancy notices and public-media advertisement in consultation with the chairperson, Dean of School and the Director of Human Resources,

D. Evaluate the education, graduate work, publications, teaching experience, research record and other factors pertaining to qualifications of each candidate for the vacant position.
E. Maintain a record of the search committee proceedings,
F. Submit to the department chairperson a department search committee report, which shall include:
   a. A statement of the need for the position in the context of such department factors as the development of new aspects of the discipline, future needs for new programs, projections of student enrollment, and/or faculty replacement,
   b. A statement by the Affirmative Action Officer verifying consultation with the search committee prior to conducting the search,
   c. A statement of the academic and professional credentials, qualification and other pertinent dates which are requirements for the position,
   d. A copy of all advertisements for the position,
   e. A list of the names, sex, race/ethnicity, origin of birth, of all solicited and unsolicited applicants,
   f. The curriculum vitae of each solicited and unsolicited applicant,
   g. A description of the procedures utilized to select the candidate,
   h. The name of the candidate selected, and
   i. Verification of the credentials and references of the candidate selected.

Procedures
1. Upon receipt from the Provost of written authorization to establish a search committee, the chairperson shall consult with the department Personnel and Budget committee to determine the number of persons to serve on the search committee, the disciplines to be represented, the chairperson of the committee, and the faculty selected to serve on the search committee.
2. The composition of the search committee shall be forwarded to the appropriate Dean of School.
3. Each member of the department search committee shall be provided with and advised to review the following documents:
   a. The Statement of Policy Against Sexual Harassment which was adopted by the Board of Trustees of The City University of New York,
   b. The Statement on Affirmative Action Plan for Medgar Evers College of The City University of New York,
   c. The Statement of Policy on Sex Discrimination for Medgar Evers College of The City University of New York,
   d. A current Utilization Analysis of faculty, administrative titles, clerical, custodial and skilled trades for Medgar Evers College.
4. Before the recruitment effort begins, the department must consult with the Affirmative Action Officer of the College to establish a recruitment plan, weighing among other considerations, the results of the College’s utilization analysis. The Affirmative Action Officer must certify that the proposed plan of the department includes the appropriate sources and strategies to develop a significant number of female, minority and other categories protected under the College and University affirmative action plan.
5. In accordance with the College Vacancy Notices Public-Media Advertising Internal Protocol, the department search committee shall utilize the following procedure for the purpose of advertising a vacant position:
Both the Personnel Vacancy Notice and the text of the public or media advertisement shall be written by the department chairperson in consultation with his/her department P&B and the College Affirmative Action Officer. The College Affirmative Action Officer must approve the text of the documents in order to assure that an approved affirmation action recruitment plan is observed.

Upon approval by the College Affirmative Action Officer, the department chairperson shall submit the Personnel Vacancy Notice and text of the public and media advertisement to the appropriate Dean of School, who in turn will submit the documents to the Provost/Dean of Academic Affairs for his/her review, approval and signature.

The Sr. Vice President/Provost shall review for accuracy, approve and sign the documents before forwarding them to the Director of Human Resources.

Upon receipt of approved and signed Personnel Vacancy Notice/Public or Media Advertisement documents, the Director of Human Resources shall review for accuracy, approve and sign the documents before submitting them to appropriate CUNY offices for review and distribution.

**Mechanics of Publicizing**

Outline for vacancy posting or advertisement
- a. Job Title -
- b. Job Description -
- c. Qualifications - The CUNY Bylaws qualifications are considered to be the minimum.
- d. Deadline - There should be a minimum of two (2) months between the publication date and application deadline.
- e. Application - Identify items to be submitted and the name or title and address of person to whom applications, resumes, curriculum vitae, etc., are to be directed.
- f. Salary - A salary range should be given in accordance with the first or second step of the appropriate rank under the Salary Schedule of the current PSC/CUNY Agreement.
- g. The statement, “CUNY is an Equal Opportunity Affirmative Action Employer,” must be appended.
- h. Communication Pattern - sexist language must be avoided. Terms such as “he/she”, one, person, or candidate bay be used.

6. The chairperson of the search committee shall request from the Director of Human Resources, all solicited and unsolicited resumes and/or other materials of candidates interested in the vacant position.

7. The chairperson of the search committee shall receive from the department chairperson all resumes, curriculum vitae, etc. The Chairperson of the committee shall also assign members of the committee to screen the materials received and to ensure that each member of the committee reviews all materials received by the chairperson.

8. The committee shall record the names, sex, race or ethnicity, origin of birth and address of each candidate.

9. The search committee shall establish, in consultation with and the approval of the department Personnel and Budget Committee, the chairperson of the department and the Dean of School, the criteria and procedures for the selection of new faculty. Such criteria and procedures shall include interviewing techniques, data collection and analysis of data collected.

10. Utilizing the criteria and procedure for data collection and analysis, the committee shall evaluate
and verify the credentials, experience and references of each candidate.

11. Upon completion of the evaluation process, by secret ballot and a simple majority vote (50% plus 1 of all members of the committee), the committee shall select the best candidate. The chairperson of the committee shall forward the recommendation and vote of the search committee to the chairperson of the department.

The chairperson of the search committee shall also forward to the department chairperson a search committee report, which shall include:

A. The statement of the need for the position,
B. The Affirmative Action Statement submitted by the Affirmative Action Officer verifying consultation with the search committee prior to conducting the search,
C. A statement of the academic and professional credentials, qualifications and other pertinent data which are requirements for the position,
D. Copies of all advertisements for the position,
E. A list of the names, sex, race/ethnicity, origin of birth, of each solicited and unsolicited applicants for the position,
F. The curriculum vitae of each solicited and unsolicited applicant,
G. A description of the procedures utilized to select the candidate,
H. The name of the candidate selected, and
I. Verification of the credentials and references of the candidate selected.

12. The chairperson of the department shall forward the recommendation of the search committee to the department P&B. By secret ballot, the department P&B shall approve or disapprove the recommendation of the search committee.

13. In addition to the recommendations made by the search committee and the department P&B, the department chairperson shall submit his or her independent recommendation to the appropriate Dean of School. The Dean of School shall be responsible for submitting the recommendations to the Provost/Dean of Academic Affairs.

14. After consultation with the Provost/Dean of Academic Affairs, the President shall forward to the College-Wide P&B the recommendations of the search committee, department P&B committee and the department chairperson. By secret ballot, the College-Wide P&B shall vote to recommend to the President the approval or disapproval of the candidate’s appointment.

15. Upon careful consideration of all recommendations, the President has an independent duty to recommend to the Board of Trustees only those persons he/she is reasonably certain will contribute to the improvement of academic excellence at the College. The President’s decision regarding his or her recommendation for appointment of a candidate shall be communicated to the department chairperson.

16. The President shall submit all search committee documents to the Director of Human Resources.

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Notices of Appointments to the Instructional Staff

In accordance with Section 6.6. of the Bylaws of the Board of Trustees, the following statements apply to notice of appointment for instructional staff of the College:

A. All appointments to the instructional staff, except as otherwise provided, shall be made by the board upon the recommendation of the president.
B. Except for the appointment of persons whose sole educational duties shall be administrative, all
original appointments to the instructional staff shall be made to a department. All appointments shall be for one year or less except that the board may, in appropriate instances, make appointments for a period not exceeding two years.

C. Each appointment shall terminate at the terminal date specified in the appointment. There shall be a university standard letter of appointment. The notice shall state specifically that the appointment is of a temporary nature; that it is subject to financial ability; shall give the terminal date of the appointment, and shall add that service beyond the period indicated in the notice of appointment are possible only if the board take affirmative action to that effect.

D. Notice of reappointment or non-reappointment shall be given by the President or his/her designee to persons in titles on the permanent instructional staff and to person in titles of instructor, lecturer (full-time), and lecturer (part-time), in writing not later than April first preceding the expiration of the first full year of service and not later than December first of each succeeding year of service. In the position of instructor appointed after October 1, 1968, there shall be no more than four successive annual reappointments.

E. The decision of the board to reappoint with tenure or to reappoint with an administrative certificate of continuous employment shall be communicated in writing by the proper College authority to the person affected not later than December first preceding the expiration of the fifth full year of service.

F. Appointments and reappointments to a position on the instructional staff shall be considered final when formally approved by the board.
NEW YORK ETHICS COMMISSION REGULATIONS REGARDING OUTSIDE ACTIVITIES OF EMPLOYEES IN POLICY MAKING POSITIONS

The following is a memorandum to all presidents of colleges from the Office of General Counsel and Vice Chancellor for Legal Affairs regarding outside activities of employees in policy making positions:

Personnel Advisor Memorandum No. 1
July 25, 1990

MEMORANDUM

TO: Presidents of the Colleges
From: Robert E. Diaz


Enclosed is a booklet received from the New York State Ethics Commission containing the provisions of the State Ethics Law generally applicable to University employees.

Section 73 (1) (g) defines the term “state agency” to include The City University of New York, including all of its constituent units except community colleges.

Particular attention should be paid to the following sections:

A. Section 73 (3) (b). Prohibition on the practice of law before the State Court of Claims.
B. Section 73 (4) (a). Prohibition of doing business with a State agency in excess of twenty five dollars ($25.00) except through formal competitive bidding.
C. Section 73 (5). Certain prohibition on acceptance of gifts in excess of seventy five dollars ($75.00)
D. Section 73 (7) (a). Certain prohibitions on appearances before State agencies.
E. Section 73 (8). Revolving Door Provision.

Prohibition on practicing before the employee’s former State agency (CUNY) for two years after termination of employment; and lifetime prohibition on appearing before any State agency or receiving compensation for any services with respect to any matter which the employee was personally involved with during his or her employment with the State agency.

F. Section 74. Conflict of interest provisions (code of ethics)

Also enclosed for review and compliance by college employees in “policy-making positions” is Part 932 of the Rules issued by the New York State Ethics Commission regarding “Outside Activities,” appended to Ethics Advisory Notice 90-8. Only those employees in policy-making position are covered (hereinafter referred to as “covered individuals”) these are the same limited number of employees now required to file Financial Disclosure Statements. Your labor designees have a list of the covered individuals; primarily Executive Compensation Plan and REM title employees, and directors. Employees in policy making positions should file request forms, even if they have “left” the University and are on annual leave or retirement leave.

I have highlighted below some of the more significant aspects of the regulations. For your convenience,
the relevant sections of the regulations are cited.

I. Restrictions On Outside Employment for Covered Individuals

A) Prohibited Outside Employment:

Individuals are barred from engaging in any outside activity which “interferes or is [in] conflict with the proper and effective discharge of such individual’s official duties or responsibilities”. (See Sec. 932.3 (a))

B) Permissible Outside Public Sector Employment:

Outside public sector employment for which only nominal compensation is received is permissible and does not require University approval. If compensation exceeds nominal compensation the approval of both the University and the State Ethics Commission is required. (See Sec. 932.3 (b))

For the purposes of the regulation “nominal compensation” mean no more than either: (a) the per diem amount provided for the position where no other compensation for such appointment is received' or (b) $4,000 in annual compensation (See Sec. 932.1 (d))

C) Permissible Outside Private Sector Employment:

Outside private sector employment or other activity for which more than nominal compensation ($4,000 or more) is received requires the approval of both the University and the State Ethics Commission (See Sec. 932.3 (c))

Outside private sector employment or other activity which pays more than $1,000, but less than $4,000 annually must be approved by the University (See Sec. 932.3 (d))

Please note that the exception for “per diem” compensation applies only to public sector positions such as school board members or administrative law judges. If an employee receives “per diem” payments from a private sector employer and the separate payments exceed the permissible annual amount, approval for such employment is necessary.

II. Restrictions On Other Outside Activity

A) No covered individual may serve as a director or officer of a for-profit-corporation or institution without Obtaining for each corporation or institution, prior approval from the State Ethics Commission for such service.

(See Sec. 932.3 (e))

B) No covered individual may serve as an officer of any political party or political organization (See Sec. 932.2 (a)), or may such an individual serve as a member of any political party committee, including party district leader, or serve as a member of a national committee of a political party. (See Sec. 932.2 (b))

III. Request for Approvals

Covered individuals currently engaged in outside activities paying more than $1,000 (or $4,000 for public sector employment should submit a request for approval as soon as possible but no later than September. Requests for approval should be submitted for employment by the City University Research Foundation or other University related entities, as well as for royalties for books. Lawyers, accountants, psychologist, real estate agents, etc., need not list the names of individual clients, but may give a general description of their work, as in responding to Section 8 (a) of the Financial Disclosure Statement. If at the time of accepting employment, or starting a business activity, it is not known whether the applicable limits will be exceed, request for approvals should be filed when it is known that the applicable limit will
be exceeded.

A State Ethics Commission Form for requesting approvals of outside employment and other activities is attached hereto. The requests for approval are subject to approval by the college president, who is the “appointing authority.” If approved, the request should be retained by the college president, except for approvals of compensation for outside activities in excess of $4,000. These latter approvals should be forwarded to this Office by the college president, for transmission to the State Ethics Commission.

The information which is being requested is already required on the annual Financial Disclosure Statements (Sections 4 (a), 5(a), 8(a), and 13). It is also noted that the “Terms and Conditions of Employment for staff in the Executive Compensation Plan “ adopted by the Board of Trustees on January 26, 1987, already require that employees in Executive Compensation Plan obtain the approval of the college president for outside activities. Section F (2) (a) of these “Terms and Conditions” provide that as to “Multiple Positions:

Employees in the Executive Compensation Plan shall, upon approval of the President, or in the case of the Central Office, the Chancellor, be permitted to engage in outside consultation and professional activities up to a maximum of two (2) days per month.

Days, other than regular days off, on which such consultation activities occur shall be charged to annual leave.

The attached State Ethics Commission Form should be used for requesting approvals.

The applicable bars on holding a political organization office are not subject to waiver. Accordingly, the part of the Form where one requests approval for holding a public office (employment) should be used for approval for public sector activity when compensation is in excess of $4,000 or the per diem amount. No approval is required for public sector compensation of less than $4,000.

IV. COMMUNITY COLLEGES
The community colleges are not covered by the Ethics Law. It is recommended that they follow the spirit thereof. Community College employees covered by the Executive Compensation Plan are required to obtain the approval of the college president for multiple positions, as provided in their “Terms and Conditions of Employment,” asset forth above.

V. Distribution
This memorandum and the enclosures should be distributed to all covered individuals. Your labor designees have a list of the covered individuals, and should also have received enough copies of the enclosed booklet.

Statement of Policy on Multiple Positions (Including revisions of January 26, 1987

Multiple Positions

1. PREAMBLE
Each full-time faculty member is obligated to view his appointment to a college or university
faculty position within The City University as his major professional commitment. This commitment obligates the faculty member in two ways: he is at once a member of the national and international world of learning and a member of The City University community. Though his first responsibility to The City University is that of teaching, he recognizes the obligation to be regularly accessible for conferences with his students, to participate in appropriate extracurricular undertakings and to serve on various college and university committees and as a member of college and university councils and other assemblies. He constantly makes all efforts to improve his professional standing through study and thought, and also through activities such as research, publication, attendance at professional conferences, and the giving of papers and lectures. Such professional involvements enhance his abilities as a teacher and as a member of The City University community; they are undertaken with a view toward supporting the value of his activities on campus and equipping him to participate in significant educational innovations as well as toward furthering his professional stature.

2. MULTIPLE POSITIONS
   a. Outside the University
      Full-time appointment to a college or university faculty position is a full-time assignment. Faculty members have a responsibility to observe professional standards of behavior in becoming involved in activities supplemental thereto. No employment, consultative or other work outside The City University may be engaged in by a faculty member unless he receives prior approval from the P&B of his department after full disclosure of his total academic commitment, the proposed outside employment, consultative or other work, and other outside work theretofore approved. The P&B committee shall not approve any outside employment; consultative or other work unless such employment or work relates to the professional interests, strengthens the professional competence or enriches the professional performance and does not interfere with the professional standing of the faculty member. No employment, consultative or other work, remunerative or otherwise, shall be approved by the P&B Committee or engaged in if the services of the faculty member to his college or the university or his ability to meet his commitments to his college or the University will be impaired thereby. If the departmental P&B approves such employment or work,

      The amount of time which the faculty may expend thereon shall be determined by the departmental chairman after consultation with the faculty member, and subject to the review of the college president. In no event shall the amount of time to be expended on such outside employment or work be approved for more than an average of one day a week, or its equivalent during the academic year.

   b. Within the City University - Teaching
      1) Where the best interests of the college or university make it desirable or necessary to draw upon full-time personnel in the unit or branch for service in another, requests for such service should originate with the principal academic or administrative officer of the requesting unit and have the approval of the principal academic or administrative officer of the other unit. It is the policy of the university and its colleges to achieve exchanges of services, wherever possible, by budgetary interchange or by the balancing of interchanged services, with no additional academic load or extra remuneration for the individuals concerned. Variations from this norm will be allowed only with the special permission of the Chancellor, or the appropriate president. Special permission will only be granted up to the maximum of one course, or three hours, whichever is larger.
2) Where the best interests of one of the units of The City University make it desirable or necessary to draw upon the services of full-time personnel of that unit as an overload, with extra compensation, a maximum of one course or no more than 3 hours per semester, whichever is larger, will be permissible.

3) During the academic year, full-time faculty appointed to participate in the doctoral program are expected not to engage in additional teaching. As a matter of general policy, faculty whose programs have been reduced to allow for their participation in the doctoral program are expected to adhere to this rule. Exceptions may be made only for the most powerful reasons bearing on the professional interests of college and university. The intent of preceding and succeeding paragraphs must apply to these exceptional cases.

c. Within the University - Research, Consulting, Employment

The City University regards scholarly activity and research as part of the normal activity and responsibility of the faculty. In fact such activities are part of the basis on which faculty members are evaluated, reappointed or promoted. The tax paying public looks to the University as a source of new information, reinterpretations and advancing intellectual activities. Also, the University is looked upon as a community of scholars. This carries the implication of joint scholarly effort and mutual support and availability amongst faculty and students. The faculty is given full-time annual paid employment to cover all the activities of teaching, research, consulting, curriculum development, counseling, committee work, etc. (e.g., extra teaching plus consultation), the total extra involvement shall be controlled by the intent of the preceding paragraphs, jointly considered.

