

# Employee Handbook

## Instructional Staff

Department of Human Resources



LaGuardia Community College  
CITY UNIVERSITY OF NEW YORK

Revised  
11/20/2019

## TABLE OF CONTENTS

GENERAL EMPLOYMENT APPLICATION INFORMATION .....	1
OUR MISSION.....	2
OVERVIEW OF THE COLLEGE.....	3
ORGANIZATION OF THE COLLEGE.....	5
UNIVERSITY STANDARDS, PERSONNEL POLICIES AND PROCEDURES .....	8
RECRUITMENT PROCEDURES.....	11
APPOINTMENT PROCEDURES.....	12
IMMIGRATION ISSUES.....	13
REAPPOINTMENT PROCEDURES FOR LECTURERS, INSTRUCTORS AND PROFESSORIAL TITLES .....	14
EVALUATION OF INSTRUCTIONAL STAFF MEMBERS (TEACHING).....	16
PROMOTION PROCEDURES FOR PROFESSORIAL TITLES .....	18
TENURE/CERTIFICATE OF CONTINUOUS EMPLOYMENT (CCE).....	21
COLLEGE LABORATORY TECHNICIANS (CLT) Titles .....	22
HIGHER EDUCATION OFFICER (HEO) TITLES.....	23
PROFESSIONAL DEVELOPMENT .....	26
LEAVES OF ABSENCE FOR MEMBERS OF THE INSTRUCTIONAL STAFF .....	28
SUMMARY OF BENEFITS .....	33
COLLEGE GOVERNANCE.....	34
EMERGENCY INFORMATION .....	37
REFERENCE DOCUMENTS .....	39

## **GENERAL EMPLOYMENT APPLICATION INFORMATION**

The City University of New York adheres to the provisions of the Immigration and Reform Control Act. Applicants selected for employment must provide proof of identity and the right to employment in the United States.

To apply for a position, applicants must contact the designated college representative in the manner indicated on the job posting before the closing date. The closing date is the date by which all completed applications must be received.

Applicants selected for employment who are receiving a public service pension from New York State or any of its political subdivisions including New York City will need a waiver of state law. CUNY will attempt to obtain the waiver, if appropriate. Such applicants are required by CUNY policy to indicate that they are receiving a New York public service pension.

The City University of New York complies with the provisions of the Americans with Disabilities Act. Reasonable accommodation is available, upon request.

The City University of New York is an Equal Opportunity/Affirmative Action Employer.

### **Warning:**

In accordance with New York Civil Service Law, Article 4, Section 50, applicants found to have intentionally made a false statement of any material fact will be disqualified; if already appointed, such appointment will be revoked.

## **OUR MISSION**

### **Description**

LaGuardia Community College of the City University of New York is named for Fiorello H. LaGuardia, New York City's New Deal mayor, who inspired a city of immigrants. Located at a transit hub that links Queens, the city's most ethnically diverse borough, with the world center of finance, commerce and the arts, the college provides access to higher education and serves New Yorkers of all backgrounds, ages and means.

### ***Mission***

***LaGuardia Community College's mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society.***

*These are the foundational elements that sustain our commitment:*

### **Our Students**

Our students are the energizing force behind the college. They seek knowledge, skills, and credentials to transform their own lives as well as impact their families and communities. Their dedication to the journey of lifelong learning and the richness they bring to the classroom and campus life are what define LaGuardia. Our alumni take an active role in the college community by sharing their stories and resources with current students and developing lasting relationships with the college.

### **Our Faculty & Staff**

Our faculty and staff are passionate professionals constantly reflecting upon their training, experience, practice, and goals to create challenging and engaging learning environments. They cherish their connections with students and enjoy learning with them and from them. Our faculty and staff are engaged in scholarly and artistic activities which evidence their intellectual excitement and rigor, their commitment to disciplinary knowledge and discovery and their deep respect for all the communities of our city.

### **Our Programs**

We offer a broad range of rigorous academic programs that promote inquiry, openness, and a willingness to take on challenges. Areas include urban studies, liberal arts, business, the sciences, health, technology, developmental education, college and transfer preparation, experiential education, continuing education classes, workforce training and Honors programs. Our leadership in technology-based learning has achieved national and international recognition.

## **Our Community**

We cultivate partnerships with businesses, civic and community groups, government, and public schools to enhance the economic, cultural, and educational development of Queens and New York City and State. We aspire to set an example as advocates of sustainable practices that contribute to a healthy urban environment.

## **OVERVIEW OF THE COLLEGE**

Fiorello H. LaGuardia Community College is one of 23 colleges and institutions of the City University of New York (CUNY). Since admitting the first 540 students in 1971, LaGuardia has continually supported the principles of open access and equal opportunity for all. Today, the College has grown to over 17,000 students.

LaGuardia Community College is nationally acclaimed for its commitment to preparing students to become full participants in the economic and civic life of the city, nation and world via its tradition of academic excellence and innovative real world applications of classroom learning.

With students from over 100 nations and over 100 languages represented in the student body, many of our students are recent arrivals to the United States specifically to study at LaGuardia. The College, through an array of academic disciplines, serves students in both associate degree and certificate programs. Our 56 degree programs and 4 certificate programs meet the needs of all students, whether they plan to continue study toward a baccalaureate degree at a four-year college or are seeking to immediately embark on a career.

Each year, we reach out to the following communities: homeless, senior citizen, prisoner, hard of hearing, recent immigrant and the under and unemployed through a variety of non-credit programs in continuing education. Some 38,000 students take advantage of these courses available both on and off campus.

## **Campus**

4 buildings, over 1.5 million square feet, which includes over 100,000 square feet of laboratories, a 750 seat theater, 6-lane NCAA regulation size swimming pool, fitness center, sports gymnasium, tennis court and the Archives of New York Mayors LaGuardia, Wagner, Beam, Koch and the New York City Council.

