




**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK
OFFICE OF FACULTY AND STAFF RELATIONS
Instructional Staff Relations
300 JAY STREET • Namm 301
BROOKLYN, NY 11201-1909

DATE: October 6, 2016

TO: All Members of the Instructional Staff

FROM: Sandra C. Gordon, Esq., Executive Director/Labor Designee 

SUBJECT: Special Election: **Personnel Appeals Committee – School of Arts and Sciences - Monday, November 7 through Friday, November 11, 2016**

The college's governance plan requires the election of a Personnel Appeals Committee as the official appeals body of the faculty and professional staff. Membership on this committee is a serious responsibility. Participation from experienced senior faculty is vital to the health of the college.

At this time, on behalf of the College Council, OFSR is accepting nominations to fill one (1) vacancy for a two-year term (2016-2018) on the committee for the School of Arts and Sciences.

The language of our constitution states that the committee shall be composed of *two (2)* tenured associate or full professors from each academic division and *one (1)* from the combined unit of Continuing Education, the Library, and Enrollment Management/Student Affairs. In addition, one member from the HEO series and one member from the CLT series will be elected every other year, and will serve, with vote, **only when a person in the HEO series or the CLT series has presented an appeal to the committee.** Service on the committee will be for a two-year term. The term of service is staggered so that in any given year only one new member from each of the constituent groups is elected.

NOMINATIONS:

In order to have a name on the ballot, a nominating petition* with a minimum of ten (10) signatures must be hand delivered to Instructional Staff Relations (Namm 301) beginning **Friday, October 7, 2016.** Petitions must be received no later than 4:30 p.m. on Wednesday, **October 26, 2016.** **The individuals signing the petition must be from within the candidate's division/series and must meet the voting eligibility criteria outlined in the memorandum.**

Election: **DATE:** **Monday, November 7 through Friday, November 11, 2016**
TIME: **9:30 a.m. to 4:30 p.m.**
PLACE: **Namm 301**

*Petitions may be downloaded from the Office of Faculty and Staff Relations web page under the category "Forms" or obtained from OFSR in Namm 301.

Personnel Appeals Committee

A. Composition and Eligibility to Serve:

This committee is composed of seven (7) **tenured associate or full professors**. Of the seven members, two shall be elected from each of the three academic schools, and one from the unit division composed of voters from the departments of Continuing Education, Library, and Enrollment Management/Student Affairs.

One representative each from the HEO and CLT series shall serve with vote, when there are appeals from members of those series.

B. Eligibility to Vote:

All members of the teaching instructional staff who have received, or received notice of, a *third continuous full-time annual* appointment are eligible to vote **for the representative from their respective school or voting unit**. Members of the Higher Education Officer series or the College Laboratory Technician Series who have received or received notice of a third continuous full-time annual appointment shall be eligible to vote for their respective representative only.

Note: Please be advised that if you accept a position on this committee you will be expected to make yourself available to meet when appeals come before the committee.

If you have any questions, please call Ms. Adrienne Traylor, Extension 5353.