

New York City College of Technology
The City University of New York

College Council - Personnel Committee

MINUTES

September 12, 2023 (Tuesday)

Attendees: Monica Berger, Sandra Cheng (Chair), Kerin Coughlin, Tanya Goetz, German Kolmakov, Jonathan Natov, Zhijia Qian, Noemi Rodriguez

Excused: Lubie Grucijic-Alatrisme (fellowship leave)

Start time: 1:03 PM

1. Welcome

- Professor Cheng welcomed everyone back.
- Two new committee members welcomed.
- Professor Grucijic-Alatrisme is on fellowship leave this semester.

2. Secretary position

- a. No nominations or volunteers.
- b. Decided to rotate the responsibility until a secretary is voted in.
- c. Professor Rodriguez volunteered to take the minutes for the first meeting.

3. Revisions to the Guidelines of Peer Committees

a. Special Circumstances

- Revisited page 14 in the draft City Tech's Guidelines for Faculty Personnel Process (as updated in spring 2023).
- New edits suggested (some are based on feedback from the spring 2023 open hearing and College Council's last spring meeting).
 - Section B.b.iii.a.iii – change “all” to “the” at the end of this bullet.
 - Delete references to who writes the report in all subsections except in a.ii and b.ii.
 - Copy a.ii into b. as a new subbullet – b.iii. The original b.iii is now b.iv.
 - Add special circumstances.
 - How to address promotion for faculty on FMLA – need to discuss this further.
 - Library – see library below.
- Decided that last semester's open hearing recommendation to include guidelines on who signs the report before it is sent to OFSR should not be included in the personnel guidelines document. That appears to be procedural item OFSR should indicate on the report form and for departments to decide on how to proceed case by case.

b. Lecturers and Instructors

- i. Revisited page 18 in the draft City Tech's Guidelines for Faculty Personnel Process (as updated in spring 2023).
- ii. The committee members agreed that the tables Professor Cheng developed are useful and provide a clear approach to the promotion process for lecturers and instructors.
- iii. Professor Berger suggested an update to the Fall of 5th year step in the instructor table to state that the appointment can be either to the Lecturer with Certificate of Continuous Employment or to the Assistant Professor line.
- iv. Professor Cheng has shared the tables with Ms. Sandra Williams, OFSR and Provost P. Brown. OFSR continues to apply the professorial promotions timeline to lecturers. There is a concern about this. Professor Cheng noted that the contract indicates lecturers are notified of their 2nd year reappointments by April 1st and therefore, their 2nd year review should be in the spring.
- v. A concern for possible grievances among lecturers was raised if City Tech's practice continues to align with the professorial promotion timeline rather than that for lecturers.

c. Adjunct Promotions

- i. Brief discussion on the current process (based on different experiences) and how adjunct promotions are not formalized and documented in the City Tech's Guidelines for Faculty Personnel Process.
- ii. Professor Coughlin noted that it would be ideal to have adjunct representation in this committee's discussion of the adjunct promotion process, especially because adjuncts are not represented on College Council, who will ultimately vote on any changes to that process.
- iii. Further discussion was tabled. To be continued in the next meeting.

d. Schedule Open Hearing for changes

- i. Decided to present the *Special Circumstances* updates to College Council on October 3rd for a vote.
- ii. Decided to share the lecturer and instructor tables to the College Council members on October 3rd for feedback.

4. Access to the ePARSE

- a. Tabled. To be discussed in the next meeting.

5. Library promotions

- a. Promotions are identical to that of academic departments, except that there is no Dean. The Provost currently serves as the Library's Dean for this process.
- b. The Library has asked that the Provost not function as the Dean for the promotion process. Consider having another Dean from one of the other schools serve in this capacity (e.g., the Dean of the School of Arts and Sciences, who has stepped into this role on some occasions).
- c. Professor Berger will get feedback on language for this special circumstance from the library faculty during their faculty meeting and share it with the Personnel Committee.
- d. The Personnel Committee members all agreed that library faculty are welcome to attend a Personnel Committee meeting to discuss further if they would like.

6. COACHE Committee

- a. Professor Coughlin announced that Wendy F. Hensel, Executive Vice Chancellor and University Provost is recruiting faculty across CUNY to review the COACHE survey. Those interested in volunteering should email Professor Coughlin with a brief statement of why they are a good fit for this committee.

7. Faculty participation in senior-level searches

- a. This process is being reviewed by the College. The Legislative Committee asked to create a subcommittee on searches for senior-level positions. We are seeking faculty volunteers to participate.

8. Other issues

- a. All are invited to see the presentation on intellectual property during the University Faculty Senate Plenary meeting on September 19th. It will be live streamed.
- b. Professor Coughlin will get more details on inviting the UFS Academic Freedom Committee to provide a workshop on Academic Freedom to our college.

9. Good and welfare

- a. None at this time.

Adjourned at 2:10 PM

Respectfully submitted,
Dr. Noemi Rodriguez