## **Location**

Western Queens, 10 minutes by subway from Times Square and just minutes from Brooklyn. Long Island City is quickly becoming a center for the New York City arts scene. Queens is the most rapidly growing borough of New York City, as well as its most ethnically diverse borough, which makes it the ideal place to learn about business, science & technology, health & human services and the arts.

## **High School and Pre-College Programs**

LaGuardia, through co-op internships, provides the perfect academic and professional blend giving the skills necessary for a full life of work, service and personal growth.

LaGuardia educates thousands of New Yorkers annually via our various pre-college programs. Many of these programs are partnerships with local public middle schools and high schools, the community school districts in Queens, the rest of New York City, the NYC Board of Education, the U.S. Department of Education or other colleges within and outside of the City University of New York

International High School is a multicultural alternative educational environment for recent immigrants. It serves students with varying degree of limited English proficiency. Located on the LaGuardia campus, the school offers a high school/college curriculum with intensive study and reinforcement of English.

Middle College High School is a six-year program that combines grades 9 through 12 with the first two years of college. Located on the LaGuardia campus, it provides intensive guidance, small classes, career exploration, and an interdisciplinary curriculum to students who might not reach their potential in a traditional school setting.

Robert F. Wagner Jr. Institute for the Arts and Technology provides students in grades 7 through 12 with interdisciplinary curriculum, small classes and intensive guidance programs, focusing on the arts and technology. It is located one block from the main LaGuardia campus.

College Now! is a CUNY initiative that enables juniors and seniors in 27 Queens high schools to take college credit and non-credit bearing courses and ninth and tenth graders to participate in a range of activities, including specially designed high school courses, on our college campus and at their own high schools.

College Connection is a LaGuardia sponsored program, which makes it possible for junior and senior high school students to take LaGuardia courses on campus.

The Liberty Partnership Program is a high school retention and college preparation program operating with Grover Cleveland, Franklin K. Lane and Newtown High Schools.

Project Upward Bound serves low-income students from Aviation, W.C. Bryant, International High School, Middle College, Newtown and Robert F. Wagner high schools. This program prepares low income and first generation students for post-secondary education. In partnership with Vassar College, Upward Bound sends 40 students to Vassar each summer for a six-week academically challenging program of classes and extracurricular activities.

The Early College Program funded by Bill and Melinda Gates at Middle College High School and International High School at LaGuardia Community College is an intensive academic program that combines high school and college. At completion in the 13th year, each student graduates with a high school diploma and an Associate's Degree.

## **Recent LaGuardia Honors, Recognition and Accolades**

- ❖ 2009 - Recognized by Excelencia! In Education for its exemplary leadership in serving the needs of Latino and nontraditional students
- ❖ 2008 – Winner, City University of New York (CUNY) Sustainability Award
- ❖ 2007 – Exemplary Instructional Programs and Services - Bellwether Award given by the Community Colleges Futures Assembly
- ❖ 2006 - MetLife Foundation's Community College Excellence Award - for successfully helping under-served students meet their academic and career goals
- ❖ 2005 - Community College Survey of Student Engagement recognized LaGuardia as a top performer in engaging students and helping them succeed in their educational goals
- ❖ 2005 - Award for Innovation to LaGuardia's First Year Academies by the Conference on Basic Writing.
- ❖ 2004 - Theodore M. Hesburgh Award Certificate of Excellence from TIAA CREF for innovative faculty training programs.
- ❖ 2003 – One of the top three large Community Colleges in the nation – named by the Community College Survey of Student Engagement
- ❖ 2002 - Selected as one of the 13 Institutions of Excellence in the First College Year by the Policy Center of the First Year of College, funded by Pew Charitable Trusts
- ❖ 2004 - 2009 CUNY Productivity Awards to the Division of Administration
- ❖ 2005 – CUNY Productivity Award for the Staff Development and Training Program, Human Resources Department

## **ORGANIZATION OF THE COLLEGE**

There are ten academic departments and programs:

1. Business and Technology
2. Counseling
3. Education and Language Acquisition
4. English
5. Health Sciences
6. Humanities
7. Mathematics, Engineering and Computer Science

8. Natural Sciences
9. Social Science
10. The Library/Media Resource Center

### **Degree programs offered by the College**

The college offers programs leading to three types of degrees: the Associate in Arts (AA), the Associate in Science (AS), and the Associate in Applied Science (AAS). In addition, the college offers four Certificate programs. The programs of study include:

#### **Associate in Arts**

Childhood Education, Education Associate, Human Services  
Liberal Arts: Social Sciences and Humanities, Deaf Studies Option, History Option, International Studies Option, Labor and Community Organizing Option, Latin American Studies Option, Media Studies Option, Psychology Option, Philosophy Option, Theater and Communication Option, Writing and Literature

#### **Associate in Science**

Business Administration, Computer Science, Dietetic Technician, Engineering Science, Fine Arts, Liberal Arts, Occupational Therapy Assistant, & School Foodservice Management.

#### **Associate in Applied Science**

Accounting, Administrative Assistant, Business Management, Commercial Foodservice Management, Commercial Photography, Computer Operations, Criminal Justice, Emergency Medical Technician/Paramedic, Microcomputer Systems and Applications, Mortuary Science/Joint with American Academy McAllister Institute, Music Recording Technology/Joint with Institute of Audio Research, New Media Technology, Nursing, Paralegal Studies, Physical Therapist Assistant, Programming and Systems, Radiologic Technician, Travel and Tourism, and Veterinary Technology

#### **Certificate Programs**

Commercial Photography, Word Processing Specialist, & Practical Nursing

#### **Articulation Agreements**

LaGuardia has articulation agreements with over 32 public and private four-year colleges and universities. The Office for Academic Affairs has developed specific agreements that guarantee acceptance of LaGuardia credits when students transfer to these colleges after earning the Associate degree. At the time of printing, the following institutions have joined LaGuardia in articulation partnerships: Adelphi University,



LaGuardia/Adelphi University Connection Programs, Antioch College, City College, Clarkson University, Cornell University, Gallaudet University, Hunter College, Hunter-Bellevue Nursing Program, John Jay College of Criminal Justice, Laboratory Institute of Merchandising, LaGuardia/C.W. Post, L.I.U. Transfer Programs, Manhattanville College, Marymount College (Manhattan, Tarrytown), New York City Technical College, New York University, Pratt Institute, Queens College, Shaw University, Springfield College School of Human Services, St. John's University, St. Joseph's College, School of Visual Arts, SUNY, College of Technology, SUNY, Health Science Center @Brooklyn College, SUNY, Institute of Technology, Utica/Rome, SUNY @Oswego, University of Turabo, Puerto Rico, Vassar, York College.

