

College-Wide Personnel and Budget Committee
Policies and Procedures Guidelines

Borough of Manhattan Community College

The City University of New York

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

The City University of New York

COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE

POLICIES AND PROCEDURES GUIDELINES

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SECTION
I
CALENDAR

DEADLINES

PERSONNEL AND BUDGET REVIEW CALENDAR

Fall: Reappointments (Second through Seventh),
Academic Leaves

Spring: First Annual Reappointments,
Academic Leaves
Promotions and
Emeritus Designation

SECTION

II

GENERAL POLICIES AND PROCEDURES

I. GUIDELINES OF THE PERSONNEL AND BUDGET COMMITTEE (10-8-74)

All members of the College-Wide Personnel and Budget Committee shall have access to the guidelines containing all policies and procedures governing all College-Wide Personnel and Budget Committee activities. These Guidelines shall also be made available to and accessible by faculty.

The contents of these guidelines shall be initially prepared by the sub-committee on Policy and Procedures of the College-Wide Personnel and Budget Committee.

In the event that addenda to, or corrections or revisions of, the guidelines are made, the revised document will be published to be accessible to the committee members and faculty.

All items included in the guidelines must indicate documentation as to their source and date.

With the exception of the Board of Trustees by-Laws, all additional items to be included in these guidelines must have a majority vote of the College-Wide Personnel and Budget Committee.

The Policy and Procedures sub-committee shall have access to all available minutes of past College-Wide Personnel and Budget Committee meetings. (11-13-07)

II. BUDGET SUB-COMMITTEE

Purpose: The Budget Sub-Committee serves as standing committee of the College-Wide Personnel and Budget Committee on matters relating to the College budget. Upon receipt of the budget from the President, the Budget Sub-Committee will make recommendations to the College-Wide Personnel and Budget Committee.

The Budget Sub-Committee shall reserve the right to call upon advisors as needed.

Membership: The Budget Sub-Committee shall consist of five (5) voting members elected annually from the College-Wide Personnel and Budget Committee. Two (2) members must come from the liberal arts departments and two (2) from the career departments. The fifth (5th) member can come from either area. (11-12-95)

III. AGENDA

The Office of Academic Affairs shall prepare a calendar for College-Wide Personnel and Budget Committee that will be available at the beginning of the Fall semester for Fall review and at the beginning of the Spring semester for Spring review. The calendar will include second through seventh year reappointments with tenure, academic leaves and library reassignments in the Fall and promotions, first annual reappointments, academic leaves, library reassignments and emeritus designations in the Spring.

The Office of Academic Affairs shall prepare for the committee a list of candidates to be considered at the next meeting, with a summary of each candidate's credentials.

Personnel files and review documents for these candidates will be available and accessible prior to deliberations for perusal by all members of the committee.

An agenda, to include the following items, shall be distributed to members of the committee at the beginning of each meeting:

- A. A list of candidates, by department, who will be considered in the forthcoming meeting.
- B. A summary of each candidate's credentials.(2-10-87)

IV. MINUTES

Copies of the Minutes of all College-Wide P & B meetings shall be distributed at the next scheduled meeting. (11-7-73)

Copies of the Minutes of all College-Wide P & B meetings shall be kept on file in the Office of Academic Affairs and made available to all members of the College-Wide Personnel and Budget Committee.

Minutes are informational or action - no discussion is included in the recordings of these minutes. (Compilation of Minutes '71 – '72)

V. ATTENDANCE AND VOTING

Attendance is restricted to department chairpersons, Senior Vice President and Provost; and the President. Voting rights to be restricted to department chairpersons and the Senior Vice President and Provost. All voting shall be by secret ballot. (11-7-73)

In case of a tie vote and the presiding chairperson of the College-Wide P & B has not yet voted, he/she is entitled to cast a vote, breaking the tie. This must be done only at the time that the tie vote is announced. (10-21-75)

Any member of the College-Wide Personnel and Budget Committee must be present while a vote is taken in order for his/her ballot to be valid. (10-8-74)

Any member of the P & B may ask for a reconsideration at the next scheduled meeting; this must be upheld by a 2/3 vote of the members present. (10-21-75)

The vote shall be listed as: yes, no, abstain.