4. ANNUAL REPORT

At the regular June meeting, the Chancellor and the Presidents shall report to the Board of the steps taken to implement these regulations and the extent of compliance with the limitations set. The reports shall contain details about all excesses over any of the guidelines herein stated, including the names of all persons involved and the specific reasons for the excesses.

a. Multiple Position Report Form

Both New York State law and long-standing University policy mandate disclosure by faculty, as public employees, of certain information related to the performance of their duties and responsibilities as full-time members of the faculty. Attached is a revised Multiple Position Report form. For your information, the question in section D of the form was modified to comply with an advisory opinion of the New York State Ethics Commission, which requires that financial disclosure information be filed only for the previous academic year, defined as September 1 - August 31. A statement was included in section D in which you may indicate that the required information concerning financial disclosure was provided on your Fall semester Multiple Position Report form.

This form must be completed and forwarded to your Department Chair with the first week of each academic semester. The form should then be reviewed by the Department Personnel and Budget Committee and the Department Chair. The completed forms will be forwarded to the appropriate Assistant Dean of School by the Department Chairperson no later than the end of the first week of each semester.

The College and University is cognizant of the freedom of association and related protections afforded by the First Amendment; consequently, while this form requires full disclosure of all
compensated activities beyond your regular full-time assignment, as well as any uncompensated commitments, you need not report incidental uncompensated activities related to your membership in academic, political, religious, social, cultural, or charitable organizations, provided such activities do not constitute a significant commitment of your time.

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.

When special funding in support of research is available, it is presumed to make possible or easier the scholarly activity that faculty and students wish to or are willing to pursue.

Accordingly, it is the policy of the Board of Trustees that there may not be paid any extra compensation to full-time members of the faculty for work done during the academic work year. This limitation applies to research, consulting or any other employment with The City University or any other organizations, regardless of the source of funds. For the particular case of extra teaching, the policy is expressed in Section 2.b above.

Under the special circumstances of an urgently requested short term assignment, for a total not more than twelve working days per semester, as expressly authorized by the Chancellor or the President, the Chancellor or the President may authorize specific extra compensation for a faculty member whose services are so required, to the extent that the short term assignment represents an overload. This authorization must define both time and money limitations, and must state that it was not possible to relieve the faculty member of other duties to an equivalent extent. In the case of assignments which are in the interest of the University or the College, as certified by the Chancellor or President, further adjustments, in the spirit of this paragraph, may be authorized, to meet the needs of particular situations.

Teaching in a City University Summer session shall not exceed two-ninths of an academic year’s full-time commitment as measured both in time and remuneration. Participation in a special training institute (supported by outside funding) shall not exceed two and one-half ninths of an academic year’s full-time commitment as measured both in time and in remuneration. Participation in a scholarly research project (supported by outside funding) shall not exceed three-ninths of an academic year’s full-time commitment as measured both in time and in remuneration.

5. MULTIPLE EXTRA INVOLVEMENT
Where more than one type of involvement beyond the primary commitment is entered into (e).

If you have any questions regarding the policy or seek further clarification, please contact the College Labor Designee.

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Faculty Personnel Files
For each faculty member the College maintains an official personnel file, which is composed of two separate files: the personal file and the administration file. The personal file may contain the publications, teaching observations, annual evaluation reports, and other documents related to a faculty member’s professional position at the College. Nothing that an employee has not seen and initialed is to be placed
in a personal file. Faculty members should review and update their personal files regularly.

The administration file contains only materials requested by the College or supplied to it in connection with a faculty member’s initial employment, promotion, and/or tenure. This includes items such as letters from external evaluators. An employee does not have access to his/her administration file.

Faculty personnel files are maintained in each academic department. For further information, see Article 19 of the PSC-CUNY Agreement.

Professional Evaluation

Article 18 (Professional Evaluation) of the PSC/CUNY Agreement states:

18.1 The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to encourage the improvement of individual professional performance and to provide a basis for decisions on reappointment, tenure and promotions. Written evaluation shall be on file for all employees.

18.2(a) Evaluation of a member of the teaching faculty shall be based on total academic performance, with especial attention to teaching effectiveness, including, but not limited to, such elements as:

1. Classroom instruction and related activities;
2. Administrative assignments;
3. Research;
4. Scholarly writing;
5. Departmental, college and university assignments;
6. Student guidance;
7. Course and curricula development;
8. Creative works in individual’s discipline;
9. Public and professional activities in field of specialty.

Article 18 requires that written evaluations be on file for all employees; oral communication, such as chairperson guidance pursuant to Bylaw section 9.3.a, is desirable but not the best evidence of contract compliance. In order to comply with Article 18 of the Agreement, the following procedure shall be followed:

1. **Classroom Observation**

All full-time classroom teachers who have not attained tenure or a certificate must receive a classroom observation each semester. Tenured or certificated employees may be observed. Adjunct personnel and Graduate Assistants must also be observed, except that adjunct personnel who have taught for at least 10 semesters may be observed at the option of the chairperson or the employee. When an employee requests an observation, the chairperson must implement the request, or, when the chairperson requests an observation, the employee may not refuse to be observed. It is recommended that observations be made so that an academic record exists for promotion purposes and continuing professional guidance.
An observation must result in two documents: the observation report written by the observer and the post-observation conference memorandum. Both documents should be initialed by the employee before being placed in the personal personnel file. There should be at least two sets of observation documents for the academic year.

**Observation Panel**
The observations are to be conducted by members of a panel, including members of the department P&B committee, designated by the department P&B committee. The specific panel member who is to perform a particular observation is to be determined by the chairperson.

**Scheduling Observations**
Observations should be scheduled by the chairperson for the first 10 weeks of the semester with no less than 24 hours of prior notice of the class session to be observed.

The observation must be for a full classroom period.

**Observation Report**
An observer must submit his/her written report to the chairperson within one week of the observation.

**Post-Observation Conference**
The chairperson then schedules a post-observation conference within two weeks of receipt of the observation report.

**Post-Observation Participants**
The conference participants must include the observer and the employee. Either the observer or the employee may request that a third person (a P&B committee member or tenured Associate or full Professor) participate in the conference. Upon such request the chairperson shall designate the third person.

**Post-Observation Conference Memorandum**
After the conference is held, the observer must prepare a memorandum of the discussion and submit it to the chairperson. If a third person participated in the conference, this person is then responsible for preparing the discussion memorandum for submission to the chairperson.

**Report/Memorandum Content**
One sentence does not constitute an observation report or a post-observation conference memorandum. At a minimum, strengths and weaknesses, as well as suggestions for improvement, should be reported and evaluated.

**Report/Memorandum Utilization**
In accordance with section 18.2.b.2.a of the Agreement, “The observation reports shall be considered by the committee in its total evaluation of the employee.”

2. **Annual Evaluation**
The annual evaluation conference should review the employee’s total academic performance and professional progress for the year and cumulative to date. The conference should be scheduled
prior to March 1. After the conference, the chairperson or assigned department P&B member shall prepare a memorandum of the discussion which should be initialed by the employee before placing it in the personal file, along with any rebuttal.

3. **Personal Files**
The observation reports, post-observation conference memoranda and annual evaluation memoranda are significant items in any employee’s personal file. This file should also include other items relating to the employee’s performance and evaluation.

Both the chairperson and the employee may place items in the file, but before any item is placed in the file, it must be initialed by the employee. If the employee refuses to initial any item after having been given an opportunity to read it, a statement to that effect shall be affixed to the document. Any document in the form of a complaint, allegation or charge should be investigated before being placed in an employee’s file. An evaluation of the document by the chairperson should be attached and the document should be called to the attention of the employee. Items should be removed from the file only with the knowledge and consent of the employee. The chairperson should also advise the employee that he or she may submit comments to any document placed in his or her file.

Regarding the placement of items in personal files, it is the policy of the College that employees shall be treated equitably and systematically, not selectively. For example, negative publication reviews should not be put into one employee’s file if it is not the practice of the department to collect all reviews for all employees.

**Inspection of Files**
The employee may inspect his or her file after reasonable notice to the department chairperson. The file should remain in the office where the files are kept and should be examined by the employee only in the presence of a department or College representative.

**Employee Responsibility**
The employee is encouraged to review his or her file annually and is advised that it is his or her responsibility to submit for the file items such as publications, book reviews, letters of commendation and other items which he or she believes should be considered by the P&B committees and the President for personnel actions.

4. **Administrative Files**
The range of items that may be placed in the administrative file is extremely limited by the Agreement. Items that may be included in the file are job application and resume, initial reference and certain outside evaluations.

Access to the administrative file of an employee is limited to P&B committee members and appropriate officials involved in the personnel review process.

5. **Review of Files for Personnel Actions**
For personnel actions, only two files - the personal file and the administrative file, may be used.
6. **Security of Personnel Files**
   The personal and administrative files of an employee shall be safeguarded whether they are kept in a central College or School location, or within the department.

7. **Other Files**
   Other files, such as a file containing time and leave records, may be maintained by the College, but documents from such files may not be used in the evaluation of an employee unless they have been included in the personal file in accordance with the above procedures.

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The following are established Medgar Evers College Criteria for Reappointment:

**Criteria for Reappointment**

**LECTURER**

I. **Duties and Responsibilities of a Lecturer**
   Lecturers (full-time) shall perform teaching and related faculty functions on a full-time basis.

II. **Qualifications of a Lecturer**
   For appointment as a Lecturer (full-time), a person must possess a baccalaureate degree and such other qualifications as may be necessary for satisfactory performance of his/her instructional functions.

III. **Institutional Considerations**
   Decisions to reappoint faculty members shall take into account such institutional considerations as have been established and disseminated as a framework for all academic personnel actions. Such considerations shall include conditions of enrollment, budget, flexibility of teaching staff and other fiscal and programmatic factors enumerated by the President of the College to be considered in the reappointment process.

IV. **Reappointment**
   1. An appointment to the title of lecturer does not carry a presumption that the faculty member will receive a Certificate of Continuous Employment (CCE)
   2. The main differences between the reappointment of lecturers and other classroom teaching faculty are that lecturers are not required to obtain a doctorate and they are not obliged to engage in research.
   3. Lecturers are considered for reappointment each year as they move through the probationary period. After serving on an annual salary basis for five full years continuously and an appointed for a sixth full year, a lecturer shall be eligible for a CCE. Therefore, each successive reappointment shall be more rigorous and judgment of academic performance should not be delayed until the faculty member is considered for reappointment with a CCE.

A. **First Reappointment** - the first reappointment of a lecturer shall be based upon the following:
   a) **Teaching Effectiveness** - P&B Committees should consider a variety of methods designed to measure the teaching effectiveness of faculty. Those methods shall include an evaluation of:
      1. Classroom observations
2. Student observations
3. Student guidance (academic advisement, availability, etc.)
4. Effort and success in developing new teaching methods and materials suited to meet the needs of students.

B. Service to the Institution - Although it is understood that not all junior faculty will have an opportunity to serve on important committees, consideration for reappointment shall include an assessment of a faculty person’s willingness to serve and contributions to the College. Such consideration shall include an evaluation of the following:
   a) Administrative Assignment - As they pertain to timely submission of grades to the Registrar, submitting reports and other requested items in a timely manner.
   b) Department, College and University Assignments - evidence of formal or informal contributions to committees and participation in activities such as governance, registration, advisement, library and cultural activities.
   c) Student Guidance - evidence of formal and informal participation in student activities, academic advisement, and adherence to office hours designated for student conferences.
   d) Course and Curriculum Development.
   e) Creative works in individual’s discipline.
   f) Public and Professional Activities in Field of Specialty. A candidate, though not expected to do so for the first, reappointment, may offer evidence of pertinent and significant community and public service in support of his/her reappointment.
   g) Second and Subsequent Reappointment - In addition to criteria for the first reappointment, candidates for the second or subsequent reappointment shall be evaluated on the basis of the following criteria:
   h) Teaching Effectiveness - Evaluation of this criterion shall include contractual teaching observations and peer judgments; success in developing new methods and materials suited to the need of his or her student; and assessment of student evaluations and of other non-classroom educational efforts such as academic advisement.
   i) Service to the Institution - Effective service on departmental, college, and university committees.
   j) Service to the Public - Institutions of higher education are expected to contribute their services to the welfare of the community. Although such activities are a matter of individual discretion and opportunity, evaluation of a faculty member for reappointment should recognize pertinent and significant professional activities on behalf of the public. The absence of this contribution should not work to the disadvantage of any candidate for reappointment.
   k) Judgments on reappointment should be progressively rigorous. In the second and subsequent reappointments, a candidate should be able to demonstrate that he has realized some of his scholarly potential. Similarly, standards of acceptable performance as a teacher should be graduated to reflect the greater expectations of more experience faculty members.

INSTRUCTOR
I. Duties and Responsibilities
   I shall be the responsibility to perform teaching, research and guidance duties. They shall also, among other things, be responsible for committee and department assignments.
II. Qualifications
Instructors must have demonstrated satisfactory qualities of personality and character, ability to teach successful, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have an appropriate master’s degree from an accredited institution, or active progress toward a doctorate.

III. Instructors are not Faculty In Titles of Permanent Instructional Staff
Faculty members cannot acquire tenure in the Instructor title. Therefore, Instructors must obtain the qualifications for an appointment to a professorial title prior to the completion of five years of continuous full-time service as an Instructor.

Under Article
12.6 of the PSC/CUNY Agreement, an Instructor may be appointed to the title of Lecturer immediately preceded by five years of continuous full-time service as an Instructor in the same department, in which case he or she shall receive a Certificate of Continuous Employment as a Lecturer.

HOWEVER, SUCH APPOINTMENTS ARE AT THE DISCRETION OF THE PRESIDENT.

IV. Institutional Considerations
Decisions to reappoint faculty members shall take into account such institutional considerations as have been established and disseminated as a framework for all academic personnel actions. Such considerations shall include conditions of enrollment, budget, flexibility of teaching staff and other fiscal and programmatic factors enumerated by the President of the College to be considered in the reappointment process.

V. Reappointments
An appointment to the title of Instructor does not carry a presumption of reappointment, tenure, nor a Certificate of Continuous Employment. Prior to the completion of five years of continuous full-time employment, an Instructor must meet the minimum qualifications for a permanent instruction staff title (Assistant Professor) such qualifications include:

a) Evidence of significant success as a teacher,
b) Interest in productive scholarship

A Ph.D. degree or an equivalent degree from an accredited university.

As a result of the requirement to obtain permanent instructional staff status prior to the completion of five years, progress towards a Ph.D., or an equivalent degree, and interest in scholarship are two primary considerations which must be evaluated continuously.

VI. Reappointment Criteria
1. First Reappointment
Candidates for reappointment at the end of their initial term of appointment on a full-time line shall be evaluated on the basis of the following criteria:

A) Teaching Effectiveness
There are a variety of ways, including classroom observation, to evaluate this criterion. The valuation, however, should extend beyond the classroom since the faculty member’s obligation to students goes beyond normal class hours. In addition, personnel committees should consider student evaluations as a factor in assessing the teaching effectiveness of an instructor.

B) Scholarly and Professional Growth
Candidates are expected to demonstrate their potential for scholarly work and their achievement in some of the following ways:

a) Evidence of research in progress leading toward scholarly publication.
b) Publication in professional journals.
c) Creative works, show and performance credits, etc., when such are appropriate for the department.
d) Development of improved instructional materials or methods.
e) Participation in activities of professional societies.
f) Service to the Institution

Since all full-time faculty members share broad responsibilities toward the institution, work in
Although it is understood that all junior faculty members will have an opportunity to serve on
important committees, their evaluation should consider evidence of their informal contribution
to such committee work and their participation in other regular administrative activities such as
governance, registration, advisement, library and cultural activities.

C) Service to the Public
A candidate, though not expected to do so for the first reappointment, may offer evidence of
pertinent and significant community and public service in support of reappointment.

2. Second and Subsequent Reappointments
Judgments on reappointment should be progressively rigorous. In the second and subsequent
reappointments, a candidate should be able to demonstrate that he or she has realized some of
his or her scholarly potential.

In addition to criteria for the first reappointments, candidate for the second or subsequent
reappointment shall be evaluated on the basis of the following criteria:

Teaching Effectiveness - Evaluation of this criterion shall include contractual teaching observations
and peer judgment: assessment of student evaluations, and of other non-classroom educational
efforts such as academic advisement.

b) Scholarly and Professional Growth - Candidates for the second and subsequent
reappointments are expected to offer evidence of scholarly contributions to their disciplines.
Evaluations of the quality of such work may be sought from outside the department.

Achievements in the period following the last reappointment should be evaluated on the basis of
publications of scholarly works in professional journals, or reports of scientific experimentation;
scholarly books and monographs, and evidence of work in progress; significant performance or
show credits or creative work; and improvement of instructional materials and techniques that
have been found effective in the classroom either in the City University or elsewhere.

c) Service to the Institution - Effective service on departmental, college, and
university committees.

d) Service to the Public - Institutions of higher education are expected to contribute
their services to the welfare of the community. Although such activities are a matter of
individual discretion and opportunity, evaluation of a faculty member for reappointment
should recognize pertinent and significant professional activities on behalf of the public.
The absence of this contribution should not work to the disadvantage of any candidates
for reappointment.

ASSISTANT PROFESSOR

I. Duties and Responsibilities
It shall be the responsibility of assistant professors to perform teaching, research and guidance
duties. They shall also, among other things, be responsible for committee and departmental assignments, and those administrative, supervisory and other functions which may be assigned by the appropriate college or university authorities.

II. Qualifications
For an appointment to assistant professor, a candidate must have demonstrated the following:
1. Satisfactory qualities of personality and character,
2. Evidence of significant success as a teacher,
3. Interest in productive scholarship on creative achievement,
4. Willingness to cooperate with others for the good of the institution,
5. Obtain the Ph.D. degree, or an equivalent degree in an accredited university.