## **The College is divided into seven major areas:**

### **1. Office of the President**

Gail O. Mellow, President

The President is responsible for maintaining and improving the educational standards and general academic excellence of the College. The President's responsibilities include, but are not limited to, recommending to the University the appointment, promotion and the granting of tenure to those persons who are deemed reasonably certain to contribute to the improvement of academic excellence in the College community. These recommendations are consistent with LaGuardia's immediate and long-range objectives. The Office of Legal Affairs, Labor Compliance and Diversity reside in the Office of the President.

### **2. Division for Academic Affairs**

Paul Arcario, Provost & Senior Vice President

The Vice President for Academic Affairs is the Chief Academic Officer of the College. Areas of responsibility of this office include instruction and administration, freshman skills, transfer opportunities, new program development, Extended Day and English-as-a-Second Language credit programs, the Liberty Partnership and Enterprise programs, the LaGuardia Archives, the LaGuardia Performing Arts Center, as well as the high schools and special projects.

### **3. Division of Administration**

Shahir Erfan, Vice President

The Vice President is responsible for providing and maintaining general management services for the College. Departments in this division include Administrative and Support Services, Building Operations, Business Office, Campus Security, Campus Facilities, Planning Design and Construction, OSHA, Human Resources and Records Management and Grants Development.

#### **4. Division of Adult and Continuing Education**

Jane Schulman, Vice President

The Vice President is responsible for providing non-traditional students with a variety of educational programs designed to meet the needs for credit and non-credit courses both on campus and at community centers. The division consists of the Adult Learning Center, the English Language Center, the Veterans Education Center, the Family Institute, Programs for Deaf Adults and the Homeless, Alternative Education, and Small Business Management.

#### **5. Division of Student Affairs**

Michael Baston, Vice President & Associate Provost

The Vice President is responsible for the administration of programs designed to help students achieve the goals that are essential to their personal, academic and career development. The division consists of the following areas: Enrollment Services (Admissions, Student Financial Services, Educational Planning & Registration and Records), Student Development (Health Services, International Student Services, Office for Students with Disabilities, Early Childhood Learning and Student Life & Recreation).

#### **6. Division of Institutional Advancement**

Susan Lyddon, Vice President

The Vice President serves as the President's chief spokesperson and represents the College as a spokesperson in local, regional and national media. Areas of responsibility of this office include the offices of Communication and Marketing as well as College and Community Relations.

#### **7. Division of Information Technology**

Henry Saltiel, Vice President

The Vice President is responsible for Distance Learning, End User Support and Network Administration, Information Systems, Institutional Research and Instructional Services.

### **UNIVERSITY STANDARDS, PERSONNEL POLICIES AND PROCEDURES**

The Bylaws of the Board of Trustees of the City University of New York mandate that the President, as the Executive Agent for the Board, be responsible for conserving and enhancing the educational standards of the institution. The Board's policy further requires that “the best person should be sought and that tenure should be recommended not on the

basis of ability to meet minimum qualifications but on a high standard of excellence and increasing usefulness as a teacher and scholar.”

In order to effectively accomplish this task, the College has established uniform standards and procedures to assure objectivity, impartiality and fairness in the consideration of all candidates throughout the personnel process. During the discussions and deliberations of the Divisional, Departmental and College-wide Personnel and Budget Committees, there will be a complete review of each candidate's personnel file to establish that there is a consistent record of excellence in the area of the individual's primary functions and superior contributions to the College community.

**The Professional Staff Congress** (PSC/CUNY) is recognized by the City University of New York as the collective bargaining representative for all full-time employees of the College, serving the following titles:

**Instructional Teaching Titles (Faculty)**

- Professor
- Associate Professor
- Assistant Professor
- Instructor
- Lecturer

**Instructional Non-Teaching Titles**

- Chief College Laboratory Technician
- Senior College Laboratory Technician
- College Laboratory Technician
- Higher Education Officer
- Higher Education Associate
- Higher Education Assistant
- Assistant to Higher Education Officer

## **Department/Collegewide Personnel & Budget Committees**

The appointment, reappointment, promotion and reappointment with tenure (Professor, Associate Professor, Assistant Professor and College Laboratory Technician) or with a Certificate of Continuous Employment (Lecturer) of all instructional staff in the Division for Academic Affairs and Adult and Continuing Education, must be reviewed by their Divisional or Departmental Personnel and Budget Committee and by the College-wide Personnel and Budget Committee. This procedure does not apply to non-teaching instructional staff members appointed in the Higher Education series titles.

