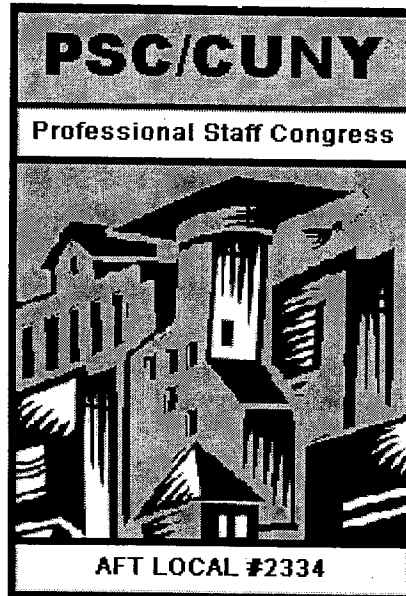


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PSC Chapter Grievance Counselor

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Tenure Related Issues,

Or,

**What's Your Story, Morning Glory?**

Tenure is a feature of New York State Education law; the Certificate of Continuous Employment is an element of the Contract between the PSC and the University (Article 12).

Fewer colleges in CUNY are permitting Instructors to apply for a CCE as Lecturers. They are making Instructor appointments with the understanding that the Instructor will either earn a Ph. D. in the interim and apply for appointment as an Assistant Professor, or go find another job.

**You are your personnel file.** That's what the chair and the president must base their independent, academic judgments of your performance on. In school and college, others took care of your records for you, but Big Daddy and Big Mama are not around any more to take care of you. You **MUST** make an appointment with Human Resources and inspect your file each year. Here's a typical horror story: along with a faculty member who has been denied reappointment, I inspected her personnel file. **There were no peer observations included in it**, although they had been done. It's your career and your paycheck that is at issue. Get up to Human Resources and go through the file looking for a) things that shouldn't be there, e.g. student evaluations for teachers with a name similar to yours; b) things that should be there but aren't, e.g. the missing

peer observations. If something you don't want in your file appears there, without you having a chance to read it ahead of time and initial it, contact me and we will demand it be removed.

You are entitled to rebut in writing any statement in a peer observation or annual evaluation that you deem misleading, inaccurate or wrong. If you do not do so, and the allegation(s) go unchallenged, later on, when a third party reviews the file, you have not been heard from.

The Contract can be found on the union's website [www.psc-cuny.org](http://www.psc-cuny.org). Familiarize yourself with Articles 9 (Appointment and Reappointment), 10 (Schedule for Notification of Appointment and Reappointment), 18 (Professional Evaluation), and 19 (Personnel Files). I have attached some relevant extracts from the Contract and the *Bylaws*.

Try to make three kinds of contacts in the year ahead.

1. Speak with a newly tenured faculty member in private to get a sense of all those unwritten rules of the game with which every culture abounds.
2. Try to find somebody who has been at the college for ten or more years and seems to be successful. Try to gain an insight into the prevailing culture we have here. Don't be shy about asking: we **love** talking about this place.
3. Make connections with people in your field, probably at conferences, who you may call upon to act as outside references on the quality of your contributions to your discipline.

Lastly, and perhaps most important of all, you must create a **narrative** out of your career here. You have to have a **story**, one that your chair can tell at college-wide P&B when the president asks, "Who is this person, and why should we keep him or her around?" You'll need to tell your story on your yearly Major College Contribution form as part of your annual evaluation. All these involve people who don't know you or your work very well; nevertheless, they are going to be making very important decisions about you, so you need to give them a succinct way of showing how the very good job you do helps the College to realize its mission. Your story will show how you used your initiative and teaching/organizational/ scholarly/grant writing/creative skills to make a difference here at the College.

Should you receive an unsatisfactory or highly critical peer observation or annual evaluation, or a letter of concern from the President, contact me immediately at **718 482-5673**

This can be a nerve wracking period in your life, but it's worse if you don't plan and don't consult with those who want you to make good. I look forward to seeing you at PSC Chapter meetings.

*emphasis added by Danny Lynch.*

## PROFESSIONAL EVALUATION

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. An evaluation of professional activities shall be based on total professional performance. 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 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.

*\* For Collegiality see CUNY BYLAWS 11.7.B*

It is understood that Lecturers and teachers in the Hunter College Campus School shall not be required to have a research commitment.