In the libraries, for appointment to assistant professor the candidate must have completed a doctorate or an additional Master’s Degree and in exceptional cases some other logical combination of two years’ graduate study or more beyond the bachelor’s degree.

III. Permanent Instructional Staff
The permanent instructional staff shall consist of those persons who have been granted tenure. An Assistant Professor who after serving on an annual salary for five full years continuously and has been appointed or shall be appointed for a sixth full year, shall have tenure effective on the first day of September following his or her reappointment for the sixth full year.

IV. Institutional Considerations
Decisions to reappoint faculty members shall take into account such institutional considerations as have been established and disseminated by the President to serve as a framework for all academic personnel actions. Such considerations shall include conditions of enrollment, budget, flexibility of teaching staff and other fiscal and programmatic data.

V. Reappointments
An appointment to the tenure bearing title of Assistant Professor does not carry a presumption of reappointment nor tenure. Therefore, assistant professors are considered for reappointment each year as they move through a five (5) year period preceding tenure. Each year the standard of acceptable academic performance shall increase in accordance with an increase in years of experience. Each successive reappointment shall be rigorous and critical judgment should not be delayed until the faculty member is being considered for tenure.

VI. Reappointment Criteria
The criteria upon which decisions to reappoint are based shall be as follows:
1. First Reappointment - candidates for reappointment at the end of their initial term of appointment on a full-time line shall be evaluated on the basis of the following criteria:
   a) Teaching Effectiveness - there are a variety of ways, including classroom observation, to evaluate this criterion. The evaluation, however, should extend beyond the classroom, since the faculty member’s obligation to students goes beyond normal class hours. Personnel committees should consider student evaluations as a factor in assessing the teaching effectiveness of the faculty member.
   b) Scholarly and Professional Growth - candidates are expected to demonstrate their potential for scholarly work and their achievement in some of the following ways:
1. Evidence of research in progress leading towards scholarly publication.
2. Publication in professional journals.
3. Creative works, show and performance credits, etc., when such are appropriate to the department.
4. Development of improved instructional materials or methods.
5. Participation in activities of professional societies.

c) Service to the Institution - Since all full-time faculty members share broad responsibilities toward the institution, work in departmental and college committees should be considered in an overall-all evaluation of the faculty member. Although it is understood that not all junior faculty members will have an opportunity to serve on important committees, their evaluation should consider evidence of their informal contribution to such committee work and their participation in other regular administrative activities such as governance, registration, advisement, library and cultural activities.

d) Service to the Public - a candidate, though not expected to do so for the first reappointment, may offer evidence of pertinent and significant community and public service in support of reappointment.

2. Second and Subsequent Reappointments

A. Judgments on reappointment should be progressively rigorous. In the second and subsequent reappointments, a candidate should be able to demonstrate that he or she has realized some of his or her scholarly potential. Similarly, standards of acceptable performance as a teacher should be graduated to reflect the greater expectations of more experienced faculty members.

B. In addition to criteria for the first reappointment, candidates for the second or subsequent reappointment shall be evaluated on the basis of the following criteria:

   a) Teaching Effectiveness - there are a variety of ways, including classroom observation, to evaluate this criterion. The evaluation, however, should extend beyond the classroom, since the faculty member’s obligation to students goes beyond normal class hours. Personnel committees should consider student evaluations as a factor in assessing the teaching effectiveness of the faculty member.

   b) Scholarly and Professional Growth - candidates for the second and subsequent reappointments are expected to offer evidence of scholarly contributions to their disciplines. Evaluations of the quality of such work may be sought from outside the department. Achievements in the period following the last reappointment should be evaluated on the basis of publications of scholarly works in professional journals, or reports of scientific experimentation; scholarly books and monographs, and evidence of work in progress; significant performance or show credits or creative work; and improved instructional materials and techniques that have been found effective in the classroom either in the City University or elsewhere.

   c) Service to the Institution - effective service on departmental, college, and university committees.

   d) Service to the Public - institutions of higher education are expected to contribute their services to the welfare of the community. Although such activities are a matter of individual discretion and opportunity, evaluation of a faculty member for reappointment should recognize pertinent and significant professional activities
on behalf of the public. The absence of this contribution should not work to the disadvantage of any candidate for reappointment.

ASSOCIATE PROFESSOR

I. Duties and Responsibilities - It shall be the responsibility of Associate Professors to perform teaching, research and guidance duties. They shall also, among other things, be responsible for committee and departmental assignments. They shall perform those administrative, supervisory and other functions as may be assigned by the appropriate college or university authorities. Associate professors, as senior members of faculty, shall have special responsibility for maintaining the academic vitality of their departments. One of the principal means of exercising this responsibility is the continuation of peer evaluations of teaching members of the instructional staff, with special attention to their diligence in teaching and professional growth. Another chief responsibility of the senior faculty is to orient their junior and newly appointed colleagues. Senior faculty shall be available for such consultation and assistance in problems of both scholarship and teaching as the junior faculty may require.

II. Qualifications

For an appointment to the rank of associate professor, the candidate must:

1. Possess the qualifications for an assistant professor,
2. Have obtained the Ph.D. or equivalent degree,
3. Possess a record of significant achievement in his or her field or profession, or as a college or university administrator,
4. Show evidence that his or her alertness and intellectual energy are respected outside his or her own immediate academic community.
5. Show evidence of continued growth and of continued effectiveness in teaching.

In the Libraries - for an appointment to the rank of associate professor, the candidate must, in addition to the requirements set forth for assistant professors in the libraries, possess a record of significant achievement in his profession. There shall be evidence that his or her competence and achievements are recognized and respected outside his or her own immediate community.

III. Permanent Instructional Staff

The permanent instructional staff shall consist of those persons who have been granted tenure. An Associate Professor, who after serving on an annual salary for five full years continuously and has been appointed or shall be appointed for a sixth full year, shall have tenure effective on the first day of September following his or her reappointment for the sixth full year.

IV. Institutional Considerations

Decisions to reappoint faculty members shall take into account such institutional considerations as have been established and disseminated by the President to serve as a framework for all academic personnel actions. Such considerations shall include conditions of enrollment, budget, flexibility of teaching staff and other fiscal and programmatic data.

V. Reappointments

An appointment to the tenure bearing title of Associate Professor does not carry a presumption of reappointment nor tenure. Therefore, Associate Professors are considered for reappointment each year as they move through a five (5) year period preceding tenure. Each year the standard
of acceptable academic performance shall increase in accordance with an increase in years of experience. Each successive reappointment shall be rigorous and critical judgment should not be delayed until the faculty member is being considered for tenure.

VI. Reappointment Criteria

The criteria upon which decisions to reappoint are based shall be as follows:

1. **First Reappointment** - candidates for reappointment at the end of their initial term of appointment on a full-time line shall be evaluated on the basis of the following criteria:
   a) **Teaching Effectiveness** - there are a variety of ways, including classroom observation, to evaluate this criterion. The evaluation, however, should extend beyond the classroom, since the faculty member’s obligation to students goes beyond normal class hours. Personnel committees should consider student evaluations as a factor in assessing the teaching effectiveness of the faculty member.
   
   b) **Scholarly and Professional Growth** - candidates are expected to demonstrate their potential for scholarly work and their achievement in some of the following ways:
      1. Evidence of research in progress leading towards scholarly publication
      2. Publication in professional journals
      3. Creative works, show and performance credits, etc., when such are appropriate to the department
      4. Development of improved instructional materials or methods.
      5. Participation in activities of professional societies
   
   c) **Service to the Institution** - Since all full-time faculty members share broad responsibilities toward the institution, work in departmental and college committees should be considered in an overall evaluation of the faculty member. Although it is understood that not all junior faculty members will have an opportunity to serve on important committees, their evaluation should consider evidence of their informal contribution to such committee work and their participation in other regular administrative activities such as governance, registration, advisement, library and cultural activities.
   
   d) **Service to the Public** - a candidate, though not expected to do so for the first reappointment, may offer evidence of pertinent and significant community and public service in support of reappointment.

2. **Second and Subsequent Reappointments**

   A. Judgments on reappointment should be progressively rigorous. In the second and subsequent reappointments, a candidate should be able to demonstrate that he or she has realized some of his or her scholarly potential. Similarly, standards of acceptable performance as a teacher should be graduated to reflect the greater expectations of more experienced faculty members.
   
   B. In addition to criteria for the first reappointment, candidates for the second or subsequent reappointment shall be evaluated on the basis of the following criteria:
   
      a) **Teaching Effectiveness** - there are a variety of ways, including classroom observation, to evaluate this criterion. The evaluation, however, should extend beyond the classroom, since the faculty member’s obligation to students goes beyond normal class hours. Personnel committees should consider student evaluations as a factor in assessing the teaching effectiveness of the faculty member.
   
      b) **Scholarly and Professional Growth** - candidates for the second and subsequent
reappointments are expected to offer evidence of scholarly contributions to their disciplines. 
Evaluations of the quality of such work may be sought from outside the department. 
Achievements in the period following the last reappointment should be evaluated on the 
basis of publications of scholarly works in professional journals, or reports of scientific 
experimentation; scholarly books and monographs, and evidence of work in progress; 
significant performance or show credits or creative work; and improved instructional 
materials and techniques that have been found effective in the classroom either in the 
City University or elsewhere.

c) Service to the Institution - effective service on departmental, college, and university 
committees.
d) Service to the Public - institutions of higher education are expected to contribute 
their services to the welfare of the community. Although such activities are a matter of 
individual discretion and opportunity, evaluation of a faculty member for reappointment 
should recognize pertinent and significant professional activities on behalf of the public. 
The absence of this contribution should not work to the disadvantage of any candidate for 
reappointment.

PROFESSOR

I. Duties and Responsibilities
It shall be the responsibility of Professors to perform teaching, research and guidance duties. They 
shall also, among other things, be responsible for committee and departmental assignments, and 
those administrative, supervisory and other functions which may be assigned by the appropriate 
college or university authorities.

II. Qualifications
For an appointment to Professor, a candidate must have demonstrated the following:

1. Satisfactory qualities of personality and character,
2. Evidence of significant success as a teacher,
3. Interest in productive scholarship on creative achievement,
4. Willingness to cooperate with others for the good of the institution,
5. Obtain the Ph.D. degree, or an equivalent degree in an accredited university.

III. Permanent Instructional Staff
The permanent instructional staff shall consist of those persons who have been granted tenure. A Professor who after serving on an annual salary for five full years continuously and has been 
appointed or shall be appointed for a sixth full year, shall be have tenure effective on the first day 
of September following his or her reappointment for the sixth full year.

Persons promoted to the rank of Professor shall be ranted tenure after not more than four years 
of continuous full-time service on an annual salary in positions on the instructional staff.

IV. Institutional Considerations
Decisions to reappoint faculty members shall take into account such institutional considerations 
as have been established and disseminated by the President to serve as a framework for all 
academic personnel actions. Such considerations shall include conditions of enrollment, budget, 
flexibility of teaching staff and other fiscal and programmatic data.

V. Reappointments
An appointment to the tenure bearing title of Professor does not carry a presumption of reappointment nor tenure. Therefore, Professors are considered for reappointment each year as they move through a five (5) year period preceding tenure. Each year the standard of acceptable academic performance shall increase in accordance with an increase in years of experience. Each successive reappointment shall be rigorous and critical judgment should not be delayed until the faculty member is being considered for tenure.

VI. **Reappointment Criteria**

The criteria upon which decisions to reappoint are based shall be as follows:

1. First reappointment - candidates for reappointment at the end of their initial term of appointment on a full-time line shall be evaluated on the basis of the following criteria:
   a) Teaching Effectiveness - there are a variety of ways, including classroom observation, to evaluate this criterion. The evaluation, however, should extend beyond the classroom, since the faculty member’s obligation to students goes beyond normal class hours. Personnel committees should consider student evaluations as a factor in assessing the teaching effectiveness of the faculty member.
   b) Scholarly and Professional Growth - candidates are expected to demonstrate their potential for scholarly work and their achievement in some of the following ways:
      1. Evidence of research in progress leading towards scholarly publication.
      2. Publication in professional journals.
      3. Creative works, show and performance credits, etc., when such are appropriate to the department.
      4. Development of improved instructional materials or methods.
      5. Participation in activities of professional societies.
   c) Service to the Institution - Since all full-time faculty members share broad responsibilities toward the institution, work in departmental and college committees should be considered in an overall evaluation of the faculty member. Although it is understood that not all junior faculty members will have an opportunity to serve on important committees, their evaluation should consider evidence of their informal contribution to such committee work and their participation in other regular administrative activities such as governance, registration, advisement, library and cultural activities.
   d) Service to the Public - a candidate, though not expected to do so for the first reappointment, may offer evidence of pertinent and significant community and public service in support of reappointment.

V. **Second and Subsequent Reappointments**

A. Judgments on reappointment should be progressively rigorous. In the second and subsequent reappointments, a candidate should be able to demonstrate that he or she has realized some of his or her scholarly potential. Similarly, standards of acceptable performance as a teacher should be graduated to reflect the greater expectations of more experienced faculty members.

B. In addition to criteria for the first reappointment, candidates for the second or subsequent reappointment shall be evaluated on the basis of the following criteria:
   a) Teaching Effectiveness - there are a variety of ways, including classroom observation, to evaluate this criterion. The evaluation, however, should extend beyond the classroom, since the faculty member’s obligation to students goes
b) Scholarly and Professional Growth - candidates for the second and subsequent reappointments are expected to offer evidence of scholarly contributions to their disciplines. Evaluations of the quality of such work may be sought from outside the department. Achievements in the period following the last reappointment should be evaluated on the basis of publications of scholarly works in professional journals, or reports of scientific experimentation; scholarly books and monographs, and evidence of work in progress; significant performance or show credits or creative work; and improved instructional materials and techniques that have been found effective in the classroom either in the City University or elsewhere.

c) Service to the Institution - effective service on departmental, college, and university committees.

d) Service to the Public - institutions of higher education are expected to contribute their services to the welfare of the community. Although such activities are a matter of individual discretion and opportunity, evaluation of a faculty member for reappointment should recognize pertinent and significant professional activities on behalf of the public. The absence of this contribution should not work to the disadvantage of any candidate for reappointment.

**COLLEGE LABORATORY TECHNICIAN (CLT)**

I. **Duties**

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

II. **Qualifications**

For appointment to the title of College Laboratory Technician, a person, in addition to possessing knowledge and skills related to the discipline, shall be a high school graduate possessing one of the following sets of minimum additional qualifications:

1. Four (4) years of work or experience appropriate to the requirements of the department at a level of competence comparable to that indicated by apprenticeship in the skilled trades, or

2. An associate degree and a minimum of two (2) years of experience of the type described above, or

3. A bachelor’s degree in an area appropriate for the duties to be performed, or

4. An appropriate combination of at least four (4) years of education and work experience beyond high school.

5. The CLT shall have the personal characteristics needed to work effectively with students and staff.

III. **Permanent Instructional Staff**
College laboratory technicians are members of the instructional staff. Therefore, a person serving in the CLT title who after serving on an annual salary for five (5) full years continuously and has been appointed for a sixth full year, shall have tenure effective on the first day of September following his or her reappointment for the sixth full year.

IV. Faculty Rank
In accordance with Article VIII, Section 8.1, of the Bylaws, college laboratory technicians shall not have faculty rank. Therefore, college laboratory technicians shall not have the right to vote in their department.

V. Reappointment
An appointment to the CLT title does not carry a presumption of reappointment or tenure. Therefore, CLTs are considered for reappointment each year as they move through a five (5) year period preceding tenure. Each year the standard of acceptable performance shall increase in accordance with an increase in years of experience. Each successive reappointment shall be more rigorous, and critical judgment should not be delayed until the CLT is being considered for his or her reappointment with tenure.

VI. Criteria For Reappointment
The reappointment of CLTs shall be based upon a review of the CLT’s annual evaluation, which shall include:
1. An evaluation of the performance of laboratory functions and other technical duties of a highly skilled nature.
2. An evaluation of each duty and function indicated on the CLT’s job description.
3. An evaluation of personal characteristics needed to work effectively with students and staff.

ADJUNCTS
I. Duties
Persons employed in the adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.

II. Qualifications
For appointment to the title of adjunct lecturer, adjunct assistant professor, adjunct associate professor and adjunct professor, a person must have those qualifications or professional achievement and training comparable to those of faculty members in corresponding ranks of full-time lecturer, assistant professor, associate professor and professor.

III. Appointment
Adjuncts are usually appointed semester by semester. Notification of such appointment shall be subject to sufficiency of registration and/or changes in curriculum which shall be communicated to the employee as soon as they are known to the appropriate college authorities.

Candidates for part-time employment who have been denied reappointment or tenure in full-time positions at the College or any college with The City University of New York shall be reviewed very carefully. Such individuals may be eligible to have part-time service serve as or credited as a “bridge” between full-time appointments for the purpose of obtaining continuous employment
for tenure.

IV. Balance Among Part-time Faculty
1. Departments should seek a balance among the following categories of part-time faculty:
   - **Part-time Faculty Who would Prefer a Full-time Position** - These are persons who resemble full-time faculty in their commitment, in the duties they perform, and their academic qualifications. They often teach part-time simultaneously at several institutions because they cannot obtain a full-time position.
   - **Part-time Faculty by Choice** - Such persons are those who serve part-time by choice and do not have full-time employment outside of their home. Some are similar to full-time faculty in every way except the percentage of time devoted to academic employment. They may choose to do research, free-lance, consult and/or write. Others may be enrolled in degree programs.
   - **Part-time Faculty Who Have Full-time Employment Elsewhere** - Such part-time faculty are usually specialists who teach certain advance courses which enrich the curriculum of a department.

V. Adjunct Workload
As per Article 15.2 of the Agreement between The City University of New York and the Professional Staff Congress/CUNY, the workload for a part-time member of the instructional staff is as follows:

A person appointed to an adjunct title is not a full-time employee of The City University of New York. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct lecturers or adjuncts in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of The City University of New York. In addition, each adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of The City University of New York.