### **Membership of the Divisional or Departmental Personnel and Budget (P&B) Committees**

The College Governance Plan, which was approved by the Board of Higher Education in the 1978 Fall Quarter, as amended, grants all full-time members of the instructional staff the right to vote for, and serve as members of the Divisional or Departmental Personnel and Budget Committees. The staff enfranchised under the plan includes those holding the title of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Chief College Laboratory Technician, Senior College Laboratory Technician, College Laboratory Technician, and staff appointed in the Higher Education Officer Series titles in academic departments and the Division of Adult and Continuing Education. In twelve of the academic departments, the Chairperson, who also chairs the committee, is elected by the members of the department. Four other persons are elected to complete the membership of the committee. In accordance with CUNY Bylaws, four members, including the Chairperson, must be tenured. In addition, the Chairperson must hold professoriate rank. All members serve for staggered three-year terms. In the Department of Library, the Chief Librarian is appointed by the President as Chair of the Departmental P & B Committee. The Vice President of Adult and Continuing Education serves as the Chair of the Departmental P & B Committee. In each of these areas, the other four members of the Personnel and Budget Committee are elected by the members of the division or department, and serve staggered three-year terms.

The committees review the appointment, reappointment, promotion and reappointment with tenure or certificate of continuous employment of all members of the instructional staff assigned to each division/department. All positive recommendations are considered by the College-wide Personnel and Budget Committee. The discussions of the Divisional or Departmental Personnel and Budget Committees are confidential, and the minutes record only the final action taken. The voting is conducted by secret ballot. It shall be the duty and responsibility of the department chairperson to communicate to the candidate the action of the committee, but no reason shall be assigned for a negative recommendation (CUNY Bylaws, Section 9.2).

### **Membership of the College-wide Personnel and Budget Committee (P&B)**

The President serves as Chairperson of the College-wide Personnel and Budget Committee (P&B). The Provost & Senior Vice President for Academic Affairs serves as the President's designee. The Chief Librarian represent the Library on the committee. The elected Chairpersons of each of the ten academic departments complete the membership.

The discussions of the College-wide Personnel and Budget Committee are confidential, and the minutes record only the final personnel action taken. Much of the voting is conducted by a secret ballot. The committee reviews all of the positive personnel actions recommended by the Divisional or Departmental Personnel and Budget Committees and makes recommendations to the President. The President makes recommendations to the Board of Trustees. The committee also reviews personnel policies and sets standards and procedures. It shall be the duty and responsibility of the President, or his/her designee, to communicate to the candidate the action of the committee, but no reason shall be assigned for a negative recommendation (CUNY Bylaws, Section 8.12).

## **RECRUITMENT PROCEDURES**

The Affirmative Action Program of CUNY mandates that equal opportunity be offered to all qualified persons when vacant positions are filled. In particular, a good faith effort must be made to encourage women and minorities to apply for each available position. The search process preserves the integrity of campus selection procedures and increases the opportunity for members of protected classes to be represented in candidate pools and be selected at rates that reflect their availability in the labor market. The goal of the search procedures is to ensure the best applicants are attracted to vacancies, and that the College's workforce is ethnically representative of the available labor pool and in full compliance with its affirmative action policy.

The LaGuardia Community College Affirmative Action Search process and Procedures booklet provides a detailed overview of the search process and procedures as well as the documents required for the completion of a search. For further details on the search process, please visit <https://laguardia.edu/Compliance-and-Diversity/>.

Following approval of the vacancy by Executive Council, the hiring manager must schedule an appointment with the HR Recruiter to discuss drafting of the Job Posting for CUNYfirst. Upon receiving the draft, the HR Recruiter requests a position number from the Budget Office and make sure the posting conforms to CUNYfirst Recruitment guidelines. After a final review of the job posting by the hiring manager, it is submitted to Affirmative Action and the University via CUNYfirst for approval.

When the job posting is approved by the University, the posting is automatically posted on [www.cuny.edu](http://www.cuny.edu) and CUNYfirst electronically notifies the HR/Recruiter, hiring manager and the AAO. HR will then arrange to have the job posting posted on LaGuardia website and bulletin board and make arrangements for external posting venues based on what was submitted in the recruitment plan.

Details for conducting a search are available on the Affirmative Action website, <https://laguardia.edu/Compliance-and-Diversity/>.

## **Equivalencies**

In certain academic areas, the Bylaws will allow the College to recommend that the University's Office for Academic Affairs grant an equivalency in lieu of the doctorate. In accordance with the Bylaws, equivalencies are available in selected disciplines with the following departments: Business & Technology, Mathematics, Engineering and Computer Science, Humanities, and Health Sciences. The board of trustees issues a listing of "Degrees in Specific Fields" that may be accepted in lieu of the PHD without prior approval.

In the evaluation of a candidate's eligibility for an equivalency, it must be demonstrated that his or her experience and background is equivalent to a doctorate, and that there is a direct and specific relationship between this experience and the discipline or area in which the candidate is to be appointed.

Before the College submits a request to the Board for an equivalency, the application must be reviewed and approved by the Departmental and College-wide Personnel and Budget Committees. Such requests must also be reviewed and approved by the University Vice Chancellor for Academic Affairs before being considered by the Board of Trustees of the City University of New York.

## **APPOINTMENT PROCEDURES**

In order for a candidate to be considered for appointment by the Divisional or Departmental Personnel and Budget Committee, the personnel file must contain the following documents:

1. Curriculum vitae;
2. Official transcript from the institution awarding the highest degree obtained [note: a statement from the awarding institution is temporarily accepted pending receipt of the official transcript];
3. LaGuardia Community College application for appointment;
4. Affirmative action certification;
5. Written professional references (A minimum of three is required.);
6. Completed I-9, tax and other personnel-related forms.

The rank, salary and conditions of employment as established by the Chairperson in consultation with the Vice President for Academic Affairs or the Vice President of the division, must be discussed with the candidate at the time the position is offered. After the appointment has been approved by the Departmental Personnel and Budget Committee, the candidate is then considered by the College-wide Personnel and Budget Committee. Upon a positive recommendation to the President and with the President's approval, the appointment is forwarded to the Board of Trustees for approval.

## **Conditions of Employment**

Members of the instructional staff are required to work beginning with the first official day of the Fall Semester, 3 days prior to the start of classes (excluding Saturdays, Sundays and Holidays) to fulfill the 27-hour workload requirement of their contract. If an employee works in excess of these hours, the excess hour(s) will be paid on an adjunct basis. The academic calendar provides both students and staff with information regarding classes and intercession, and is available in the divisional or departmental offices. The Vice President or Chairperson assigns teaching and work schedules.

