

Re: Appointments Committee Election

Tue 12/4/2018 10:19 PM

Inbox

To: Jason Montgomery <JMontgomery@citytech.cuny.edu>; Anne Leonhardt <ALeonhardt@citytech.cuny.edu>; Ting Chin <TChin@citytech.cuny.edu>; Claudia Hernandez <CHernandez@citytech.cuny.edu>; Michael Duddy <MDuddy@citytech.cuny.edu>; Alexander Aptekar <AAptekar@citytech.cuny.edu>; Barbara Mishara <BMishara@citytech.cuny.edu>; Phillip Anzalone <panzalone@icloud.com>; Jihun Kim <JKim@citytech.cuny.edu>; Illya Azaroff <IAzaroff@citytech.cuny.edu>; Esteban J. Beita Solano <EBeitaSolano@citytech.cuny.edu>; Illya Azaroff <ia.pluslab@gmail.com>; Agustin Maldonado <AMaldonado@citytech.cuny.edu>; Shelley Smith <SSmith@citytech.cuny.edu>; Robert Zagaroli <RZagaroli@citytech.cuny.edu>; Jill Bouratoglou <JBouratoglou@citytech.cuny.edu>; Wendell Edwards <WEwards@citytech.cuny.edu>; Lia Dikigoropoulou <LDikigoropoulou@citytech.cuny.edu>; Kenneth Conzelmann <KConzelmann@citytech.cuny.edu>; Robert Zagaroli <RZagaroli@citytech.cuny.edu>; Paul King <PKing@citytech.cuny.edu>;

Thank you Jason for stepping forward to be a candidate for the seat on the Department's Appointments Committee.

The College Legislative Committee will be sending two representatives to our department this Thursday during the faculty meeting to conduct the vote for this post.

Some of the responsibilities of the Appointments Committee for the upcoming spring semester will include:

1. Meet with full time faculty to discuss and write up annual evaluations
2. Attend January training with the Provost for Appointment Committees
3. Assess existing adjunct faculty assignments.
4. Assist with teaching assignments.
5. Review of 3 year contracts (assignment and performance) for existing adjunct faculty and upcoming eligible candidates.
6. Review of full time faculty applications for promotion or tenure (not required for the spring assignment)
7. Recruit and Interview candidates for adjunct faculty and adjunct CLT positions.

As a reminder of the formal Appointments Committee Functions the following is from the personnel handbook

DEPARTMENTAL COMMITTEE ON APPOINTMENTS

In each department there is a Committee on Appointments consisting of the department chair who also serves as chair of the committee and, where possible, four other faculty members of whom at least three must be tenured. The four faculty members must be elected by a majority vote of all those persons in the department who are eligible to vote. Any individual who is tenured or who is serving in a tenure bearing line (excluding college laboratory technicians) is eligible to serve on the committee. Voting eligibility criteria are the same as

those for department chair.

*This committee is responsible for making recommendations to the College Personnel and Budget Committee on **all appointments, reappointments, reappointments with tenure, CLT promotions, leaves of absences, etc.***

Minutes of all meetings, conforming insofar as practicable to Robert's Rules of Order, Revised, shall be kept in the chair's office. All actions concerning instructional staff appointments, reappointments, reappointments with tenure, and promotion shall be by secret ballot, and the result of the balloting shall be recorded in the minutes.

It is the responsibility of the department chair to communicate to the candidate the action of the committee, but no reason may be given for a negative recommendation.

Sanjive S. Vaidya

Department Chair | [Department of Architectural Technology](#)

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From: Jason Montgomery

Sent: Tuesday, December 4, 2018 9:05 PM

To: Anne Leonhardt; Ting Chin; Claudia Hernandez; Michael Duddy; Alexander Aptekar; Barbara Mishara; Phillip Anzalone; Jihun Kim; Illya Azaroff; Esteban J. Beita Solano; Illya Azaroff; Agustin Maldonado; Shelley Smith; Robert Zagaroli; Sanjive Vaidya; Jill Bouratoglou; Wendell Edwards; Lia Dikigoropoulou; Kenneth Conzelmann; Robert Zagaroli; Paul King

Subject: Appointments Committee Election

Dear colleagues,

I am eager to put myself forward as a candidate for the open seat on the appointments committee.

I look forward to discussion and the vote on Thursday. If I am elected, I am very keen to focus on faculty mentorship and faculty teaching assignments.

Sincerely,

Jason

Jason A. Montgomery NCARB LEED AP

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