VI. Adjunct Instructional Staff Workload Reporting Form
Prior to employment, each semester candidates for appointment and/or reappointment must complete an Adjunct Instructional Staff Workload Reporting Form. In addition, prior to employment the form must be approved by the department chairperson, department Personnel and Budget Committee, the Provost/Dean of Academic Affairs and the President.

VII. Criteria for Appointment (Reappointment)
The primary consideration for appointment and reappointment of part-time teaching faculty is one’s professional commitment to teaching. Therefore, special attention shall be given to teaching effectiveness, including, but not limited to, the following:

1. **Classroom Instruction**
   - A. Clarity and Appropriateness of course and classroom objectives,
   - B. Presentation of Course and Classroom Subject Matter,
   - C. Communication and Motivation,
   - D. Course/Classroom Assignments and Materials,
   - E. Evaluation Techniques,
   - F. Management of Classroom Time,
   - G. Timely Submission of grades, attendance sheets, rosters, and other required reports.
VIII. First Reappointment - Evaluations of adjunct faculty shall consist of contractual teaching observations, peer judgment and an assessment of student evaluation. Other factors for evaluation shall include:
1. An assessment of the instructor’s effort and success in developing new methods and materials suited to the needs of students.
2. An assessment of the instructor’s professional growth. The assessment shall include publications in professional journal, scholarly books and monographs, and participation in activities of professional societies.

IX. Second Reappointment - Judgments on second and subsequent reappointments (appointments) shall be progressively rigorous. Standards of acceptable performance shall be graduated to reflect the greater expectations of more experienced faculty.

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MEDGAR EVERS REAPPOINTMENT PROCEDURES

(For persons hired on an annual basis in their second or later years of continuous service)
(Revised, 10/94)
Confidentiality

Members of the appointment, reappointment, and promotion committees are expected to give candid opinions of their colleagues and to assert their academic freedom right to participate in choosing who shall teach at the College. In order to obtain frank expressions of opinion and to protect the integrity of the peer review process, confidentiality shall be observed by all members of the peer review committees. Therefore, all written and oral information/reports regarding the evaluation, status, and/or qualifications of candidates for appointments, reappointments, and promotions shall be limited to persons authorized to use such information or reports.

In addition to the above statement, members of the peer review committees are advised that in cases pertaining to sexual harassment and/or illegal discrimination, peer review materials, as well as statements made at the meetings, shall be made available to the EEOC.

August – November/February – April

I. Director of Human Resources
   A. The Director of Human Resources shall prepare and submit to department chairpersons and the Deans of Schools the following documents:
   a) A copy of the current list of Candidates for Reappointment/Tenure/CCE.
   b) A copy of the current list of Reappointment/Tenure/CCE/Promotion Review Dates.
II. **Department Chairpersons**

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<tr>
<th>Name</th>
<th>Department</th>
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<tr>
<td>Adesina Fadairo</td>
<td>Computer Information System</td>
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<tr>
<td>Anthony Udeogalanya</td>
<td>Biology</td>
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<tr>
<td>Brenda Greene</td>
<td>English</td>
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<tr>
<td>Clinton Crawford</td>
<td>Mass Communication, Creative, Performing Arts and Speech</td>
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<tr>
<td>Donna Wright</td>
<td>Education</td>
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<td>Emmanuel Egbe</td>
<td>Economics and Finance</td>
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<td>Ethan Gologor</td>
<td>Psychology</td>
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<td>Evelyn Maggio</td>
<td>Business Administration</td>
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<td>Gary Seay</td>
<td>Philosophy and Religion</td>
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<tr>
<td>Georgia McDuffie</td>
<td>Nursing</td>
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<tr>
<td>Janice Zummo</td>
<td>Percy E. Sutton SEEK Program</td>
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<td>Maria-Luisa Ruiz</td>
<td>Foreign Language</td>
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<td>Obasegun Awolabi</td>
<td>Social and Behavioral Sciences</td>
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<td>Rosemary Williams</td>
<td>Accounting</td>
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<td>Terrence Blackman</td>
<td>Mathematics</td>
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<td>Wallace Ford</td>
<td>Public Administration</td>
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<td>Wilbert Hope</td>
<td>Physical, Environmental and Computer Sciences</td>
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**Review documents from Human Resources**

1. The department chairpersons shall review for accuracy documents submitted by the Director of Human Resources and report all discrepancies, in writing, to the Director of Human Resources with a copy to the Provost/Dean of Academic Affairs.

2. Upon review of documents submitted by the Director of Human Resources, chairpersons shall complete a Faculty Status form for his or her department. Thirty (30) copies of the Faculty Status form shall be reproduced and utilized as part of the chairperson’s presentation to various reappointment committees.

3. Personnel Files - department chairpersons shall ensure that the personnel files of each candidate for reappointment are in accordance with Article 19 (Personnel Files) of the current PSC/CUNY Agreement.

4. Evaluations - department chairpersons shall ensure that all evaluations of the performance of each candidate for reappointment are complete and filed in accordance with Article 18 (Professional Evaluations) of the current PSC/CUNY Agreement. Such evaluations shall include all of the following documents:
   a) Student evaluations of faculty
   b) Faculty Observation Form - Peer Observations forms.
   c) Self-Appraisal and Summary of Teaching and other Professional Activities forms.
   d) Annual Administrative Evaluation and Summary of Peer Observation, Student Evaluations, and self-Evaluation forms.
   e) Information relating to the employee’s academic and professional accomplishments submitted by the employee or placed in the file at his or her request.

5. Department Personnel and Budget Committee Department chairpersons shall ensure that the composition of the Department P&B is in compliance with Article 10 (Department-Schools-Organization and Affairs), Section 8.1 (Voting Members).
a) Particular care shall be taken to ensure that students have been elected to serve on the Department P&B and that the names, addresses and telephone numbers of the students are available to the chairperson.

6. Each academic year the department chairperson shall complete and submit to the Provost a COMPOSITION OF THE DEPARTMENT P&B form. The form shall be utilized by the College to comply with Affirmative Action regulations and other administrative purposes.

7. Notification of Divisional P&B Committee Meetings Department chairpersons shall inform, in writing, each Department P&B member of the specific dates and time of meetings scheduled to consider candidates for reappointment. In addition, the following documents shall be attached to the notification:
   a) Current list of Candidates for Reappointment/Tenure/CCE.
   b) Reappointment/Tenure/CCE Review Dates
   c) Faculty Status Form

**Review Candidate Reappointment Documents**

1. Faculty Reappointment Notification
   Chairpersons shall inform, in writing, each candidate for reappointment of the date(s) the Department P&B will meet to consider reappointments, and to encourage each candidate to examine and initial the content of his or her personal file. (See Consideration for Reappointment/Personnel File form)

2. Curriculum Vitae
   In preparation for presentations to the Department P&B and other committees responsible for considering candidates for reappointment, the chairperson shall complete an up-to-date Curriculum Vita for each reappointment candidate. Each candidate is required to review and sign his or her Curriculum Vitae in order to comply with Article 19 of the PSC/CUNY Agreement.

   Copies of the candidate’s curriculum vitae shall be made available in the Office of Academic Affairs—hard copy or electronically for review by the P&B Committee. During the chairperson’s presentation of candidates to the Department P&B and the College Personnel and Budget Committee, a copy of each candidate’s curriculum vitae will be made available—hard copy or electronically for review by members of the committee. After the presentation of each candidate to a committee, the candidate’s curriculum vitae shall be kept on file in the Office of the Chairperson.

   Upon completion of the reappointment review process, the chairperson shall submit to the Director of Human Resources one (1) copy of the candidate’s curriculum vitae.

3. Annual Evaluations
   Thirty (30) copies of the candidate’s last ANNUAL ADMINISTRATIVE EVALUATION AND SUMMARY OF PEER OBSERVATIONS, STUDENT EVALUATIONS, AND SELF EVALUATIONS form shall be reproduced and utilized when presentations are made to the Department P&B and other committees.

**Department P&B Preparation**
During the Department P&B meetings, the chairperson shall ensure that the following documents are available to each member of the committee:
A. A current copy of the PSC/CUNY Agreement.
B. The Medgar Evers College Governance Plan.
D. The Medgar Evers College Master Plan.
F. Each candidate’s personnel files, which must contain all of the following documents:
   a. annual evaluations
   b. student evaluations
   c. faculty peer evaluations
   d. post-observation conference memoranda
   e. documentation of scholarly writings and creative achievements
   f. documentation of candidate’s service to the Department, College, University and the community
   g. the candidate’s self-appraisal form

III. Department P&B Meetings

In accordance with Article IX (ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS) of the Bylaws, the duties of the department chairperson, in part, are to:

A. Conduct Department P&B meetings scheduled for the purpose of considering the reappointment of faculty.
B. Make a full report to the Department P&B Committee regarding the evaluation of the total professional performance of the candidate. Included in the evaluation shall be a report on the candidate’s:
   a. Classroom instruction and related activities
   b. Administrative assignments
   c. Scholarly writing
   d. Research
   e. Departmental, college and university assignments
   f. Student guidance
   g. Course and curricula development
   h. Creative works in individual’s discipline
   i. Public and professional activities in field of specialty
B. Ensure that the minutes of the Department P&B proceedings conform, insofar as practicable, to Robert’s Rules of Order, Revised, and to circulate the minutes of the P&B to all members of the department.
C. Ensure that the Department P&B’s actions pertaining to appointments, reappointments, reappointments with tenure and promotion are by secret ballot and the result of the balloting are recorded in the minutes.
D. Ensure that all records of the Department P&B’s proceedings with respect to a candidate shall be filed in the candidate’s administration file, which is available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, promotion, and tenure.
E. Communicate to the candidate the positive or negative action of the committee regarding his or her candidacy or reappointment. However, the number of votes for or
against the candidate shall not be given, nor shall the candidate be given reasons for a negative recommendation. A candidate is to be informed that he or she may forward to the Provost, chair of the Academic Review Committee, any additional information regarding his or her candidacy for reappointment.

F. Ensure that the recommendations of the committee are submitted to the Provost/Dean of Academic Affairs. The Provost/Dean of Academic Affairs will submit the recommendations to the President, the Academic Review Committee and the College Personnel and Budget Committee.

**College-Wide Personal and Budget Committee**

The Personal and Budget Committee reviews all recommendations of the department personnel and budget committees regarding appointments, reappointments, promotions, appointment with tenure or certificate of continuous employment, and make appropriate recommendations to the President.

The membership of the College-Wide Personnel and Budget Committee consist of:

A. The President, who shall serve as chairperson.
B. One (1) tenured faculty representative “at large” from each school, elected by and from the faculty of the respective school.
C. One (1) tenured or certificated faculty representative from among the Departments of Library and Information Services, Special Programs and Student Affairs and Services, elected by and from the respective faculties.
D. Two (2) students elected “at large” by the student body during its Spring elections (Day and Evening Vice President may serve as alternates), and the President of the Student Government Association or a designee.
E. Department Chairpersons.
F. The Sr. Vice President/Provost
G. Non-voting Members
   a. The Affirmative Action Officer
   b. The Executive Assistant to the President, or Senior Vice President and Provost, or such other presidential assistant as may be appointed by the President.

**Senior Vice President/Provost**

As chair of the Committee, the Sr. Vice President/Provost is responsible for:

A. Scheduling all meetings.
B. Ensuring that during the meetings of the Personal and Budget Committee, the following documents are available to each member of the Committee:
   a. A current copy of the PSC/CUNY Agreement.
   b. The Medgar Evers College Governance Plan.
   d. The Medgar Evers College Master Plan.
C. Ensuring that the meetings and minutes of the proceedings of the Committee conform, insofar as practicable, to Robert’s Rules of Order, Revised, and to circulate the minutes to all members of the Committee.
D. Ensuring that the Committee’s actions pertaining to appointments, reappointments, reappointments with tenure and promotion are by secret ballot and the result of the balloting is recorded in the minutes.

E. Ensuring that all records of the Committee’s proceedings with respect to a candidate are filed in the candidate’s administration file, and that the file is available only to the committees and individuals responsible for the review and recommendation of appointments, reappointments, promotion, and tenure.

F. Communicating to the candidate the positive or negative action of the committee. However, the number of votes for or against the candidate shall not be given, nor shall the candidate be given reasons for a negative recommendation. A Candidate is to be informed that he or she may forward to the Provost, chair of the Personal and Budget Committee, any additional information regarding his or her candidacy for reappointment.

G. Ensuring that the recommendations of the committee are submitted to the President and the College Personnel and Budget Committee.

Department Chairpersons
Department chairpersons shall present to the College-Wide Personnel and Budget Committee each of his or her candidates for reappointment. The candidate’s personnel files shall be present at the Committee meeting and the department chairperson shall present each candidate as follows:

A. Announce the department P&B vote of each candidate for reappointment.
B. Distribute to each member of the committee a copy of the latest ANNUAL ADMINISTRATIVE EVALUATION AND SUMMARY OF PEER OBSERVATIONS, STUDENT EVALUATIONS, AND SELF-EVALUATION form, and a copy of the candidate’s Curriculum Vitae electronically or hardcopy.
C. State that the chairperson recommends or does not recommend the candidate for reappointment.
D. Read the rating and comments given for each category of performance on the ANNUAL ADMINISTRATIVE EVALUATION AND SUMMARY OF PEER OBSERVATIONS, STUDENT EVALUATIONS, AND SELF-EVALUATION form.
E. Answer question presented by members of the Committee.
F. As a member of the College-Wide P&B Committee, chairpersons participate in all discussions and vote on all candidates for reappointment.

The President
The President, as chair of the Committee, shall notify all candidates who do not receive from the College-wide P&B Committee an affirmative reappointment recommendation.

1. Presidential Consultation
   Upon receipt of the recommendations of the various committees, there may be a Presidential Consultation meeting, if requested, at which the President may provide further opportunity for members of each review committee to discuss candidates for reappointment.

2. Reappointment and Non-Reappointment Notification
   Article 10 (Schedule For Notification of Reappointment and Non-Reappointment) of the PSC/CUNY Agreement sets forth the following procedure:
   A. Persons hired on an annual basis on September 1 in their first year of service shall receive such notice on or before April 1. An individual who has had prior service in another unit of the University shall be deemed to be serving his or her initial year of appointment
in the first year of service at the new unit.

B. Persons hired on an annual basis in their second or later years of continuous service shall receive such notice on or before December 1, except that persons in the title Lecturer shall receive such notice in their second year on or before April 1.

C. Persons in adjunct titles hired on a semester basis shall receive such notice on or before December 1 in the Fall semester or April 1 in the Spring semester. Such notification of appointments shall be subject to sufficiency of registration and changes in curriculum which shall be communicated to the employee as soon as they are known to the appropriate college authorities.

3. Non-Reappointment

Request for Reasons or Appeal Candidates who are not recommended by the President for reappointment may request reasons or an appeal under the following provisions of Article 9 (Appointment and Reappointment) of the PSC/CUNY Agreement:

9.9 When a College President determines not to make a recommendation to the Board for reappointment of a full-time member of the instructional staff or promotion of a full-time member of the instructional staff recommended to him or her by a College P&B Committee or other appropriate body, the individual affected by that decision shall be notified of the Committee’s favorable recommendation and of the President’s decision. The notice shall not state the reasons for the President’s action.

Within ten (10) school days after receipt of said notice, the affected individual may submit to the President a signed request, for a statement of the reasons for the President’s action. Within ten (10) school days after receipt of the request, the President shall furnish a written statement of his or her reasons to the affected employee.

The President shall not be required thereafter to justify his or her decision or his or her reasons. It is recognized that the president has an independent duty to recommend to the Board for appointment, reappointment, tenure or promotion only those persons he/she is reasonably certain will contribute to the improvement of academic excellence at the college and to consider institutional factors.

9.10 In the event that a full-time member of the instructional staff appeals through academic channels a negative decision regarding reappointment, tenure, a Certificate of Continuous Employment, or promotion, and the appeal is not successful, the individual shall be notified by the President or his/her designee in writing.

Within 10 school days after receipt of said notice the affected individual may submit to the President a signed request for a statement of reasons for the denial of the appeal. Within ten (10) school days after receipt of the request, the President shall furnish a written statement of the reason(s) for denial of the affected employee.

4. Appeal through College Academic Channels

In the event a candidate is not recommended for reappointment by the College-Wide Personnel and Budget Committee and it is the decision of the President not to recommend to the Board the candidate’s reappointment, the candidate may appeal the President’s decision. Such a request for an appeal is written to the President and delivered to the Office of the President. Staff in the
Office of the President shall stamp the date and time the request for an appeal was received and a copy of the request shall be given to the candidate.

**TENURE**

Article VI, Section 6.2, of the Board of Trustees Bylaws states, in part, the following:

The permanent instructional staff shall consist of those persons who have been granted tenure under any of the provisions enumerated in subds. (a) through (e) below.

a. (1) Appointments before September 1, 2006 – A person employed before September 1, 2006 full-time on an annual salary in the title of professor, associate professor, assistant professor, medical professor (basic sciences), associate medical professor (basic sciences), assistant medical professor (basic sciences), medical professor (clinical), associate medical professor (clinical), assistant medical professor (clinical), law school professor, law school associate professor, law school assistant professor, law school library professor, law school library associate professor, law school library assistant professor, instructor (nursing science), senior registrar, registrar, associate registrar, assistant registrar, chief college laboratory technician, senior college laboratory technician, college laboratory technician, and in the hunter college high school and hunter college elementary school (but not in the early childhood center program), principal, chairperson of department, teacher, guidance counselor, and librarian, or in any grade or position which the board in its discretion may add hereto, who after serving on an annual salary in any of the above titles for five full years continuously, has been appointed or shall be appointed for a sixth full year, shall have tenure effective on the first day of September following his/her reappointment for the sixth full year.