Members of the instructional staff whose full-time appointments start with the Spring Semester are required to teach half of the 27-hour workload requirement. The one semester workload entitles the employee to remain on the payroll at 50% pay for the months of July and August. They return to 100% as of September 1. Instructional staff who resign at the end of a Fall semester may receive one month annual pay.

Teaching members of the instructional staff must keep accurate attendance and grading records as part of audit requirements of the City and State of New York. Details concerning proper record keeping procedures are distributed by the Office of the Registrar each semester, with the class roster.

## **Multiple Positions**

The College is mandated by the Board to carefully monitor compliance with the University's multiple position regulations. The Board of Trustees modified its statement of Policy on Multiple Positions June, 2014. View the policy at <http://www.lagcc.cuny.edu/humanresources/Policies/>.

## **IMMIGRATION ISSUES**

### **Visas and Work Authorization**

It is the responsibility of the employee to keep their Visa and Work Authorization status up to date. If the employee recently had a change of status, he/she must bring the updated information to the Human Resources Department. Those whose work authorization expires can no longer work at the College and will be removed from payroll until valid work authorization is provided.

### **Nonresident Alien Tax Compliance System**

The Internal Revenue Service (IRS), the United States government tax authority, has issued strict regulations regarding the taxation and reporting of payments made to non-US citizens. As a result, The City University of New York (CUNY) had instituted a new Non-Resident Alien Tax Compliance System. CUNY may be required to withhold US income tax and file reports with the IRS in connection with payments made by CUNY to employees who are not US citizens or permanent resident aliens and who receive payment for services. In addition, CUNY is required to report such payments to the IRS.

All employees who are not citizens or permanent residents of the US are required to complete an individual record using the Glacier Online Tax Compliance System. They must come in person to receive a password and instructions of how to access Glacier from the Nonresident Alien Tax Specialist. The Nonresident Alien Tax Specialist,

**Rosemay Chaperon**  
**is located at the Human Resources Office:**  
**31-10 Thomson Avenue, Building E-408**  
**Long Island City, NY 11101**  
**Telephone: 718-482-5075**  
**Fax: 718-609-2039**

Failure to complete the entire Glacier process will result in the maximum rate of US federal income tax and all other applicable taxes, including FICA, being withheld from your paycheck. Any tax withheld because the employee did not provide the required tax information will not be refunded by CUNY.

## **REAPPOINTMENT PROCEDURES FOR LECTURERS, INSTRUCTORS AND PROFESSORIAL TITLES**

### ***Notification Schedule***

Instructional staff members who are appointed in September or thereafter must be notified of reappointment by April 1 for the next academic year (September 1 to August 31). Thereafter, until tenure or a certificate of continuous employment is granted, staff members are notified of their reappointment by December 1. For more detailed information, see Article 10 of the PSC/CUNY Agreement.

The procedure established for Personnel and Budget Committees by the Board of Trustees contains the following “no presumption” statement concerning reappointment:

*At every step in the appointment and reappointment procedure it should be made clear to the candidate and to all concerned that, until the candidate gains tenure under the provisions of the statutes and the Bylaws of the Board, each appointment is for one year and there is no presumption of reappointment.*

### **Criteria for Reappointment**

Members of the instructional staff, in order to be considered for reappointment, must perform at the appropriate level in the area of their primary function, demonstrate excellent performance and show evidence of a major contribution to the College for each evaluation period (to be documented on Major Contribution Form) to be considered for reappointment. For all listed activities, instructional staff members are expected to document the extent of their participation as well as the outcomes produced.



Each of the following areas will be considered in the performance evaluation; it is recognized, however, that accomplishments in all areas outside of primary function need not be equally strong every year, but that a holistic evaluation over multiple years will ultimately document significant strengths in all categories.

1. The level at which individuals are performing in their area of primary responsibility in their assigned division or department. The following are generally or typically primary functions for members of the instructional staff:
  - Academic Departments - classroom instruction and/or administrative assignments.
  
2. The instructional staff members' contributions to their division or department should support fulfillment of the department's mission and goals. Examples of activities include:
  - Serving as a program director;
  - Curriculum development, program development, and instructional enhancement;
  - Coordination and improvement of specific divisional activities;
  - Divisional or departmental committee assignments;
  - Classroom observations of other faculty (full-time and adjunct) members in the department.
  
3. The instructional staff members' contributions to the College should demonstrate their being "good citizens of the college." This involves collaborating with colleagues outside of an instructional staff member's particular department or division, such as by taking an active role on college committees. Also counting in this category are the following activities, as well as any additional activities that support goals designated as collegewide priorities during a particular time period by the president and/or provost:
  - Leading or being lead writer for a periodic program review or accreditation;
  - Active and substantial engagement in student advisement;
  - Fostering increases in student recruitment, retention, or graduation;
  - Developing a new program (major/option) or articulation agreements for a program;
  - Fostering college connections to the community.

4. Instructional staff members must demonstrate their commitment to their own professional growth and development. Such activities might include but are not limited to the following:
  - Publication of books, articles or other materials;
  - Attendance at professional conferences, serving on panels or presenting papers;
  - Pursuit of an advanced degree;
  - Research of academic issues in area of specialization as they relate to the College community.
  
5. The instructional staff member must demonstrate the ability to work constructively and harmoniously with faculty, staff, students and, when applicable, external partners. There are two forms, which enable members of the instructional staff to record their college contributions, professional and other related activities: the Major College Contribution Form and the Self-Report on Teaching Goal. These two forms, plus peer observations of classroom teaching and student evaluations become the basis for the annual evaluation conference conducted by the Chairperson.
  - The Major Contribution Form must be completed by members of the instructional staff at least once during the academic year to indicate the one major contribution the individual has made to the College. The completed form must include the name of the person to be contacted for an evaluation of the service performed.