A majority of the whole number of voting members must be present, and a majority of the whole number of voting members must vote affirmatively to pass a positive recommendation of a departmental or College-Wide P & B committee.

(Mary Bass communication 3-19-75)

VI. OBSERVATIONS and EVALUATIONS

Observations and Evaluations shall be conducted in accordance with the PSC contract, Article 18, Professional Evaluation.

SECTION

III

APPOINTMENTS, REAPPOINTMENTS & TENURE

I. CANDIDATES

All Candidates for appointment, reappointment or promotion at the College in a full-time position with the rank of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or CLT must be discussed and voted on by the College-Wide P & B for its recommendation to the President. The same procedure will apply to candidates with special titles such as Distinguished Professor or Visiting Professor.

Reappointment, promotion or tenure of administrative staff who hold faculty lines will be brought before College-Wide P & B.

II. PRESENTATION

In first annual reappointments, all candidates with unanimous departmental P & B votes will be voted on a single ballot after presentations by chairs, unless a member of the College-Wide P & B requests discussion on a specific candidate. In such event, the candidate will be considered individually, as will candidates receiving other than a unanimous departmental P & B vote. (2-10-87)

In second year reappointments, the chairperson will present a summary of each candidate's student evaluations, teaching observations and annual evaluations. (2-10-87)

In presenting candidates for appointment, reappointment, and promotion, the chairperson will clearly define all reassigned time the candidate received. The presentation will evaluate the quality of performance in the reassigned time activity separately from instructional and other services. This includes persons who receive supplementary salaries in addition to regular wages. (10-28-75)

Irrelevant comments, and materials shall not be presented, and when presented shall be ruled out of order. (10-28-75)

In cases of third, fourth and fifth year reappointments (sixth and seventh year reappointments for faculty hired after 8-1-07) and promotions, the chairperson will include a summary of the student evaluation, teaching observations and annual evaluation. The Annual Evaluation Conference Report should be a summary of a discussion that included the categories and issues listed below and that report should be the basis of the Chairperson's presentation to the College-Wide P & B.

A. TEACHING EFFECTIVENESS

1. Identify this person's teaching strengths and weaknesses.
2. Student Evaluation(s)
3. Faculty Observation(s)

B. ADMINISTRATIVE ASSIGNMENTS AND SERVICE

1. Department - What are the candidate's specific contributions to the Department? Include here references to administrative activities, committee participation, course and curricula development, reassigned time, student guidance (advising, mentoring, and honors projects) and other activities beneficial to the department.
2. College/University - What are his/her specific contributions to the college/university? Include here references to administrative activities,

committee participation, reassigned time and other activities beneficial to the college/university.

C. PROFESSIONAL CONTRIBUTIONS, GROWTH AND DEVELOPMENT

1. Progress toward degree, if not completed.
2. Publications - Describe the quality and significance of published texts or scholarly writings.
3. Creative Works in candidate's discipline - Identify the nature and quality of any creative works.
4. Presentations – Describe the nature and quality of professional presentations.
5. Research – Describe the quality and significance of research conducted.
6. Professional Organizations - Identify the organizations the candidate is involved in and any offices held.
7. Grants - Describe any Grants written and/or received.

D. PUBLIC/COMMUNITY ACTIVITIES AND SERVICE RELATED TO DISCIPLINE

E. ACADEMIC/PROFESSIONAL HONORS AND AWARDS

- F. SUMMARY - Evaluate the candidate's overall performance and discuss any departmental guidance offered to the candidate regarding requirements for reappointments and tenure as well as institutional guidance offered to the candidate in the previous year's reappointment letter. (P & B vote April, 2009)

III. WAIVER OR EQUIVALENCY

- A. In instances where the waiver or equivalency is required for eligibility, documentation with explanations must be provided with the recommendation for promotion form before the College Personnel and Budget Committee review. (Commentary 11-7 -73)
- B. The College-Wide P & B will not consider parts of an academic year as valid teaching experience in computing the minimum time required. (10-28-75)