(2) Appointments on or after September 1, 2006

a) A person employed on or after September 1, 2006 full-time on an annual salary in the title of professor, associate professor, assistant professor, medical professor (basic sciences), associate medical professor (basic sciences), assistant medical professor (basic sciences), medical professor (clinical), associate medical professor (clinical), assistant medical professor (clinical), law school professor, law school associate professor, law school assistant professor, law school library professor, law school library associate professor, law school library assistant professor, chairperson of department, teacher, guidance counselor, and librarian, or in any grade or position which the board in its discretion may add hereto, who after serving on an annual salary in any of the above titles for seven full years continuously, has been appointed or shall be appointed for an eighth full year, shall have tenure effective on the first day of September following his/her reappointment for the eighth full year.

b) A person employed on or after September 1, 2006 full-time on an annual salary in the title of chief college laboratory technician, senior college laboratory technician, college laboratory technician, and in the hunter college high school and hunter college elementary school (but not in the early childhood center program), chairperson of department, teacher, guidance counselor, librarian, campus schools college laboratory technician, and campus schools senior college laboratory technician, and in the educational opportunity centers, educational opportunity center college laboratory technician, or in any grade or position which the board in its discretion may add hereto, who after serving on an annual salary in any of the above titles for five full years continuously, has been appointed or shall be appointed for a sixth full year, shall have tenure effective on the first day of September following his/her reappointment for the sixth full year.

b. A distinguished person of proven record appointed to the title of associate professor or the title of professor, who had tenure in another accredited institution of higher learning, may be appointed with
immediate tenure by the board in its discretion.

c. (1) Appointments before September 1, 2006 – A person appointed to the title of professor, associate professor, or assistant professor may be granted early tenure by the board in its discretion, under these bylaws, after not less than one nor more than five years of continuous satisfactory service on an annual salary basis, when such service is interrupted by the period of a fellowship deemed by the college valuable to it, when for a very substantial reason the college would be well served by such early grant of tenure or when the person has had tenure in another accredited institution of higher learning.

(2) Appointments on or after September 1, 2006 – A person appointed to the title of professor, associate professor, or assistant professor may be granted early tenure by the board in its discretion, under these bylaws, after not less than one nor more than seven years of continuous satisfactory service on an annual salary basis, when such service is interrupted by the period of a fellowship deemed by the college valuable to it, when for a very substantial reason the college would be well served by such early grant of tenure or when the person has had tenure in another accredited institution of higher learning.

d. A person who has attained tenure under the provisions of section 6.2 of these bylaws in an educational unit under the jurisdiction of the board of trustees, and who is subsequently appointed to a comparable position on an annual salary basis in another education unit under the jurisdiction of the board, shall retain his/her tenure.

e. Where an appointee begins his/her service after September thirtieth the tenure period shall not begin until the succeeding September first, and when an appointment is made during the month of September, the appointment shall date as of September first of that year for the purposes of tenure.

The City University of New York Pre-Tenure Year Review Policy

RESOLVED, that the Board of Trustees adopt the following policy, effective March 1, 2011:

In order to ensure that each tenure-track faculty member has adequate guidance on the progress he/she is making towards meeting the standards for tenure, the school, divisional or other appropriate dean or academic administrator designated by the President (hereinafter the “Dean”) shall review each such faculty member at the end of his or her third year of service.

• The Dean shall review the personal personnel file of each untenured tenure-track faculty member in the spring of his/her third year of service, following the annual evaluation conducted pursuant to the PSC/CUNY collective bargaining agreement.

• Thereafter, the Dean shall meet with the chairperson of the faculty member’s department to discuss the faculty member’s progress.

• After that meeting, the Dean shall prepare a memorandum to the department chairperson regarding the faculty member’s progress toward tenure and setting forth recommendations for any additional guidance to be provided to the faculty member.

The Dean’s memorandum shall be provided to the faculty member and discussed with him/her by the department chairperson and/or the Dean. Following the meeting, the Dean may, where appropriate, attach an addendum to the memorandum based on the Dean’s participation in the meeting or the department chairperson’s report of the meeting to the Dean. In accordance with the procedures set forth in the collective bargaining agreement between the University and the Professional Staff Congress, the faculty member shall be asked to initial the Dean’s memorandum and addendum, if any, before it is placed in his/her file, and the faculty member shall have the right to include in his/her personnel file any comments he or she has concerning the Dean’s memorandum.
The appropriate body at each college may adopt implementation procedures that are consistent with this policy. Such procedures may provide, for example, whether the discussion of the Dean’s memorandum with the faculty member will be conducted by the department chairperson, the Dean or both and whether the faculty member may have a choice in the matter. In addition, notwithstanding the provision as to the timing of the review set forth above, a college governance body may choose to provide for this review more than once prior to the year of tenure decision, in which case the review shall occur at appropriate intervals and not necessarily at the end of the third year.

**EXPLANATION:**

In recognition of the fact that faculty candidates for tenure consideration often benefit from additional feedback concerning their candidacy, this policy requires that academic deans review the progress of untenured tenure-track faculty members toward the end of their third year of service, in order to make sure that the candidates have adequate guidance concerning their progress toward tenure. A similar policy has been in effect at several CUNY campuses for a number of years and has proved useful in providing timely guidance to faculty members.

http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/PreTenurePolicy.html

**Tenure Criteria**

The criteria for tenure, as stated in the Statement of the Board of Higher Education on Academic Personnel Practice in the City University, are as follows:

A. **Tenure**

   1. The decision to grant tenure shall take into account institutional factors such as the capacity of the department or college to renew itself, the development of new fields of study, and projections of student enrollment.

   2. The criteria upon which decisions to tenure are based shall be as follows:
      
      a. **Teaching Effectiveness**
         
         Tenure appointments shall be made only when there is clear evidence of the individual’s ability and diligence as a teacher.

      b. **Scholarship and Professional Growth**
         
         Evidence of new and creative work shall be sought in the candidate’s published research or in his instructional materials and techniques when they incorporate new ideas or scholarly research. Works should be evaluated as well as listed, and work in progress should be assessed. When work is a product of a joint effort, it is the responsibility of the department chairman to establish as clearly as possible the role of the candidate in the joint effort. The following factors may be supplementary considerations in decisions on tenure. The weight accorded to each will vary from case to case.

      c. **Service to the Institution**
         
         The faculty plays an important role in the formulation and Implementation University policy, and in the administration of the University. Faculty members
should therefore be judged on the degree and quality of their participation in college and University government. Similarly, faculty contributions to student welfare, through service on committees or as an advisor to student organizations, should be recognized.

d. Service to the Public

Service to the community, state and nation, both in the faculty member’s special capacity as a scholar and in areas beyond this when the work is pertinent and significant, should be recognized.

3. Tenure shall not normally be granted before the fifth annual reappointment. Only in exceptional cases may tenure be granted before that time: when appointment to the faculty at the University requires the continuation of tenure previously awarded by another institution of higher learning; when a prestigious fellowship valuable to the college concerned interrupts continuous service during the probationary period; or when some extraordinary reason indicates that the college would be well served by the early grant of tenure.

ADMINISTRATIVE CERTIFICATE OF CONTINUOUS EMPLOYMENT (CCE)

In accordance with Section 6.4. of the Bylaws, an Administrative Certificate of Continuous Employment (CCE) may be granted as follows:

3. (a) Persons who have been employed and have served as teachers, or counselors in the title of lecturer continuously on a full-time basis for five or more years, or for ten or more semester, and who were paid from tax levy funds, and who were reappointed effective as of September 1, 1969, for a sixth, or more, full-time continuous year, or for an eleventh, or more, full-time continuous semester shall be granted an administrative certificate of continuous employment which shall be effective September 1, 1969.

b. Persons who have been employed and who have served as teacher or counsellor in the title of lecturer on a full-time basis for five, or more, years cumulatively since 1961 and who were employed to teach on a full-time basis in the title of lecturer effective as of September 1, 1969, may, upon their next reappointment to a teaching or counseling position in the title of lecturer (full-time), be granted an administrative certificate of continuous employment. (This provision shall be operative until September 1, 1971.)

c. Persons who have been employed and have served as teacher or counselors for five full years and who are reappointed for a sixth full year of continuous full-time employment in the title of lecturer (full-time) shall be granted an administrative certificate of continuous employment.

Where an appointee begins his/her service at any time after September thirtieth, the time toward the award of an administrative certificate or continuous employment shall not start to accrue until the first of September following the appointment, except that an appointment made during the month of September shall be deemed to be an appointment as of September first of that year for purposes of an administrative certificate of continuous employment.

d. The administrative certificate of continuous employment shall be valid only in that college which issues the certification and shall carry with it the guarantee of full-time reappointment in that college subject to continued satisfactory performance, stability in academic program, sufficiency
of registration, and financial ability.

As stated in Article 12 of the PSC/CUNY Agreement, the following additional provisions apply to the certificate of continuous employment:

12.4 The terms of this article do not apply to service to any title other than Lecturer.

12.5 Effective one year after initial appointment, no member of this unit in the title Lecturer, shall be denied reappointment on the basis of professional incompetence unless he or she has been evaluated during at least three semesters (including the first year of appointment) according to the provisions contained in this Agreement, Article 18 and unless two of the last four evaluations indicate unsatisfactory professional performance.

12.6 An Instructor may be appointed in the title Lecturer immediately preceded by five years of continuous full-time service as an Instructor in the same department, in which case he or she shall receive a Certificate of Continuous Employment as a Lecturer.

PROMOTIONS

I. Criteria for Promotion
The following Statement of the Board of Higher Education on Academic Personnel Practice in The City University of New York, statements are the College criteria for promotions:

1. To Assistant Professor (technically a new appointment)
The candidate must possess the Ph.D. degree and submit evidence of qualification to meet, in due time, the standards required for the first reappointment. Those persons without the Ph.D. currently holding positions as Assistant Professor shall not be affected by this provision.

2. To Associate Professor
The candidate shall present evidence of scholarly achievement following the most recent promotion, in addition to evidence of continued effectiveness in teaching; the candidate should thus meet the qualifications required for tenure.

3. To Professor
The candidate must meet all the qualifications for an Associate Professor, in addition to having an established reputation for excellence in teaching and scholarship in his discipline. The judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion.

II. Procedures for Promotion
The following sections of Article IX of the Bylaws apply to promotions procedures at the College.

9.6. Promotions:

a. Each college shall select one of the following plans for promotions:

PLAN NO. 1. Promotions to the rank of associate professor shall be recommended only after an affirmative vote of a majority of all associate professors and professors in the department. In departments where every professorial rank is not represented, recommendations for promotion shall be initiated by the department personnel and budget committee. This plan shall not apply in the case of promotion to a professorship. No faculty member shall vote on his/her own promotion. A minority of any departmental committee on personnel and budget or any committee under this plan shall have the power to submit a
minority recommendation to the college committee on faculty personnel and budget.

PLAN NO. 2. All promotions to the rank of associate professor shall be recommended to the college committee on faculty personnel and budget by the chairperson of the department only after a majority affirmative vote of the departmental committee on personnel and budget; provided, however, that no member of such committee shall vote on his/her own promotion. This plan shall not apply in the case of promotion to a professorship.

b. Promotion to the rank of professor shall be recommended by the faculty committee on personnel and budget only after an affirmative vote of a majority of all associate professors and professors on the committee.

c. The president shall have the power to make an independent recommendation for promotion in any rank to the board, after consultation with the appropriate departmental committee and with the faculty committee on personnel and budget. In all instances no final action of departmental committees with regard to promotions shall be taken without consultation with the president.

9.7. TIE VOTES
A tie vote in a case of affecting an appointment, a reappointment, or a promotion shall be considered as a failure of the motion to prevail. Tie votes in the election of a department chairperson or for representation on departmental committees on personnel and budget or committee on appointments or on the faculty council or faculty senate shall be resolved by action of the president.

Center for Teaching and Learning Excellence

The CTLE is a multi-functional center designed to develop and expand quality professional development for MEC faculty. The Center is an information and support “hub” for all faculty development needs and interests – all in one central location!

The goals of the MEC Center for Teaching and Learning Excellence are to:

• Support and encourage faculty scholarship and engagement in research and creative work that advances knowledge and enriches the learning experience of students;
• Provide professional development that will serve to enhance student co-curricular and extracurricular activities in the life of the College so as to enrich student experiences, advance student engagement and promote student success;
• Enhance and strengthen an environment of community, collegiality and sharing so as to recruit, develop and retain highly qualified and knowledgeable faculty;
• Strengthen interdisciplinary relationships between Centers and academic units to supplement and augment the integration of research, outreach, and/or community education activities of academic and administrative departments;
• Support faculty holistically, focusing on the body, mind spirit connection that encourages full human development and growth and;
• Support faculty in learning and implementing virtualization technologies to their teaching repertoire that will extend cutting edge computing to students anywhere, anytime.

The CTLE serves as a conduit to various MEC institutional centers and units including:

• Sponsored Programs,
• Research and Grants;
• Faculty Computing (CUNYfirst, Blackboard & ePortfolio);
• Study Abroad (Faculty/Student exchanges & Distance Learning initiatives);
• Student Life; Service Learning; and others.
The MEC Center for Teaching and Learning strives to enhance the spirit of collegiality, professionalism and collaboration that is the heart of our institution. It empowers all MEC faculty to provide an exceptional educational experience to all students.

Office of Research and Sponsored Programs

Mission

In keeping with the mission of the College and The City University of New York, the Office of Research and Sponsored Programs will cultivate and promote a culture of academic research in the College. CTLE may assist the faculty and staff in obtaining external funds in order to develop and maintain faculty and student research that enables the College to navigate into advanced research activities and degree programs. The CTLE allows the College to serve the community as a center of knowledge.

Goals

Pre-Award: ORSP serves as central research office of the College, assists in strengthening the College’s research infrastructure, coordinates research activities in the College by collaborating with faculty, Departments, Schools, administrative offices and units, and promotes and facilitates in increasing the acquisition of external funds and resources from governmental and private entities.

Post-Award: ORSP servers as the liaison between the College and the Research Foundation of CUNY (RF-CUNY), fiscal agent for externally-funded projects for CUNY. ORSP and RF-CUNY provide support to Project Directors/Principal Investigators to alleviate their administrative burden of operating grant projects, while ensuring compliance to all rules and regulations.

Objectives

1. Assist in enhancing awareness of the importance of research in the college community.
2. Assist faculty, staff and the institution in increasing the acquisition of external funds.
3. Assist faculty, staff and the institution in increasing the number of grant proposals submitted to funding agencies.
4. Foster effective grant proposal writing by conducting grant writing workshops and providing other relevant training for grant proposal preparation to increase the number of faculty and staff with better knowledge of grant writing.
5. Negotiate, manage and safeguard grants and contracts the College obtained.
6. Maintain periodic and systematic records for sponsored activities.
7. Coordinate research related activities throughout the institution.

Contact the Director of the Office of Sponsored Research, Mr. Chi Koon, at (718) 270-6107 or chi@mec.cuny.edu for additional information.
ANNUAL LEAVE

Article 14 of the PSC/CUNY Agreement sets forth the conditions and requirements for annual leave. For a brief reference, the following selected sections of Article 14 are presented:

14.1 Effective August 25, 2006, the period of annual leave for full-time teaching members of the faculty shall be from the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday, preceding the thirtieth of August that follows such commencement, or an equivalent consecutive period.

14.3 a) For persons employed full-time in the College Laboratory Technician title series, the HEO title series, and the Business Manager title series prior to January 1, 1988, and all persons employed as Research Assistants there shall be 25 work days per year of annual leave.

Persons employed full-time in the College Laboratory Technician title series, the HEO title series, and as Research Assistants on or after January 1, 1988, shall accrue annual leave at the following rates:

During the 1st year of service 15 days during the 2nd through 11th year 15 days plus one of service and thereafter additional day for each year of service to a maximum of 25 days

14.3 b) For members of the Instructional Staff who, prior to January 1, 1988, are employed full-time as Librarians or in the Registrar series and who continue to be employed as Librarians or in the Registrar series there shall be 30 work days of annual leave.

Members of the Instructional Staff who are employed full-time as Librarians on or after January 1, 1988 shall accrue annual leave at the following rates:

During the 1st year of service 20 days during the 2nd through 11th year 20 days plus one of service and thereafter additional day for each year of service to a maximum of 30 days.

14.8 Effective August 25, 2006, adjunct classroom teachers, teachers on multiple position assignments employed for a course, non-teaching adjuncts including full-time instructional staff on non-teaching multiple position assignments and adjunct College Laboratory Technicians including full-time instructional staff in adjunct college laboratory multiple position assignments may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance, 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 provided must be satisfactory to the chairperson or supervisor.

14.9 It is the intention of the parties that all employees use their annual leave time within the annual leave year (September 1 through August 31) in which it is earned. In order to realize this objective, the parties mutually agree as follows:

a) Effective August 31, 1988, the maximum accrual of annual leave for members of the non-teaching instructional staff shall not exceed forty-five (45) working days as of
August 31 of any year; provided, however, that any staff member who as of August 31, 1987 has accumulated annual leave in excess of forty-five (45) working days shall have a personal accrual maximum equal to the number of days accrued as of August 31, 1987. The annual leave balance in excess of forty-five (45) working days or in excess of the personal accrual maximum as of August 31, 1987, will be deducted from the employee’s accrual balance on each August 31, at the close of business, unless the procedure set forth below has been followed:

1) Not later than March 1, any employee who will have an annual leave accumulation in excess of forty-five (45) days or in excess of the personal accrual maximum unless sufficient annual leave time is taken prior to August 31, shall submit to the head of the office a written request to use such excess annual leave before the end of the current annual leave year (September 1 through August 31). The office head shall, in writing, approve the annual leave request or, if the needs of the office so require, offer an alternate annual leave schedule within the current annual leave year.

2) If the head of the office has denied the request and has not offered an alternative plan or has not acted by April 1, the employee shall submit a written request to the senior executive(s) designated by the President of the College who will, in writing within 30 calendar days of receipt of the employee’s request, approve the annual leave, provided an alternate plan for use of the excess time, and, if there are compelling institutional reasons, approve a carry-over of excess annual leave time.