In addition to these two forms, an updated CV in the approved format must be submitted for each annual evaluation action.

❖ Both forms are available at <http://www.lagcc.cuny.edu/humanresources/Forms/>

### **EVALUATION OF INSTRUCTIONAL STAFF MEMBERS (TEACHING)**

According to Article 18.3 of the PSC/CUNY Collective Bargaining agreement, all members of the teaching faculty must be evaluated once each academic year (except for full professors, who *may* be evaluated). In addition to responding to each of the six areas listed below, the evaluator must include a summary statement indicating an overall assessment and a listing of goals to be completed for the forthcoming year.

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:

1. Classroom instruction
2. Departmental Contributions/Assignments
3. College and University Contributions/Assignments
4. Student Guidance
5. Research and Scholarly writing/ Creative Works/Professional Activities
6. Collegiality

The evaluator will also write a Summary of the total performance.

### **Annual Performance Evaluations for Instructional Staff in the Academic Departments and Division of Adult & Continuing Education**

Prior to the time that instructional staff members in the Academic Departments are considered for reappointment, an annual performance evaluation is prepared for each individual by the Vice-President, Chairperson or appropriate supervisor. Tenured and certificated staffs, except Full Professors, are evaluated each academic year by April 1. The Annual Performance Evaluation form is available on the human resources website under <http://www.lagcc.cuny.edu/humanresources/Forms/>.

### **Teaching Observations**

Teaching observations is one factor in the total evaluation of academic performance of the teaching staff. According to the PSC/CUNY Collective Bargaining agreement, Article 18.2. (b) at least once each semester non-tenured and non-certificated members of a teaching instructional staff must be observed in the classroom. A classroom observation report form is completed by the observer after a verbal discussion regarding the content and methodology of the class. A performance observation form is also completed and attached as a cover sheet to summarize the discussion between the two parties, to generally assess the level of the teacher's ability and to include specific suggestions for improvement of instruction.

Tenured and certificated members of the instructional staff can be observed once each academic year.

## **Student Evaluation of the Members of the Instructional Staff**

The policy of the Board of Trustees of the City University mandates that student evaluations of the staff be considered as part of the deliberation when candidates are reviewed for reappointment, promotion and tenure or Certificate of Continuous Employment. In addition, the College has always maintained a strong commitment to the use of student evaluations in the assessment of instructional effectiveness.

During the 1981 Spring Quarter, the College Senate and the College-wide Personnel and Budget Committee reviewed and approved the SIR Student Evaluation Form prepared by the Educational Testing Service, Princeton, New Jersey. In Fall 1999, the College moved to a newer version of the SIR form, the SIRII, which is currently in practice. In Fall 2008, the College successfully piloted the eSIRII (SIRII online version) for an online course in the library. Since then the eSIRII has been used in several other academic departments.

Below is a summary of student evaluation requirements:

- Non-tenured faculty having taught at the College for less than two (2) years shall be routinely evaluated in 100% of their courses.
- Non-tenured faculty having taught at the College for two (2) or more years shall be routinely evaluated by students in 50% of the courses they teach each academic semester. A sampling of the different courses taught by faculty shall be included in the evaluation process.
- Full-time teaching faculty teaching overload do not have to be evaluated in overload sections.
- Tenured faculty will be evaluated in one course per year but may request more evaluations if desired.
- Tenured Full Professor evaluations are conducted at the request of the Chairperson or the Professor.

*The faculty members assigned to the Division of Adult and Continuing Education are evaluated by students each semester according to the procedures established by their division.*

## **PROMOTION PROCEDURES FOR PROFESSORIAL TITLES**

The members of the Instructional staff who have fulfilled the eligibility requirements will be considered for promotion during the Spring Semester. All successful candidates will be recommended to the Board of Trustees with an effective date of September 1.

## **Criteria**

Instructional staff members must fulfill the criteria outlined for reappointment for promotion. In addition, the individual must demonstrate a willingness and ability to perform effectively in the higher rank. For promotion to Associate Professor (prior to tenure) and Professor, the candidate must also be recognized in his or her particular area for leadership ability. There must be evidence of the person's sustained and high quality commitment to the College over several years, as well as a written record to support the following requirements:

1. Classroom instruction
2. Departmental Contributions/Assignments
3. College and University Contributions/Assignments
4. Student Guidance
5. Research and Scholarly writing/ Creative Works/Professional Activities
6. Collegiality
7. Leadership

The individual personnel file must contain the same documents as those required for reappointment. Additionally, in the case of tenured staff, annual performance evaluations for the last three academic years prior to the request for promotion are required.

## **Eligibility**

In addition to fulfilling the academic requirements in accordance with with the criteria listed in the Instructional Staff Handbook, the candidate must have completed the following number of years in rank at LaGuardia Community College prior to consideration for promotion from Assistant Professor to Associate Professor:

Effective for all full-time tenure-track faculty hired as of Fall 2018:

- a. The candidate must have completed three years in rank as Assistant Professor at the time of application for promotion.

OR

- b. Move to Associate Professor concurrent with award of Tenure.

For promotion from Associate to Full Professor, effective for all full-time tenure track faculty hired as of Fall 2018:

- a. The candidate must have completed two years in rank as Associate Professor at the time of application for promotion.
- b. The candidate must be tenured at the time of application.

## **Procedure**

If the instructional staff member wishes to be considered for promotion, the candidate should discuss the matter with the Chairperson. Candidates should review and update their personnel file to include a CV in the approved format and other important documentation.

The Departmental P&B Committee votes on whether or not to recommend each eligible staff member who wishes to apply for promotion to Associate Professor. The successful candidates are presented by the Chairperson to the College-wide Personnel and Budget Committee for consideration. This committee votes on whether or not to recommend each candidate for promotion and the recommendation is made to the College President. The final decision is made by the President, who recommends candidates for final approval to the Board of Trustees.