IV. SELF VOTING

When a vote is conducted on a member of the P & B, he/she is asked to leave the conference room. In the event that the vote is for promotion, tenure or reappointment, he/she does not have the privilege of his/her own vote. In the event that the vote is for sabbatical, he/she does have the privilege of his/her own vote. (Compilation '71-'72)

When a vote is conducted and a member absents himself/herself to avoid a conflict of interest, he/she shall not be counted toward the enumeration of the votes required to constitute an affirmative majority. (11-14-95)

VI. EARLY TENURE

1. Each department should include recommendations for early tenure at the time of consideration of regular tenure appointment, but in no case later than November 1. (10-8-74)

2. Criteria for early tenure candidates would be the same as for candidates coming up for tenure after five annual appointments (7 years for faculty hired after 8-1-07). In addition, a candidate would be recommended by the College P & B only when:
 - a. The candidate has been recommended by unanimous vote by the department P & B.

and
 - b. The candidate's vita demonstrates exceptional standing in her or his professional field or discipline prior to appointment at BMCC, such standing to be substantiated by
 - i. publications (books, journals, articles, other scholarly or professional writings)

or
 - ii. honors and awards, such as government or private grants

or
 - iii. other signs of national recognition

and
 - c. The candidate has played an exceptional leadership role in the college.
 - d. The candidate has served at least on year in the college.
 - e. The candidate shall have a minimum of five (5) years teaching experience at the College level.

That aside from candidates who meet the above guidelines early tenure may be considered for persons whose length of service in non-tenure generating lines is as follows:

Service in non-tenure generating lines will be credited on a 2-to-1 basis to a maximum of three (3) years. Candidates must have served a minimum of two (2) years on a tenure generating line. Candidates must also meet the following criteria:

1. Candidates must be recommended by a unanimous vote on the Department P & B.
2. Candidates must have played an exceptional leadership role at the college.

(Approved by College-Wide P & B committee January 10, 1974.)

SECTION
IV
PROMOTIONS

I. FORMS AND DOCUMENTATION

- A. In presenting candidates for promotion, it is necessary to have the application for promotion form properly completed and also have a typed curriculum vita with the Chairperson's report in the official form at the time the candidate is presented. It is the responsibility of the Office of Human Resources to verify the credentials of all members of the College community and ensure the presence of such records in the personnel folder to ensure that they qualify for eligibility for the professional ranks to which they are recommended. (Commentary 11-7-73)
- B. The Office of Academic Affairs will make the candidate's personnel file and other supporting documents available and accessible to the members of the College-Wide Personnel & Budget Committee prior to the discussion of the candidate.
- C. The department Chairperson will submit the names of candidates who have received majority votes to the Office of Academic Affairs with all appropriate documents. (12-9-75)
- D. All candidates for promotion must have on file a teaching observation which dates back no longer than one academic year from the date of presentation to the College-Wide P & B. (12-9-75)
- E. Qualifications for promotions shall be reviewed in accordance with the CUNY OHRM Code of Practice Regarding Instructional Staff Titles: Title Descriptions and Minimum Qualifications as it may be changed from time to time.

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 PhD 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 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 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 professors 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.

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.

Senior College Laboratory Technician: 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. 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.

II. CANDIDATES

- A. All candidates for appointment, reappointment or promotion at the College in full-time position with the rank of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, or CLT must be discussed and voted on by the College-Wide P & B for its recommendation to the President. The same procedure will apply to candidates with special titles such as distinguished professor or visiting.
- B. Reappointment, promotion or tenure of administrative staff who hold faculty lines will be brought before College-Wide P & B. (11-21-71)