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TEMPORARY DISABILITY (Sick Leave)

Article 16 of the PSC/CUNY Agreement sets forth the definition and temporary disability procedures. For a brief reference, the following selected sections of Article 16 are presented:

16.1 The term “temporary disability” for purposes of this Article shall be defined as any temporary physical or mental incapacity including pregnancy, complications of pregnancy and childbirth.

16.2 (a) Employees covered by this Agreement shall be granted temporary disability leave of twenty (20) calendar days, exclusive of Saturdays, Sundays and authorized holidays and recesses during each year of service. The unused portions of such temporary disability leave shall be cumulative to a maximum of one hundred and sixty (160) calendar days during which the college is in regular session.

(b) Effective August 27, 2008, full-time members of the instructional staff will be permitted to use up to three days of accrued temporary disability leave annually for the care of an ill family member, consistent with applicable rules and procedures.

16.3 Any absences in excess of the cumulative temporary disability leave accrued to the absentee shall be taken without pay, except that the Board may, in cases of protracted disability or unusual hardship, hear recommendations from the President that this provision be waived in exceptional instances, without thereby establishing a precedent.
shall promptly inform his or her department chairperson, who in turn shall inform the
appropriate dean of the nature of the temporary disability and of the probable duration
of the absence.
f) When any absence because of a temporary disability exceeds thirty (30) consecutive
working days, the absentee shall present a statement from his or her physician explaining
the nature of his or her temporary disability and certifying that he or she is fully capable to
return to work. In the case of any such absence because of a temporary disability in excess
of thirty (30) consecutive working days, the college may also require an examination by
a physician in its employ or appointed by it, who shall certify his or her belief that the
absentee is fully capable of returning to work. In cases in which there is a conflict of
opinion, a third physician, acceptable to the absentee and to the President of the College,
shall be called in and his or her judgment shall be accepted as conclusive. In the event
that it is found that the condition of such person is such that he or she is incapable of
resuming his or her normal duties, such person shall apply for such additional period of
leave of absence as may be necessary. Failure to make such application for an additional
period of leave of absence shall be deemed neglect of duty.

As temporary disability applies to adjuncts and teachers on multiple position assignments, Article 14 of
the PSC/CUNY Agreements states:

14.8 Effective August 25, 2006, adjunct classroom teachers, teachers on multiple
position assignments employed for a course, non-teaching adjuncts including full-time
instructional staff on non-teaching multiple position assignments and adjunct College
Laboratory Technicians including full-time instructional staff in adjunct college laboratory
multiple position assignments may be excused for personal illness or personal emergencies
including religious observance, death in the immediate family or similar personal needs
which cannot be postponed for a period of 1/15 of the total number of clock hours in the
particular session or semester. Request for such leave, where possible, must be made in
advance, 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 provided
must be satisfactory to the chairperson or supervisor.

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SPECIAL LEAVES FOR CHILD CARE

Article 16.8 of the Agreement sets forth the following leave for child care provisions:

Special leaves for the purpose of caring for a newborn infant shall be granted to a member of the
Instructional Staff upon notification to the President and application for such leave, provided the
applicant has legal responsibility for the care and/or support of said child. Such leave shall, insofar as
it is practicable, begin on February 1 or September 1 unless the date of the birth of the child is such as
to render these times inappropriate. The duration of the leave shall ordinarily be for one full semester.
In exceptional cases, the President may terminate such leave during the college term, provided there is
an appropriate opening in which the applicant’s service may be utilized. An extension shall be permitted
on request for a period not in excess of one year from the end of the original leave. No further extension
shall be permitted. Leaves for the purpose of caring for a newborn infant shall be granted without pay
during the period of the leave, including the vacation period concomitant to the leave. If the leave is
for one semester only, the loss of paid vacation shall be for one month only. If the leave is for two
semesters, both months of vacation shall be without pay. If the duration of the leave is less than one calendar year, it shall be credited toward salary increments; if it is one calendar year or more, it shall not be credited towards salary increments.

16.9 When the service of a member of the Instructional Staff is interrupted by reason of absence on a leave for the purpose of caring for a newborn infant, the period of creditable service immediately preceding such absence shall be counted in computing the years of service required for the granting of tenure, a certificate of continuous employment, or for a certificate of continual administrative service in a Higher Education Officer series title.

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FAMILY MEDICAL LEAVE ACT OF 1993

The following March 4, 1994 letter from College Personnel Director was distributed to union represented employees of The City University of New York:

Effective February 5, 1994, as an employee of The City University of New York covered by a collective bargaining agreement, you became eligible for leave under the Family Medical Leave Act (FMLA). This memorandum will assist you in understanding the University Regulations for requesting, receiving, and returning from a FMLA leave.

Prior to the enactment of the Family Medical Leave Act, CUNY employees already had provision in their collective bargaining agreements covering several of the leave categories within the newly enacted law e.g. temporary disability and childcare. When approved leaves are granted employees in accordance with University regulations, and are also permissible under FMLA, they shall be concurrently counted toward use of the 12 week FMLA leave entitlement during the University designated FMLA leave year (September 1 - August 31)

Employees are eligible for FMLA leave if the employee worked at a CUNY college for at least twelve (12) months, and for at least 1,250 hours during the year preceding the leave.

The United States Department of Labor has determined that all full-time salaried employees, such as full-time faculty in institutions of higher education who have worked for the employer for at least 12 months are presumed to have met the 1,250 hours of service requirement for FMLA eligibility.

Employees of the CUNY Research Foundation or any other separately incorporated employer affiliated with CUNY or a CUNY college, are not CUNY employees and are not covered by these guidelines.

Permissible Reasons For Taking FMLA Leaves:
1. For birth of a son or daughter, and to care for the newborn child (*)
2. For placement with the employee of a son or daughter for adoption or foster care (*)
3. To care for the employee’s spouse, domestic partner (**), son (**, #), daughter (**, #), or parent (****, #) with a serious health condition, and
4. Because of a serious health condition that makes the employee unable to perform the essential functions of his/her job. (##)

Notes
* Leave to care for the newborn child, or for the newly adopted or foster care child, of the employee, must conclude within 12 months of the birth or placement. The first 12 weeks, or cumulative 60 days, of any approved leave granted an employee under reason 1 and 2 meet the requirements of FMLA leave if the leave occurs within the first 12 months of the birth or placement of a child with the employee, unless the 12 week FMLA entitlement has been previously expended during the FMLA leave year.

** A domestic partnership must be validated under separate University policy for the employee to qualify for FMLA benefits. Children of the domestic partner may also be covered if they qualify under separate University guidelines.

*** Son or daughter is defined as a biological, adopted, or foster child, a stepchild, or a child of a person acting in loco parentis, who is under 18 years of age or older than 18 of age and incapable of self-care because of a mental or physical disability.

**** An employee is not entitled to FMLA leave to care for a seriously ill parent of a spouse; parent is defined as biological parent or an individual who acts in loco parentis to an employee when the employee was a child.

# Persons who act in loco parentis include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, the person who had such responsibility for the employee when the employee was a child; a biological or relationship is not necessary.

## The first 12 weeks, or cumulative 60 days, of any University approved leave granted an employee under current temporary disability leave policies for reason #4, (which includes medical leave taken prior to or immediately following the birth of a child), meet the requirement for FMLA leave and are covered under these policies and practices unless the 12 week FMLA entitlement has been previously expended during the FMLA leave year.

Limitations on Spouses/Domestic Partners Who Are Both Employed at the Same College.

Leave taken by spouses/domestic partners who work for the same CUNY college, is limited to a Combined total of 12 weeks within the FMLA leave year (9/1 - 8/31) when the leave is taken for the birth or placement for adoption or foster care of a child or to care for a parent or parents with a serious health condition. The combined total limitation does not apply to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious health condition.

The following University Regulations govern the application for and use of FMLA approved leave:
1. The College Personnel Director is the sole campus staff person authorized to review and approve FMLA qualifying leaves and must be notified of all requests for leave. However, this policy does not amend or change the continuance of any and all internal college, Board of Trustee, or contractual notification requirements currently in effect.

2. For the purpose of granting of FMLA qualifying leave, each CUNY college is a separate leave unit. An eligible full-time employee of a college within the City University who has met the FMLA
eligibility requirements at one college, and who transfers or moves from one college to another college under approved University policies, without a break in continuous service, shall be eligible to request use of any unused FMLA entitlement for the FMLA leave year at the receiving college.

Furthermore, an eligible full-time employee who is employed and fulfills the 1,250 hours minimum eligibility requirement through combined service at one or more CUNY colleges as a result of transfer or move to a receiving college, without a break in continuous service, who feels that the combined appointments may qualify the individual for leave under FMLA, may petition the University for determination. Additionally, a person who is employed and fulfills the 1,250 hours minimum eligibility requirement through multiple part-time appointment at one or more CUNY colleges in part-time, hourly titles (adjunct, college assistant, continuing education teacher, etc.) who feels that the combined appointments may qualify the individual for leave under FMLA, may petition the University for determination. The request for review should be made to the College Personnel Director at the campus where current service is being rendered; it will then be forwarded to the University Personnel Director for review.

3. The University designated FMLA leave year for determining usage shall be the Academic Year: September 1 through August 31. During the first year of implementation, the 12 week entitlement shall run from February 5, 1994 through August 31, 1994.

4. Approved paid leave must be used prior to unpaid leave. Both paid and unpaid FMLA leave are counted collectively in determining the maximum twelve (12) week entitlement within the September 1 - August 31 FMLA leave year. The following lists the sequence for usage of approved leave balances:
   a. For the serious medical condition of an employee, paid sick leave accruals must be used first, followed by all other available time and leave accruals. Accrual must be charged before unpaid leave may be granted;
   b. For the care of a newborn, placement with the employee of a child for adoption or foster care (childcareleave), or for care necessitated by the serious medical condition of a family member, all available paid time and leave accruals, other than sick leave accruals, must be charged before unpaid leave may be granted.

Any approved leave for illness granted under the University’s temporary disability leave provisions which extends beyond five days will be counted as part of the employee’s FMLA entitlement, if it qualifies.

The college will assume and therefore count as part of the employee’s FMLA entitlement, unless the employee proves otherwise, that a personal illness which extends beyond five days is serious because the employee is unable to perform one or more of the essential duties of the position. In summary, authorized absences for personal medical reasons, paid or unpaid, anticipated or unanticipated, which extends for more than 5 days will be counted from the beginning of the absence as FMLA.

5. A request for leave must be submitted in writing to the Human Resources, Personnel Office of your college. Failure to initiate or complete a written request in a timely manner may result in the delay or denial of a leave by the College Personnel Director.
   a. 30 days advance notice is required when the need for the leave is foreseeable. All requests must be submitted in writing on a form authorized by the college.
   b. The College Personnel Director must be notified about unanticipated leave for personal
illness when the absence is expected to continue, or has extended, beyond three calendar days.

c. In instances where oral notice is given first, it must be followed up by a written request in a timely manner on a form authorized by the college.

d. If the need for a leave cannot be foreseen, i.e. and unanticipated emergency, notice must be given as soon as practicable.

6. Where the FMLA qualifying event relates to a medical condition, medical certification from a health care provider (physician or practitioner) must be submitted to the College Personnel Director in writing for approval. At present, the University medical certification which must be submitted is the CUNY MEDICAL CERTIFICATION FORM.

Failure to comply in a timely manner, within 15 days upon request of the College Personnel Director for medical documentation, may result in the leave being delayed or denied. With the exception of unanticipated medical emergencies, the medical certification must be fully competed and approved prior to initiation of leave. Compliance with the request procedures indicated in 5(a) above will assure that sufficient time for the college review required to determine whether the requested leave shall be granted.

a. The Certification must be submitted in writing prior to granting of FMLA leave.

b. Second and third medical opinions, at the college’s expense, may be required.

c. Re-certification may be required every thirty days.

d. A fitness for duty certification may be required prior to the employee’s return to work. In instances where the leave has been requested due to a serious medical condition of the employee, medical certification confirming fitness must be submitted and approved prior to return to duty.

For staff serving in titles represented by the Professional Staff Congress, the University may require further medical documentation for staff absent more than thirty days. The college may implement the negotiated contract provision 16.3 (1) which permits the college to require a second or third medical opinion, at the college’s expense, prior to return to work when the temporary disability leave has been for more than 30 days.

e. Failure to comply in a timely manner with medical certification procedures, or submission of an incomplete certification may result in delay or denial of granting leave, or return to duty.

7. An administrative process for employees will be set up to review denials of FMLA leave.

8. Periodic notice to the College Personnel Director of the employee’s status or intent to return to work may be required from the employee or the employee’s designee while on leave.

9. Procedures governing Intermittent or Reduced Schedule Leave Usage.

a. The college will determine on a case-by-case basis whether such requests will be granted for birth, adoption or foster care placement.

b. The minimum leave increment shall be one (1) hour.

c. An employee taking FMLA leave on an intermittent or reduced schedule may be transferred to an alternate temporary position. The alternative position shall have equivalent pay and benefits. The alternative position does not have to have equivalent duties but will better accommodate the recurring periods of requested leave than does the employee’s regular position.
10. Rights of reinstatement and restoration upon return from FMLA leave. These rights exist only when employee returns immediately from FMLA leave. They are not guaranteed under any other circumstances.
   a. Upon return from FMLA approved leave, an employee will be reinstated to the same or to an equivalent position as that which the employee held when leave commenced.
   b. Upon return from FMLA approved leave, whether the employee is being restored to the same or to an equivalent position, the employee will be restored with the same benefits on the same terms as prior to taking the leave, unless changes have occurred for all employees during the time the employee was on FMLA leave.

11. Financial Recourse when an employee does NOT return from unpaid FMLA leave. In specific instances where the employee does not return from a FMLA leave, the college, and/or the University acting on behalf of the college, will recover: costs associated with payment for benefits provided to the employee during the period of the leave.

12. Health benefits, both through the City of New York and Union Welfare funds must remain in place for employees and their dependents while the employee is on an approved leave under the terms of the FMLA. For those employees whose period of leave will not include any unpaid leave time, such benefits will continue automatically.

   If, however, an employee’s approved FMLA leave consists of any unpaid leave, the College Personnel Office will enact procedures to ensure that health benefits will not be interrupted. Procedures to cover these contingencies have yet to be promulgated by the University and must be done in conjunction with various City, State, and Union offices.

   Specific procedures will be provided as soon as they are available. In the interim, should an employee be placed on an FMLA leave without pay, the employee’s health care provider (health plan) will be contacted directly by the College Personnel Office to prevent their termination from coverage.

COMPLAINT, GRIEVANCE AND ARBITRATION PROCEDURE

A complete description of the complaint, grievance and arbitration procedure for instructional staff is set forth in Article 20 of the PSC/CUNY Agreement. The following are selected sections of Article 20:

20.1 Intent
The parties agree to use their best efforts to encourage the informal and prompt settlement of complaints and grievances which may arise between the PSC, the employees, and the University. The orderly processes hereinafter set forth will be the sole method used for the resolution of all complaints and grievances.

20.2 Definitions:
A complaint is an informal claim by an employee in the bargaining unit, or by the PSC of improper, unfair, arbitrary or discriminatory treatment.

A complaint may, but need not, constitute a grievance. Complaints shall be processed through the informal procedure herein set forth.
A grievance is an allegation by an employee or the PSC that there has been:

1) A breach, misinterpretation or improper application of a term of this Agreement; or
2) An arbitrary or discriminatory application of, or a failure to act pursuant to the Bylaws and written policies of the Board related to the terms and conditions of employment.

20.3 Informal Procedure for Handling Complaints:
Any employee in the bargaining unit may present and discuss his or her complaint either with or without a representative of the PSC. Similarly, a representative of the PSC may present and discuss a complaint on behalf of any employee or group of employees with the head of the department involved. This presentation and discussion shall be entirely informal. Any settlement, withdrawal or disposition of a complaint at this informal stage shall not constitute a binding precedent in the settlement of similar complaints or grievances.

20.4 Grievances may be filed by an employee in the bargaining unit on his or her behalf, by the PSC on its behalf, or by the PSC on behalf of any employee or group of employees in the bargaining unit. Grievances involving employees in more than one College of the University may be filed by the PSC initially at Step 2 of the grievance procedure.

Except in the case of a grievance or arbitration brought by the PSC on its own behalf of an employee or a group of employees, no member of this unit may represent another member of this unit at any level of the grievance or arbitration procedure.

A grievance must be filed by an employee or the PSC within thirty (30) days, excluding Saturdays, Sundays and legal holiday, after the PSC or the employee on whose behalf the grievance is filed become aware of the action complained of except that grievances relating to reappointment or to appointment with a certificate of continuous employment shall be filed within thirty (30) days excluding Saturdays, Sundays, or legal holidays of the individual’s scheduled date of notification as specified by Articles 10 and 13 of the Agreement. Any grievance or informal complaint not processed in accordance with the time limits specified herein shall be deemed waived by the grievant.

A grievance must be stated in writing setting forth the basis therefore with reasonable particularity, including a designation of the Article of the Agreement, the Section of the Bylaws, or the written policy of the Board relied upon, and the remedy requested.

Step 1. Grievances shall be filed with the President of the College affected or the President’s designee. The President or the designee shall, within fifteen (15) days excluding Saturdays, Sunday, or legal holidays, of the receipt of the grievance, meet with the grievant and a representative of the PSC for the purpose of discussing the grievance. The President or the designee shall, within fifteen (15) days, excluding Saturdays, Sundays, or legal holidays, after the grievance meeting, issue a decision with reasons in writing to the grievant and the PSC.

Step 2. If the grievance has not been settled at Step 1, then within twenty (20) days, exclusive of Saturdays, Sundays, and legal holidays, after receipt of the written decision of the President of the College or the President’s designee, or the expiration of the time limits for making such decision, the grievant or the PSC may submit the grievance in writing to the Chancellor or the Chancellor’s designee, together with a copy of the decision of the President of the College affected, or the designee. The Chancellor or the Chancellor’s designee shall, within twenty (20) days, exclusive of Saturdays, Sundays,
or legal holidays, of receipt of the grievance, meet with the grievant and a representative of the PSC for the purpose of discussing the grievance. The Chancellor or the designee shall within twenty (20) days, exclusive of Saturdays, Sundays, or legal holidays, after the grievance meeting, mail the disposition with reasons in writing to the PSC and to the grievant or grievants affected by certified mail, return receipt requested.