Promotions to Full Professor are considered by the Collegewide Personnel and Budget Committee only. The Committee votes on whether or not to recommend the candidate for promotion to Full Professor to the President. The final decision is made by the President, who recommends candidates for final approval to the Board of Trustees.

Faculty members should seriously consider whether or not they wish to place themselves under consideration for promotion. Promotion is not automatic, nor are all candidates ready for promotion when they complete the minimum requirements of years in rank. The Bylaws of the Board of Trustees state that longevity and seniority alone shall not be sufficient for promotion. Candidates who apply for and are not granted a promotion may continue to apply each academic year.

## **Written Materials for Faculty Promotions**

In order to make equitable and well-informed decisions on faculty promotions, the Collegewide Personnel and Budget Committee requires that the following written materials be submitted for each candidate seeking promotion to the rank of Associate or Full Professor and be distributed to committee members two weeks in advance of the meeting at which time that candidate's promotion will be considered:

1. A current version of the candidate's curriculum vitae, in the approved format, to be prepared by the candidate.
2. A statement of no more than 10 pages, prepared by the candidate that meets the following criteria for promotion:
  - a. Classroom instruction

- b. Departmental Contributions/Assignments
- c. College and University Contributions/Assignments
- d. Student Guidance
- e. Research and Scholarly writing/ Creative Works/Professional Activities
- f. Collegiality
- g. Leadership

The statement should focus on the period since the candidate's last promotion, unless the candidate was appointed to the College at his or her current rank.

3. The candidate must document, in his or her personnel file, all achievements as reported in the written statement. The current curriculum vitae and written statement will also become part of the candidate's personnel file.

Candidates for promotion to Full Professor will appear before the College-wide Personnel & Budget Committee. They will have no more than ten minutes to summarize or highlight the written materials they have prepared for the committee and to distribute any additional materials in support of their candidacy. Committee members will then have an opportunity to ask the candidate any questions they may have.

It shall be the duty and responsibility of the President, or his/her designee, to communicate to the candidate the action of the committee, but no reason shall be assigned for a negative recommendation (CUNY Bylaws, Section 8.12).

### **TENURE/CERTIFICATE OF CONTINUOUS EMPLOYMENT (CCE)**

The decision to grant a person tenure or a Certificate of Continuous Employment is the single most important personnel action ever taken by the College. Since the faculty member is awarded “lifetime” employment, this decision has a tremendous impact on our students and the entire College community. The procedures established for the Personnel and Budget Committee by the Board of Trustees emphasize the importance of tenure and state the following:

*“When the Tenure Law and Bylaws were framed, there was general agreement among representatives of the faculty and the Board that appointment of an instructor for one year, or two years or three years did not carry with it a presumption of tenure. There was agreement that the best possible persons should be sought and that tenure should be recommended not on the basis of ability to meet minimum qualifications, but on high standard of excellence and increasing usefulness as a teacher and scholar. The possibility of securing a more qualified candidate a year later, or two years later may factor in deciding upon re-appointment or non-reappointment of an existing instructor. Conditions*

*of enrollment, budget, flexibility of teaching staff are also relevant factors in coming to a decision concerning tenure.” (Max/Khan memo, Nov. 1958)*

### **Criteria for Reappointment with Tenure/ Certificate of Continuous Employment (CCE)**

The criteria outlined for reappointment and promotion are applied when candidates are considered for tenure. There must be a sustained and documented record of outstanding performance in the person's primary function and an indication of his or her commitment to the College. Excellence in departmental or divisional contributions, significant College contributions (including at least one substantive activity in collaboration outside of the instructional staff member's home department), commitment to professional growth and development, and demonstrated ability to work constructively and harmoniously in the context of the College are all key criteria in the review of a candidate's record.

The College's goal of assessment is to place all of the efforts of tenure candidates in the context of their total academic performance. The instructional staff member must have consistently demonstrated the capacity to engage in creative approaches that enhance instruction and improve student retention, or in non-teaching activities that strengthen program effectiveness. There should be supporting evidence that the person's performance and contributions will be continued at the same high level after the tenure or CCE has been granted.

### **Eligibility for Reappointment with Tenure**

After a member of the teaching instructional staff holding professorial rank has completed seven full years of exemplary, continuous, full-time active service at the college, he or she is eligible to be reappointed with tenure.

### **Eligibility for Reappointment with CCE**

Those in the title of Lecturer shall be eligible for a Certificate of Continuous Employment upon a sixth full-time appointment in the title of Lecturer immediately preceded by five years of continuous full-time service in the title of Lecturer.

An instructor may be appointed in the title Lecturer immediately preceded by five years of continuous full-time service as an instructor in the same department, in which case he or she shall receive a Certificate of Continuous Employment as a Lecturer.

Service is computed based on appointment for the academic year beginning with the Fall semester in September through the end of August. An initial appointment made after September 30th will not be counted towards Tenure/CCE until the next academic year beginning September 1st. An approved leave of absence without pay is considered a break in service and may not be counted when computing the years of service required for tenure.

### **COLLEGE LABORATORY TECHNICIANS (CLT) Titles**



Instructional staff appointed in the College Laboratory Technician titles may also be granted tenure after completing five full years of continuous full-time active service at the College.

The same criteria outlined for reappointment are applied when members of the non-teaching Instructional staff are considered for tenure.

Staff appointed to the title of College Laboratory Technician may be considered for appointment as a Senior Laboratory Technician and Chief Laboratory Technician once the necessity for the higher level position has been established based on an increase of supervisory and/or functional duties and responsibilities. In the case of the positions of Senior and Chief Laboratory Technicians, the College may be limited to a specific number. Furthermore, the establishment of the position of Chief must be approved by the Divisional or Departmental and College-wide Personnel and Budget Committees, as well as by the University.