III. PRESENTATION

- A. In considering candidates for promotion, the College-Wide P & B will consider only (11-13-07) the candidate's contributions since the last promotion or initial appointment, whichever is most recent. Any deviation shall be ruled out of order by the chairperson of College-Wide P & B. (12-9-95)
- B. Uniform and consistent procedures, as follows, shall be used by Chairpersons in presentation of their candidates:
 - 1. Report on department P & B vote (only applies to promotion to Associate Professor.)
 - 2. Summaries of – and quotations from – teaching observations, annual evaluations, and student evaluations (12-9-75)
 - 3. Comments of the sponsoring chairperson such as:
 - a. Department Service
 - b. College Service
 - c. Professional Organization/Activities
 - d. Publication/Research/Grants
 - e. Community Service
 - f. Honors and Awards
 - g. Report of P & B discussion leading to non-unanimous votes. (12-9-75)

4. In presenting candidates for appointment, reappointment, and promotion, the chairperson will clearly define all reassigned time the candidate received. The presentation will evaluate separately the quality of performance in the reassigned time activity from instructional and other services. This includes persons who receive supplementary salaries in addition to regular wages. (10-28-75)
 5. Department Chairpersons may bring with them written comments on each candidate following the above guideline, in order to expedite the review processes. (Commentary)
- C. Irrelevant comments such as comments on candidate's political, personal, or marital lives shall be firmly ruled out of order.

B. WAIVER OR EQUIVALENCY

- A. In instances where the waiver or equivalency is required for eligibility, documentation with explanation must be provided with a recommendation for promotion form before the College P & B Committee review. (Commentary 11-7-73)
- B. The College-Wide P & B will not consider parts of an academic year as valid teaching experience in computing the minimum time required. (10-28-75)
- C. The individuals eligible to vote on the waiver are only those eligible to vote on the promotion. (P & B minutes of 4-18-89)
- D. Recommendations for equivalency will be reviewed with the applicable CUNY guidelines on equivalencies as these may be changed from time to time.

RECOMMENDATIONS FOR EQUIVALENCIES IN SELECTED CURRICULUM AREAS

Department of Accounting

1. A master's degree in Accounting.
PLUS
2. Certified Public Accounting (CPA) license.
PLUS
3. Four years of experience in the Accounting field plus two years college teaching.

Department of Allied Health Sciences

Respiratory Therapy and Medical Record Technology:

1. An appropriate master's degree plus 8 years of experience in the specialty field.
Plus
2. Professional registry in field of specialization.

Department of Business Management - Secretarial Science Program

1. A master's degree in field of specialization.
PLUS

2. Thirty appropriate graduate credits beyond the master's degree.
PLUS
3. Five years of relevant, progressively responsible business experience.

Department of Speech, Communication and Theatre Arts

Video Arts and Technology

For faculty teaching in the Video Arts and Technology Program, in hands-on video production the equivalency for basic eligibility for rank of Assistant Professor is:

1. Four years of full time professional experience prior to appointment.
2. Two years of full-time college teaching.
3. An appropriate Master's Degree.
4. Appropriate contributions to the field of expertise. This means either production, direction, or management of media communications (in hands-on instruction in Industrial Technology). (Minutes of November 17, 1987)

Performing Arts

Evidence of recognition and/or experience in the area of specialization (acting, directing, media) to be substantiated by professional and/or critical evaluation. (i.e., reviews, letters of recommendation, awards or commendations, etc.)

Department of Nursing:

1. A master's degree in Nursing/clinical specialization.
PLUS
2. Five years of appropriate teaching and/or professional experience.
PLUS
3. New York State RN License required.

C. SELF VOTE

When a vote is conducted on a member of the P & B he or she is asked to leave the conference room. In the event that the vote is for promotion, tenure or reappointment, he or she does not have the privilege of his or her own vote. In the event that the vote is for Sabbatical, he or she does have the privilege of his or her own vote. (Compilation '71-'72)