Step 3. If the grievance has not earlier been settled, or if the Chancellor’s disposition has not been issued within the time limits above set forth, the person or persons who submitted the grievance at the Step 2 may appeal the Step 2 decision to arbitration by serving written notice to that effect by certified mail, return receipt requested, directed to the Chancellor or the Chancellor’s designee and to the American Arbitration Association within (20) days, exclusive of Saturdays, Sundays, or legal holidays, after mailing of the Step 2 decision, or the last date for the mailing thereof. Arbitration shall be conducted in accordance with the rules of the American Arbitration Association and the laws of the State of New York, subject to the provisions of paragraph 20.5 hereof. Legal holidays referred to above shall be those holidays so designated by the State of New York.

20.7 Duplicative Proceedings

A grievance alleging a violation of Article VIII shall not be processed under this Agreement on behalf of any employ who files or prosecutes, or permits to be filed or prosecuted on his or her behalf in any court or governmental agency, a claim, complaint or suit, complaining of the action grieved, under applicable federal, state or municipal law or regulation.

Notwithstanding the preceding sentence, in a case involving a non-reappointment, if the processing of the grievance is not completed within three hundred and forty-five (345) days of the date of notice of non-reappointment, the restriction provided in the preceding sentence shall not be applicable when a complaint is filed thereafter with the City Commission on Human Rights, the State Division of Human Rights or their successor agencies with respect to the same claim.

20.8 A grievance filed by the PSC pursuant to this article may be resolved by settlement only if agreed to in writing by the Office of Faculty and Staff Relations and by the PSC Central Office.

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DISCIPLINARY ACTIONS

Article 21 of the PSC/CUNY Agreement contains the grounds and procedures for the removal or suspension of members of the instructional staff. For a brief reference, the following selected sections of Article 21 are presented:

21.1 Members of the Instructional Staff may be disciplined by removal, suspension with or without pay, or any lesser form of discipline for one or more of the following reasons, except that staff in HEO series titles shall be subject to discharge as provided in Article 21.9, and Adjuncts shall be subject discharge as provided in Article 21.11:

a) Incompetent or inefficient service;

b) Neglect of duty;

c) Physical or mental incapacity;

d) Conduct unbecoming a member of the staff. This provision shall not be interpreted so as
21.2 Disciplinary proceedings shall be initiated by the President of the college by the service of a written notice of intent to prefer charges upon the employee, which shall set forth:
   a) The proposed charges against the employee, and
   b) The proposed penalty.

21.3 Within seven (7) calendar days of service of the written notice of intent to prefer charges, a meeting shall be conducted by the President or his or her designee with the employee, who may be accompanied by an attorney or representative of the Professional Staff Congress, to discuss the notice, the proposed charges, the proposed penalty, and the basis of the charges.

21.4 Within fourteen (14) calendar days of the meeting described in Section 21.3, the President shall either:
   a) Withdraw the notice of intent to prefer charges, or
   b) Prefer charges, including a recommended penalty.

21.5 Within fourteen (14) calendar days of service of the President’s written statement of charges and recommended penalty, the employee may:
   a) Acquiesce to the charges and accept the recommended penalty by written notification to the President
   or
   b) Request a hearing before the Chancellor’s Designee.

If no acquiescence to the charges and acceptance of the penalty is received and if no request for a hearing is made by the employee, the matter shall proceed in accordance with Section 21.6 below.

21.6 Within fourteen (14) calendar days of receipt of the President’s statement of charges, unless the penalty has been accepted by the employee, the Chancellor's Designee shall schedule a hearing and within fourteen (14) calendar days of the hearing investigate the matter and render a decision including the determination of penalty.

21.7 The penalty recommended by the Chancellor’s Designee shall be implemented after fourteen (14) calendar days, unless within fourteen (14) calendar days of the receipt of the decision of the Chancellor’s Designee, the employee elects to appeal by proceeding to disciplinary arbitration in accordance with Section 21.8 below.

21.10 Any person against whom charges have been made may, at any time during the dependency of the charges, be suspended by the president of the college. Such suspension shall be without loss of pay.

A person suspended with pay shall be available for all procedures mandated by Article 21. Upon suspension with pay, notwithstanding any other provision of this Agreement, any request to be absent from any aspect of these procedures must be approved in advance by the Vice Chancellor for Faculty and Staff Relations upon the recommendation of the President. Failure to be available for any Article 21 proceeding without said approval of a request to be absent for the period specified in the approval of the request shall result in loss of pay status for a period specified in the approval of the request shall result in loss of pay status for a period of three
weeks. Such period of non-pay status shall be discontinued as of the date of the proceeding if a proceeding under this article is scheduled and held within that three-week period. If, however, the person continues to be unavailable, the person shall be subject to further removal from pay status for successive three-week periods until such time as the proceeding is scheduled and held. Said loss of pay status cannot be charged to annual leave, temporary disability leave, or other paid leave.

21.11 Adjuncts shall be subject to discharge for just cause, subject to the Grievance and Arbitration article and not to Article 21 of this Agreement.

21.12 The procedures provided by this Article 21 are modified and expedited as follows for disciplinary charges brought against instructional staff members who have been convicted of a felony:

(a) Disciplinary proceedings shall be initiated by the President of the College by preferment of charges, rather than service of a notice of intent to prefer charges upon the employee. Charges will be preferred via overnight mail. The recommended penalty will be discharge.

(b) Within three (3) calendar days of receipt of the President’s statement of charges, unless the penalty has been accepted by the employee, notice of appeal to disciplinary arbitration shall be filed by service upon the Vice Chancellor for Legal Affairs. A copy shall be sent simultaneously to the College President.

(c) The case shall be assigned to an arbitrator to be selected in accordance with Section 21.8.a. These cases will be given priority for assignment.

(d) The disciplinary arbitrator shall hold a disciplinary arbitration hearing within ten (10) calendar days of designation. The disciplinary arbitrator shall render a decision within five (5) calendar days of the close of the hearing.

(e) Any person convicted of a felony against whom disciplinary charges have been made may, at any time during the pendency of the charges, be suspended without pay by the president of the college.

(f) Conviction of a felony shall create a presumption of conduct unbecoming a member of the staff. The employee may argue to the arbitrator that there were extenuating circumstances that would permit the arbitrator to conclude that a less severe penalty is warranted.

(g) Should a court of final jurisdiction overturn the conviction, there shall be a right to a hearing before an arbitrator upon application for restoration to service. The issue in the hearing will be whether grounds for discharge pursuant to Article 21.1 existed, notwithstanding the reversal of the conviction.

(h) The parties recognize that an employee may be convicted of a felony after charges have been preferred and that the disciplinary procedures in Article 21 may have commenced prior to the conviction. In such a case, the procedures outlined above will replace Article 21 procedures at the appropriate stage to which the charges had progressed immediately prior to the conviction.

21.13 A disciplinary proceeding brought pursuant to this article may be resolved by settlement only if agreed to in writing by the Office of Labor Relations and by the PSC Central Office.

***
MISCELLANEOUS RESOURCES

CUNYfirst

Access
Faculty and staff will have a single user name and password for all CUNYfirst applications.

• View teaching schedule
• View exam schedule
• Submit grades
• Verification of attendance
• View, print, and download class rosters
• Send email notification to students
• View student “holds” and other service indicators

Campus Solutions - Instruction and Advising

• Faculty can create and view instructional calendar by daily, weekly, and monthly views
• Faculty and staff have quick access to student transcripts, class schedules, academic status, and contact information directly through CUNYfirst
• Vice presidents, deans and chairs can view faculty teaching history
• Enrollment and faculty data feeds directly into Blackboard
• Quicker postings to student transcripts will support timely registration for pre-requisite and/or co-requisite requirements

Faculty and staff can directly connect to CUNYfirst via the Internet from any location.

Note: CUNYfirst is not connected to the current CUNY Portal. Logins to the CUNY Portal and CUNYfirst are separate and distinct.

Contact the Office of Information Technology at (718) 270-6262 or helpit@mec.cuny.edu for additional information.

Charles Evans Inniss Memorial Library

The Charles Evans Inniss Memorial Library’s faculty and staff assist all library patrons in searching, locating and accessing the wealth of information available. Furthermore, they teach students how to use these resources to meet classroom assignments and to conduct higher levels of research activities. They work closely with teaching faculty to enhance the curriculum. In addition, the Library’s community outreach programs work closely with constituents, both external and internal, to offer ambitious educational programs. These programs include Black History Month activities, Women’s History Month activities, Black Writers Conferences, art exhibits and film shows—to name a few. Faculty and librarians maintain close communications through liaison activities, library resource committee meetings, material selection, weeding library collection, etc. We value our roles in college teaching, research and community service and we hope all library users will benefit from our services and be successful in their studies and research.

The Library is open to all students, faculty and staff of The City University of New York (CUNY) and to members of the community. All library users are required to have a valid CUNY ID card to borrow books or use the Reserve Collection or Media materials. Library faculty and staff are always willing to serve...
you and we welcome your contributions and suggestions as we strive toward excellence.

Contact Dr. David Orenstein, Department Chairperson & Chief Librarian, room B-2040, (718) 270-4883, dorenstein@mec.cuny.edu for additional information.

**Reprographics**

The Reprographics team works diligently to meet the printing needs of the faculty and staff at Medgar Evers College. We value our service to the community and urge you to contact us if you have any comments, questions, and/or suggestions at (718) 270-6011/4903 or Herbert@mec.cuny.edu.

**Policies**

When submitting a print request to Reprographics please be aware of the following guidelines:

- **Reprographics is not a free service.** Your department will be charged for all printing orders. It is important to keep this in mind when designing your syllabus, curriculum, or any yearlong projects that will require printing. For a complete list of products, sizes, and finishing options offered, please refer to the products listed on the Print Shop Pro list.
- **Job turnaround time is based on the printed product requested,** ranging from one to three days for exams and syllabi to 10 to 15 days for bound books.
- **Reprographics is closed on weekends and major holidays.** For more information on our job turnaround requirements, please refer to our product list. Note: Jobs to Design Services may have their own lead-time requirements.
- **Works submitted to the Reprographics department are subject to the laws of fair use.** Please refer to copyright rules and regulations when submitting class material or excerpts from published work, as may some restrictions may apply. Reprographics reserves the right to reject any submissions that may violate the law.
- **Completed print jobs can be picked up at the reprographics office or sent via campus mail to your department’s main office.** Please bring faculty/staff ID when picking up exams or confidential materials.

Users should use digital files when placing an order. If users require reproduction of hard-copy materials, Reprographics has a shared computer and scanner that can be used to facilitate the process.

**Health and Fitness**

The Medgar Evers College Department of Athletics & Intramurals is located in the Carroll Street Building in CP-21 and may be reached at (718) 270-6072 or via email at mecathletics@mec.cuny.edu.

**Weight Room**

The Medgar Evers College Weight Room opened in 2008. It can hold anywhere from 20-25 people. It houses 10 machines, including two treadmills, an elliptical machine, and a variety of free weights ranging from 5lbs-100lbs. It also houses 4 medicine balls, and a stability ball. It also features 1 locker room for men only, as the females use the Swimming Pool Locker Room. The Locker room holds 4 individual showers. The Weight Room is open to all genders. The requirement to use the weight room is one has to be a current Medgar Evers College student, Faculty and Staff, and alumni.

**Swimming Pool**

The Medgar Evers College Swimming Pool has been opened since 2010. It houses one locker room used by women. It features a pool length anywhere from 4ft-10ft. It has 2 big lanes, one for beginning
swimmers and one for lap swimming. The rest of the pool is open to play. The capacity for the Aquatics Center is 73 people in the water and 27 on the pool deck. There is a seating area on the right side of the pool deck, which can hold up to 50 people.

Health Services
Each semester MEC Office of Health Services addresses a wide variety of health related issues and concerns that affect our students and community. The Office of Health Services offers college-wide health programs.

The staff is actively involved in health initiatives, health and wellness screening and educational events, mammogram and blood drives, and health insurance advisement referral.

Workshop and seminar presentations are held on many timely health issues including Hypertension, Obesity, Smoking Cessation, Substance Abuse, Domestic Violence, HIV/AIDS and Risk Reduction, Nutrition, and LGBT Cultural Competency. Performance Art programs are also held in collaboration with Project Change.

These are some of the programs offered:
• Free Weekly HIV Testing in Health Services and the Male Development Center
• Breast Health Awareness
• Healthy Heart Information and Blood Pressure Screening
• The Great American Smoke-out Information Day
• Prostate Cancer Awareness
• World AIDS Day
• Blood Donor Drives by Student Life & Activities
• Diabetes Awareness and Screening Days
• Domestic Violence Awareness with Project Change
• Alcohol and other Drugs Awareness Day
• Nutrition and Exercise Counseling
• Annual Spring Health and Wellness Fair

The Office is located in the Student Support Services Building, 1637 Bedford Avenue, Brooklyn, NY 11225, Room S-217 and their telephone number is (718) 270-6075.

Plum Benefits
Plum Benefits offers exclusive discounts of up to 50% off tickets and up to 60% off hotels, with access to preferred seating and special offers for top shows, attractions, theme parks, sporting events, movie tickets, hotels and much more. Plum Benefits is a unique benefit offered exclusively to companies and their employees. Login to your CUNY Portal account at www.cuny.edu or visit www.plumbenefits.com for additional information.

Key Emergency Contact Numbers

MEC Office of Public Safety
718-270-6003
MEC Counseling Center
718-270-5170

MEC Women’s Center
718-270-5155/5127

MEC Male Development Center
718-270-6111

Environmental Health & Safety
718-270-6216

Enrollment Management & Student Services
718-270-6046

Weapons Threat (anonymous tip line)
1-866-SPEAK UP

***
APPENDIX

• Adjunct Instructional Staff and Graduate Assistant Workload Reporting Form
• Application for Promotion
• Self-Appraisal and Summary Teaching & Other Professional Activities
• Multiple Position Report Full-Time Faculty
• Multiple Position Report Full-Time Faculty
• Post-Evaluation Conference Memorandum
• Faculty Observation Form – Peer Observation
• Student Evaluation of Faculty: Faculty Information
ADJUNCT INSTRUCTIONAL STAFF AND GRADUATE ASSISTANT WORKLOAD REPORTING FORM
Sections 15.2 and 15.3 of Article 15 of the Agreement between The City University of New York and the Professional Staff Congress/CUNY state:

15.2 WORKLOAD FOR THE PART-TIME MEMBERS OF THE INSTRUCTIONAL STAFF:

A person appointed to an Adjunct title is not a full-time employee of The City University of New York. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct lecturers or adjuncts in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of The City University of New York. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of The City University of New York.

For persons in non-teaching adjunct titles, the limitations noted above are equated to not more than 225 hours per semester at one college and not more than 150 hours per semester at a second college of the University.

15.3 WORKLOAD FOR STAFF IN THE GRADUATE ASSISTANT TITLE SERIES:

Graduate students holding the title Graduate Assistant A shall have an assignment of a maximum of 240 contact teaching hours or 450 hours of non-teaching assignments during the work year. Graduate students holding the title of Graduate Assistant B shall have an assignment of a maximum of 120 classroom teaching hours or 225 hours of non-teaching assignments in the B title during the work year. If a Graduate B holds an adjunct or other hourly position, his or her total combined assignment may not exceed 240 contact teaching hours or 450 hours of non-teaching assignment during the work year. Graduate students holding the title Graduate Assistant C shall have an assignment of a maximum of 180 classroom teaching hours during the work year. If a Graduate Assistant C also holds an Adjunct teaching position, his or her total combined assignment may not exceed 270 contact teaching hours during the work year.

To be filed out by adjunct instructional staff member or Graduate Assistant:

NAME_________________________  SEMESTER_________________________

DEPARTMENT_________________________  TITLE(s)_________________________

List all courses being taught or non-teaching hours (including Graduate Assistant A, B and C assignments) assigned within The City University:

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>Title</th>
<th>Course/Section</th>
<th>Hours</th>
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I certify that I have read the above provisions, and that I have not accepted and will not accept an assignment with any college or unit of CUNY that will exceed the contractual limitations, unless such limitations have been explicitly waived by CUNY and the PSC. I further certify that, if there are any changes in this information during the semester, I will submit an updated form to the Department Chair to reflect these changes.

_________________________________________   ___________________________
Signature       Date

Review by Department Chair

I certify that I have reviewed this form and that it accurately reflects the course(s) and/or non-teaching hours assigned at this college.

_________________________________________   ___________________________
Signature of Department Chair     Date

OFSR 5/06

1 Not to be completed by any person having a full-time instructional staff position.
APPLICATION
FOR PROMOTION
MEDGAR EVERS COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK
APPLICATION FOR PROMOTION

TO: ________________________________ DATE: __________________________

Please PRINT or TYPE
February 15th is the Deadline for Submission of Application
Submit to the Senior Vice President and Provost and a copy to your Chairperson.

NAME: ________________________________ DEPARTMENT: ________________________________

Date of Original Appointment: ________________________________

Date of Last Promotion: ________________________________

Date of Leaves (if any): ________________________________
(Please attach statement regarding reasons for leave.)

Date of Equivalency (if applicable): ________________________________

INSTRUCTIONS FOR COMPLETING THE PROMOTION APPLICATION FORM

For each activity, the first line should include the type of service or committee name; the person in charge or committee chairperson; and the dates the service began and ended. This should be followed by a description of the candidates’ responsibilities as a part of this activity. For non-teaching applicants, please provide a detailed position obtained from your supervisor.

Please write your description in a concise manner. Single space the activity descriptions and triple space between the activities.

(Repeat this format for each entry.)