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(b) Teaching observation, as described below, is one factor in total evaluation of academic performance of the teaching staff.

1. At least once during each academic semester, non-tenured and non-certificated members of the teaching staff shall be observed for a full classroom period. One observation shall take place during any scheduled class during the first ten weeks of a semester. The employee shall be given no less than 24 hours of prior notice of observation.

Tenured and certificated members of the teaching staff may be observed once each semester.

2. a) Each department P & B committee shall designate a panel, the size to be specified by the chairperson, of department observers (which shall include members of the P & B committee). The department chairperson shall schedule the members of this panel to conduct observations as necessary. Each observer shall submit, through the department chairperson, a written observation report to the department P & B committee within one week of the observation. These observation reports shall be considered by the committee in its total evaluation of the employee.

b) The department chairperson shall schedule the post-observation conference for the employee within two weeks after receipt of the written observation report. The post-observation conference shall include the employee and the observer. Either a member of the P & B committee or a member of the department with the rank of tenured Associate Professor or tenured Professor may be assigned by the chairperson to attend the postobservation conference at the request of the employee or the observer.

c) Following the post-observation conference, the assigned P & B representative or the assigned senior faculty member shall prepare a record of the discussion in memorandum form for submission to the chairperson. If the post-observation conference includes only the observer and the employee, then the observer shall prepare the record of the discussion in memorandum form. The original conference memorandum shall be placed in the employee's personal file. The employee may have a copy of this document provided a signed receipt is

tendered. The observation report shall be placed in the personal file.

d) In the event that the observation or post-observation conference is not held within the time stipulated herein, the employee shall, within ten (10) working days thereafter, file a request for an observation and/or conference with the chairperson. A copy of the request shall be sent to the appropriate dean and the Office of the President. Failure of the employee to file the request within the stipulated time shall bar the employee from subsequent complaint regarding such non-compliance with Article 18.2(b), 2b) or c). Upon the receipt of the request, the college shall cause appropriate remedial action to be taken, including, if necessary, scheduling of an observation and/or observation conference by the dean or President or their designee.

e) After ten (10) semesters of service teaching observation for adjunct personnel shall be held at the request of the chairperson or the adjunct.

### 18.3 Annual Evaluations:

(a) Members of the teaching faculty: At least once each year, each employee other than tenured full professors shall have an evaluation conference with the department chairperson or a member of the departmental P & B committee to be assigned by the chairperson. Tenured full professors may be evaluated. At the conference, the employee's total academic performance and professional progress for that year and cumulatively to date shall be reviewed. Following this conference, the chairperson or the assigned member of the P & B shall prepare a record of the discussion in memorandum form for inclusion in the employee's personal file. Within ten (10) working days after the conference, a copy of the memorandum shall be given to the employee. If the overall evaluation is unsatisfactory, the memorandum shall so state. The employee in such case shall have the right to endorse on the memorandum a request to appear in person before the department P&B.

(b) Members of the non-teaching staff, including Librarians, CLTs, Counselors, Student Personnel Services staff, Registrar series, HEO series and other non-teaching members of the Instructional Staff covered by this Agreement: Preferably once each semester, but at least once each year, each employee shall have an evaluation conference with the chairperson or supervisor to be designated by the appropriate dean or President. At the conference, the employee's total performance and professional progress shall be reviewed. Following this conference, the designated official shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee's personal file. A copy of the report shall be given to the employee within ten (10) working days following the conference.

(c) After four (4) semesters of service annual evaluation for adjunct personnel shall be held at the request of the chairperson or the adjunct, provided, however, that if such evaluations are conducted at the request of the adjunct, such evaluations may not be conducted more than once every four semesters.

(d) In the event that a date for yearly evaluation is not scheduled by March 1, the employee shall, within ten (10) working days thereafter, file a request for an observation and/or conference with the chairperson or supervisor. A copy of the request shall be sent to the appropriate dean and the Office of the President. Failure of the employee to file the request shall bar the employee from subsequent complaint regarding such non-compliance with the above-stated scheduling requirement. Upon receipt of the request, the dean or President shall cause appropriate remedial action to be taken to insure compliance with this provision.

# CUNY BYLAWS.

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 the senior faculty shall have special responsibilities 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.

## 11.7 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 progress toward a doctorate.

### 2. ASSISTANT PROFESSOR.

For appointment as 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 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' 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