SECTION
V
APPEALS

- I. PROCEDURES ON APPEALS (Compilation of Minutes '71-'72)
 - A. An individual who has been denied reappointment, tenure, promotion, or academic leave by a Department P & B Committee may appeal the decision to the College-Wide P & B Committee. The letter of appeal should be addressed to the President, as Chairperson of the College-Wide P & B Committee, within 10 calendar days (excluding weekends and legal holidays) following notification of the negative Department P & B recommendation.
 - B. Letters of appeal addressed to the President as Chairperson of the College-Wide P & B are read by the Secretary of the College-Wide P & B, after which the body votes whether to accept the appeal.
 - C. If the committee agrees to hear the appeal, the Chair of the candidate who has filed the appeal reads the most recent annual evaluation to the committee. The candidate's classroom observations and student evaluations can be read after the annual evaluation if requested by a committee member. Remarks related to the candidate's activities not mentioned in the annual evaluation shall be ruled out of order. Only those matters alluded to in the candidate's annual evaluation, classroom observations and student evaluations can be brought into the discussion of the appeal. (P & B 11-13-07)
 - D. After discussion, the Committee votes on the personnel action, i.e., reappointment, promotion, etc.
 - E. Personnel actions turned down at the College-Wide level may be appealed by the individual concerned to the Personnel Review Committee.
 - F. Any member of the College-Wide P & B may ask for reconsideration at the next regularly scheduled meeting; this request must be upheld by a 2/3 vote of the members present.

SECTION

VI

ACADEMIC LEAVES

EMERITUS DESIGNATION

I. SELF VOTE

When a vote is conducted on a member of the P & B, he/she is asked to leave the conference room. In the event that the vote is for promotion, tenure or reappointment, he/she does not have the privilege of his/her own vote. In the event that the vote is for Sabbatical, he/she does have the privilege of his/her own vote. (Compilation '71-'72)

II. PROCEDURE FOR ACADEMIC LEAVES

- A. The candidate must present a specific plan to the Departmental P & B with an application for an Academic Leave in accordance with the CUNY OHRM Code of Practice Regarding Instructional Staff Academic Leaves, as it may be changed from time to time.
- B. The chairperson of the department shall present each candidate.
- C. A specific proposal must be attached to the formal request for Academic Leave, including any compelling circumstances for an application outside of the posted deadline, where applicable. The specific proposal should offer a detailed description of complete project, ultimate outcome or the form the project should take.
- D. After considering the presentation, the Committee will vote on the candidate's request. A majority vote of those P & B members present and voting is necessary for approval, in accordance with Robert's Rules of Order (12-1-87).

III. EMERITUS TITLES

The College has adopted the following policy and procedures for the conferral of emeritus titles for individuals other than those holding professorial titles who have honorably retired after more than ten years at the institution, in accordance with the CUNY Manual of General Policy, Article V, Policy 5.17 as it may be changed from time to time:

For faculty members who retire honorably at the rank of full professor and who have served in faculty rank at the College for less than ten years; and

For faculty members who retire honorably at the rank of associate professor and who have served on the faculty for ten or more years:

Apply to faculty member's Department chairperson.

Approval of the Department Personnel and Budget Committee for positive recommendation to College-Wide Personnel and Budget Committee.

Approval of the College-Wide Personnel and Budget Committee for positive recommendation to College-Wide Personnel and Budget Committee.

Approval of the President.

The President, after approval, shall submit the recommendation to the Board of Trustees.

Emeritus Titles can be recommended in exceptional cases:

For faculty members who retire honorably at the rank of associate professor and who have served in faculty rank at the College for less than ten years; and for faculty members who retire honorably at the rank of assistant professors who have served in faculty rank for ten or more years:

Apply to faculty member's Department chairperson.

Approval of Department Personnel and Budget Committee for positive recommendation to College-Wide Personnel and Budget Committee.

Approval of the President.

The President, after approval, will submit the recommendation to the Board of Trustees.

Consideration of the Emeritus Titles shall be placed on the College-Wide Personnel and Budget Committee's calendar during the spring semester. (Mapp memo 5/20/81)

SECTION
VII
BUDGET

The President shall meet regularly with the Personnel and Budget Committee to discuss budgetary concerns and shall solicit input from the Personnel and Budget Committee before formulating the budget for the coming year.

SECTION
VIII
AMENDMENTS

Suggested amendments shall be presented to the P & B at least two weeks prior to deliberation. A 2/3 vote for approval is required for passage.