Please Follow This Sample Format

TYPE OF SERVICE OR DATE BEGIN: ________________________________
NAME OF COMMITTEE ________________________________
PERSON IN CHARGE ________________________________

Revised 4/24/01
Place the description of the candidate’s responsibilities here.

Please Print or Type

(February 15 is the Deadline for Submission of Application)
Submit to the Senior Vice President and Provost and a Copy to Your Chairperson
I. Service to the Department and School (since last promotion ONLY)

Please include only data on extra work related to the instructional program, committee work, work with students, etc. Designate with an asterisk any work for extra compensation or reassigned time. For non-teaching applicants, service to the department and school should include activities which are over and above activities detailed in your position description.
II. Service to the College/University/Community (since last promotion only).

List all University, College-wide and/or School service as well as any public service activities that have benefited the community-at-large. Designate with an asterisk any work for extra compensation or reassigned time.
III. Professional Achievements

A. Degree in field of specialization or education generally.

<table>
<thead>
<tr>
<th>College or University</th>
<th>Degree</th>
<th>Date Awarded*</th>
<th>Major</th>
<th>Credits Completed*</th>
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*If degree not yet earned, state number of credits completed and date degree expected.

Revised 4/24/01
III. Professional Achievements (Continued)

B. Extra courses in field of specialization or education generally not leading to a degree.

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<tr>
<th>Institution</th>
<th>Course Title</th>
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Duplicate As Needed

Revised 4/24/01
III. Professional Achievements (Continued)

1. Indicate data related to the development of knowledge and/or skills in field of specialization. Include publications, research and relevant professional seminars, workshops and conference in this category. Please do not repeat information included in other categories.

2. Submit copies of all writing or other evidence of activities cited. Where appropriate, include publication date and publisher.

3. Include dates; be specific.
SELF-APPRaisal AND
SUMMARY TEACHING &
OTHER PROFESSIONAL ACTIVITIES
SELF APPRAISAL AND SUMMARY OF TEACHING AND OTHER PROFESSIONAL ACTIVITIES

Faculty Person Name: 

Academic Year: 

Date: 

Instructions:

This form is designed to help you summarize your teaching and other professional activities and accomplishments during the academic year. You should utilize this form to present, on your own behalf, all pertinent information regarding your effectiveness and/or accomplishments within the framework of your job at MEC. Although the outline below is designed to act as a guideline for preparing your summary, please feel free to modify it to better present your summary of annual activities. Wherever possible, you are encouraged to submit any supportive evidence (documents, illustrative materials, etc.) which will augment your evaluation.

The form is in three sections. Section one deals with your teaching and classroom related activities, Section two deals with your other professional activities, and Section three concerns your plans for the next academic year. It is your advantage to prepare this form in such a way that it is readily understandable. Finally, please submit the completed form in two weeks prior to each scheduled evaluation conference.

SECTION ONE - TEACHING ACTIVITIES

In this section, please provide separate information on two courses that you have taught during the year which are representative of your teaching activities.

Course Numbers & Title: 

When Taught: 

1. 
2.
A. **Course Objective:** Indicate the objectives of the courses taught. Briefly explain any special consideration, which were influential in the choice of these objectives.

   Course 1  
   Course 2

B. **Presentation of Subject Matter:** Briefly summarize the main subject matter, which the course emphasized. You should attach course syllabus, reading list, etc., to indicate topics.

   Course 1  
   Course 2

C. **Communication and Motivation:** What approach and/or techniques did you use to arouse or broaden the student's interest in the subject? How did this approach address some of the unique learning differences among the students?

   Course 1  
   Course 2

D. **Instructional Media, Materials, and Assignments:** Briefly summarize the role, if any, that instructional media, materials, and assignments played in enhancing your presentation.

   Course 1  
   Course 2

E. **Evaluation Techniques:** What method of evaluation did you use in the course? Submit quizzes, examinations, and assigned materials which indicate your evaluation process.

   Course 1  
   Course 2

F. **Other Evidence of Teaching Effectiveness (optional):** You may wish to submit other materials and information not covered above if you feel that such materials are pertinent to your evaluation.
G. **Student Evaluation**: Please react to the student evaluation of your teaching and classroom activities. Your response may, if you wish, deal with point by point reactions to the categories contained on the questionnaire.

Course 1
Course 2

**SECTION TWO - NON-TEACHING PROFESSIONAL ACTIVITIES**

Please summarize in this section, all pertinent non-teaching activities in which you were involved in the past academic year.

A. **Administrative Assignments:**

1. For all Faculty
   a. General - Please comment on your performances on any attendant tasks related to your teaching. Your comments may deal with the following areas: keeping attendance, grade recording, ordering of books and pertinent materials, on time submission of grades, completion of multiple position forms, etc.

   b. Specific - Did you have any responsibilities for specific administrative assignments in such areas as coordination of multiple section courses, preparation of uniform tests, field placement, etc.? If so, please briefly comment on your performance in any or all of those areas.

2. For faculty in supervisory role - Were you a chairperson, program coordinator or other supervisory role? If so, please comment on your performance in this position. Your summary may include comments on such areas as: personnel & budget matters, coordination of student advisement, processing of students for graduation, course and curricular changes, etc.

B. **Departmental, College, Universal Assignments**: Please briefly indicate and comment on your participation in faculty and departmental meetings, other regular and special meetings, and assemblies and exercises of the university. You may also include any suggestions, if any, you provided towards development of divisional programs, grant proposals, etc. Finally, please comment on any other activities in which YOU participated in this area.

C. **Student Guidance**: What role did you place in student academic advisement in the past year? Include responses to the following activities: student counseling and advisement, tutorials, recruitment, individual and/or group conferences and discussions.
D. **Course and Curricular Development**: What were your contributions to course and curricular development in the past academic year? Your response may include participation in any curricular development workshops, seminars, etc.

E. **Creative Work In An Individual's Discipline, Research, and Scholarly Writing**: Please briefly comment on your performance in the following areas innovative approaches utilized in your classroom (computer technology, new teaching aide etc.); in addition, please identify any activities in the areas of research (systematic study of educational phenomena, or the collection and analysis of data of interest to the college) in which you were involved. Finally, please indicate all books, and other scholarly writing and the journals or magazines in which they were published. You may include copies of such published works.

F. **Public and Professional Activities**: Briefly summarize your involvement in all public and professional groups within the past year. Your summary should include responses to the following: participation in local, regional or national professional organizations, maintenance of familiarity with scholarly developments in your field, progress on advanced degrees, etc.

G. **Community Activities**: Briefly indicate membership and/or participation in any community, city, state or national bodies in the past academic year. Please specify the nature and extent of your involvement and indicate any noteworthy accomplishments.

H. **Other Related Professional Activities**: Please feel free to summarize any other activities and accomplishments in your professional capacity not reflected above.

**SECTION THREE - NEXT ACADEMIC YEAR**

A. Please indicate your planned teaching activities for the next academic year.

B. Please indicate your planned non-teaching professional activities for the next academic year.

C. Please assess your areas of strength and the areas in which you feel improvement is needed. Explain how you feel your planned activities for the next academic year will strengthen you in areas, which need improvement.

D. Any additional comments you may wish to make:
Candidate’s Name:  
Degrees:  
Date Hired:  
Administrator: Prof.  
Department:  
Rank:  
Tenured, Non-tenured:  
Date of Discussion:  

Distribution of Candidate’s Time

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Teaching Assignments</th>
<th>Other</th>
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Explain:

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### Parts I, II Summary of Rating on Peer Observation Form and Student Evaluation

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<th>Category</th>
<th>Part I-Peer Ratings</th>
<th>Part II-Student Ratings</th>
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<td>Fall</td>
<td>Spring</td>
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| A. Clarity & Appropriateness-Obj. |            |            |  |
| B. Presentation of Subject Matter |            |            |  |
| C. Communication & Motivation     |            |            |  |
| D. Instructional Media, Materials |            |            |  |
| E. Evaluation Techniques          |            |            |  |
| F. Other Individual Characteristics|            |            |  |
| G. Overall Rating                 |            |            |  |

Average:

---

### Part III Post Observation

1. Observation Date
2. Course & Section
3. Observer
4. Third Party Present
5. Post Observation Conference
6. Overall Rating
7. Date Observation Report

filed with chairperson
Part IV. Non-Teaching Professional Activities. This part is to be completed by the Divisional Chairperson or supervisor and is a summary of the faculty self-evaluation and the Chairperson’s or supervisor’s evaluation.

A. Administrative Assignments (average of 1 and 2 below)
   1. For all faculty. Rating:
      Remarks:
   2. For persons in supervisory roles. Rating:
      Remarks:

B. Departmental, College, University Assignments. Rating:
   Remarks:

C. Student Guidance. Rating:
   Remarks:

D. Course and Curricula Development. Rating:
   Remarks:

E. Creative Work in an Individual’s Discipline, Research, & Scholarly (Writing). Rating:
   Remarks:

F. Public & Professional Activities in the Field of Specialty. Rating:
   Remarks:

G. Community Activities. Rating:
   Remarks:

H. Other: Make additional appropriate comments relevant to the faculty member’s performance. Also indicate areas of strength and areas of needed improvement.

Signature of Chairperson __________________________ Date _________________

I understand that my signature means only that I have read this memorandum and I may attach any comments I wish.

Staff Member’s Signature ___________________________________________
MULTIPLE POSITION REPORT
FULL-TIME FACULTY
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 CUNY – Current Semester

(Only report compensated activities that are not part of your regular full-time position.)

Name of College: _______________________ Department or Division: ________________________

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Non-Teaching</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of hrs./wk.</td>
<td>No. of Courses</td>
<td>No. of hrs./wk.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Dates: From _____________ To _____________

B.2 Compensated and Uncompensated Employment, Consultative or Other Work Outside of CUNY Current Semester

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

Presidential Action: [ ] Approved [ ] Other Action _____________________________

__________________     __________________________
President/Designee (Signature)     Date

OFSR 3/8/07

1 Include service in the Winter Session under the Fall semester.
POST-EVALUATION
CONFERENCE MEMORANDUM
MEDGAR EVERS COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

POST-EVALUATION CONFERENCE MEMORANDUM

Instructions: The purpose of this form is to provide a record of the post-evaluation conference. The conference shall be held within three weeks of the observation and shall be scheduled by the appropriate supervisor within two weeks of receipt of the observation report. At the conference, the observer must present all sources of data considered and allow time for discussion of the results of the peer and student evaluation with the observed faculty person. Either party, if he or she desires, may request that a third person be present during the conference.

During the conference, the observer should record and discuss responses to categories A-G of the Peer Observation, summarize the results of each category on the Student Evaluation and record the discussion of the conference on this form. Upon completion of this form, submit this memorandum, the peer observation form, and the student evaluations to the appropriate supervisor.

Candidate’s name: ___________________________ Department: ___________________________
Observation Date: ___________________________
Course and Section: ___________________________
Name of Observer: ___________________________
Third Party Present (Optional): ___________________________ At whose request? ___________________________
Post-Observation Conference Date: ___________________________
Date Observation Report Filed with Chairperson: ___________________________

Summary of Peer Observation and Students’ Ratings of Faculty Member:

<table>
<thead>
<tr>
<th>Category</th>
<th>Peer Ratings</th>
<th>Ave. of Student Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Course Objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Communication &amp; Motivation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Instructional Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Evaluation Techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Overall Ratings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Average of Ratings: ___________________________

Typical Student Comments:

Observer Comments:
Candidate’s Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
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________________________________________________________________________

Third Party’s Comments (if present):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Overall Rating Following Discussion:

1 □  1.5 □  2 □  2.5 □  3 □  3.5 □  4 □  4.5 □  5 □
Poor  Fair  Good  Very Good  Outstanding
( Unsatisfactory, Needs Improvement)  (Satisfactory)

Additional Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Observer’s Signature and Title: ____________________________________________ Date: ____________

Third Party’s Signature and Title: __________________________________________ Date: ____________

I understand that my signature means only that I have read this memorandum and that I may add, and/or attach additional comments.

Candidate’s Signature and Title/Rank: ______________________________________ Date: ____________

Candidate’s Additional Comments: Please indicate if additional sheets are required.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
2

10/23/08
FACULTY OBSERVATION FORM: PEER OBSERVATION
Faculty Observation Form—Peer Observation

Instructor: __________________________________________
Rank: __________________________________________
Division of Program: __________________________________
Course: __________________________________________
Date of Observation: __________________________________
Observer: __________________________________________

Instructions: This form is to be completed by a peer assigned by the Division Chairperson. The faculty member being evaluated is to be notified at least 48 hours prior to the observation. The faculty member being evaluated should submit to the evaluator 24 hours prior to the observation a copy of the course objectives, lesson plan for the day, and copies of any quizzes or examinations.

General Explanations for Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>Quality</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor</td>
<td>The faculty member’s performance is generally unsatisfactory or inadequate in this area.</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
<td>The faculty member’s performance in this area is not entirely satisfactory and needs to be improved.</td>
</tr>
<tr>
<td></td>
<td>(Unsatisfactory, needs improvement)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
<td>This rating means the faculty member’s performance in this area is generally adequate and definitely acceptable. It should be given when a faculty member performs at a level that corresponds with expectations for most faculty members.</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
<td>This rating should be given if the faculty member is above average with respect to the trait or standard. It should be given when a faculty member demonstrates above average talent and/or better performance than most other faculty members.</td>
</tr>
<tr>
<td>5</td>
<td>Outstanding</td>
<td>This rating should be given only in exceptional cases. It should be given only when a faculty member demonstrates rare talent and performance with respect to the area or category. A rating of superior should be supported with a statement documenting the basis for the rating, giving concrete examples or evidence, especially if more than 2 or 3 categories are assigned this rating.</td>
</tr>
</tbody>
</table>

Please check the rating that best describes, given the above explanations, the faculty member’s performance.

1 10/23/08
Part I: Teaching Effectiveness

A. **Clarity and Appropriateness of Objectives.** (Examine written statements of course objectives and other statements portraying objectives of specific lectures, materials, etc.)

<table>
<thead>
<tr>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>3.5</th>
<th>4</th>
<th>4.5</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives lacking or vague, confusing or inappropriate: rationale for lessons cannot be inferred.</td>
<td>Objectives reasonably clear, appropriate, and well organized.</td>
<td>Objectives clearly specified, well-organized, related to basic goals of the course, appropriate to curriculum and the level of students</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

B. **Presentation of Subject Matter.** (Examine instructional materials prepared by the instructor.)

<table>
<thead>
<tr>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>3.5</th>
<th>4</th>
<th>4.5</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited command of subject matter (e.g. out-of-date); in narrow, unorganized, inaccurate, incomplete, and/or vague manner.</td>
<td>Adequate command of subject matter; acceptable organization, completeness, accuracy. Related to course objectives, appropriately related to level of student.</td>
<td>Thorough and up-to-date mastery of subject matter, presented in comprehensive, well organized, accurate, and clear manner. Related to course objectives and appropriate to level of students</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

C. **Communication and Motivation.**

<table>
<thead>
<tr>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>3.5</th>
<th>4</th>
<th>4.5</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language and speech nearly incomprehensible, dull, and/or ineffective; little challenge or stimulus to independent thinking</td>
<td>Language and speech comprehensible; explanations moderately stimulating.</td>
<td>Uniformly clear, comprehensible speech and language; explanations and motivations techniques effectively arouse interest and stimulate original thinking.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

D. **Assignments and Materials.** (Examine and/or discuss with instructor any assignments and/or materials developed by the instructor.)

<table>
<thead>
<tr>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>3.5</th>
<th>4</th>
<th>4.5</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting media, materials, and/or assignments poor, inappropriate, or entirely lacking.</td>
<td>Moderately effective, adequate variety, appropriate.</td>
<td>Excellent variety of media, materials, and assignments used imaginatively and effectively to enhance learning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
E. **Evaluations Techniques.** (Examine methods of evaluation, e.g. quizzes, written exams and assignments etc., and grading system.)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Neither methods of evaluation nor grading are appropriately related to course objectives.</td>
</tr>
<tr>
<td>1.5</td>
<td>Both methods of evaluation and grading are related to course objectives.</td>
</tr>
<tr>
<td>2</td>
<td>Both methods of evaluation and grading are maximally related to course objectives.</td>
</tr>
</tbody>
</table>

F. **Other individual characteristics relating to overall teaching effectiveness.** (Consider special or unique strong points and/or weak points which were not reflected in the above categories and which influence teaching effectiveness positively or negatively.)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ineffective teaching; weak points are dominant.</td>
</tr>
<tr>
<td>1.5</td>
<td>Adequate effectiveness.</td>
</tr>
<tr>
<td>2</td>
<td>Unusual effectiveness and talent as a teacher; strong points are outstanding.</td>
</tr>
</tbody>
</table>

G. **Overall Rating.** (Select the option which best describes the instructor’s overall performance. See page 1 of this form for explanations of these terms.)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor (Unsatisfactory, Needs Improvement)</td>
</tr>
<tr>
<td>1.5</td>
<td>Fair (Satisfactory)</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
</tr>
<tr>
<td>2.5</td>
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<td></td>
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<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT EVALUATION OF FACULTY:
FACULTY INFORMATION
OFFICE OF INSTITUTIONAL RESEARCH

STUDENT EVALUATION OF FACULTY: FACULTY INFORMATION

Semester ___________ Year ___________

This form is to be submitted to the Office of Institutional Research with each set of answer sheets from the Student Evaluation of Faculty questionnaires. No answer sheets can be processed without this form. The faculty person whom you observe may fill in the information before the observation or at the time of the classroom observation. Return this form and the completed answer sheets to Institutional Research.

For the Observer

Name _________________ Rank __________________________
Division _______________ Date of Observation ____________

For the Observed Faculty

Name _________________ Rank __________________________
Division _______________ Full- or Part-time _____________
Course name, number, section _______________________________________
Number of students enrolled in the above course _______________________
Other courses being taught this semester (number and section) __________
_________________________________________________________________
_________________________________________________________________
Number of contact hours this semester, indicating number of overload hours, if applicable ________________________________________________

________________________________
Signature of Observed Faculty