The appointment, reappointment, tenure and change in title for staff appointed in the College Laboratory Technician titles must be approved by the Divisional or Departmental and College-wide Personnel and Budget Committees.

## **HIGHER EDUCATION OFFICER (HEO) TITLES**

Staff appointed to the Higher Education Officer Series titles (HEO) are expected to demonstrate excellent performance by carrying out their assigned duties and responsibilities in a highly skilled professional manner. As instructional non-teaching staff, they must have demonstrated ability in the following essential areas:

1. Overall efficiency and productivity;
2. Effectiveness in planning and executing work assignments;
3. Effectiveness in oral and written communication;
4. Ability to learn new areas;
5. Contributions and commitment to the goals of the college.

In accordance with Board policy, the LaGuardia Community College Personnel Review Committee (PRC) was established, as required by the Board of Trustees, to make recommendations to the President on personnel actions. The PRC reviews actions for all Higher Education Officer Series titles including: Appointments, Reclassifications, Reassignments, Reorganizations and Merit Increases.

The Committee's primary goals are to insure the equitable administration of personnel procedures, in conformity with University and affirmative action guidelines and to help provide an environment in which well-qualified employees are attracted to the College, and then retained and rewarded. The Personnel Review Committee's complete policies and

procedures may be found in the HR website under <http://www.lagcc.cuny.edu/humanresources/Policies/>

The HEO series is a non-promotional series; thus movement to a higher title in the series may only occur because there is a vacancy in the position or due to reclassification of the person to the higher title.

The normal appointment year for HEO series titles is July 1 through June 30, with notification of reappointment as outlined in Article 13 of the CUNY/PSC Agreement. Performance evaluations are completed at least annually, prior to consideration for reappointment, and are documented on the HEO Evaluation Form found on the HR website.

LaGuardia has established the calendar year, January 1 to December 31, as the period for HEO series performance evaluations.

### **Multiple Year Appointments**

HEO staff members who have completed an initial full year of appointment at the College in a satisfactory manner are eligible for reappointment. The schedule of reappointment for staff in HEO series titles, who continue to serve in the same HEO title, is as follows:

First Reappointment	One (1) Year
Second Reappointment	One (1) Year
Third Reappointment	One (1) Year
Fourth Reappointment	Two (2) Years
Fifth Reappointment	Two (2) Years
Sixth Reappointment	13.3.b

Therefore, after appointment for one full year and reappointment for three one year periods and two multiple year periods, a HEO series staff member serving in the same HEO series title will have completed eight years of satisfactory service. In accordance with Article 13.3b of the CUNY/PSC Agreement, upon the recommendation of the President and approval of the Board of Trustees, an employee working in a HEO series title who is granted a sixth subsequent reappointment shall not be subject to any further annual or multiple reappointments. Any employee serving such an appointment may be terminated after three consecutive unsatisfactory annual evaluations in three successive fiscal years.

Staff serving multiple year reappointments or appointments with 13.3b are expected to demonstrate the same satisfactory performance as is required for a one-year reappointment. In addition, there should be documentation to support the individual's progress towards accomplishing all of the goals established by his/her supervisor. Excellent interpersonal relationships, leadership ability, and a commitment to professional growth and development are essential.

## **Degree Differential**

Effective March 19, 2010, employees in the titles Assistant to HEO and College Laboratory Technician who hold a master's degree from an accredited university in a field related to their job duties will receive an annual salary differential of \$1,000, and those who hold a doctoral degree from an accredited university in a field related to their job duties will receive a \$2,500 annual salary differential.

## **HEO Compensatory Time/ Paid Overtime (FLSA)**

CUNY's Classification and Compensation Unit has classified the status of CUNY's positions under the FLSA ("Fair Labor Standards Act"). Details concerning the Act and CUNY's policy are available in the Fair Labor Standards Act Policy Manual, issued in early 2005 (see Appendix) and provided to each College Human Resources Department and College President's Office.

The Fair Labor Standards Act describes conditions under which employers are required to make overtime payments to employees working over 40 hours per week. The standard overtime payment is one and a half times the employee's hourly rate of pay.

- HEO Series employees represented by the PSC who are **non-exempt** under the Fair Labor Standards Act (FLSA), **and** who are assigned by their supervisor to work more than 35 hours during the workweek shall receive compensatory time, on an hour for hour basis, for hours assigned between 35 and 40 hours. Work assigned in excess of 40 hours shall receive payment at a rate of time and one-half.
- HEO series employees represented by the PSC who are **exempt** under FLSA shall receive compensatory time, on an hour for hour basis, for hours assigned by their supervisor in excess of 35 hours in a week. **Please note that exempt employees are not eligible for overtime pay.**
- U - Undetermined. It has not been possible to determine FLSA status.

Assigned hours beyond the 35-hour workweek must be authorized by the supervisor in advance (48 hours notice) in writing and approved by the Vice President of your division. In situations where it is not practical to provide such advance written notice (i.e., an emergency) such authorization shall be put in writing as soon as practicable. Please use the Compensatory Time Authorization Form found on the Human Resources website, <http://www.lagcc.cuny.edu/humanresources/Forms/>.

## **Use of Compensatory Time**

- Compensatory time earned during the contractual HEO "leave year" (September 1-August 31) shall be scheduled to use as promptly as possible within the quarter it was earned but no later than 30 calendar days after the end of the quarter.

- HEO series employees **must** be provided with quarterly statements of compensatory time accrued and/or taken. These statements will be provided by the Human Resources Office.

Some positions may be classified for FLSA on the basis of the job title or classification; this is mostly true of Classified Civil Service positions, and for Faculty positions. In those cases, all employees with that job description share a single FLSA classification.

For non-teaching instructional staff, because each employee has a unique job description, CUNY cannot always determine FLSA status from title alone. Our policy is that:

- The CUNY Bylaws provide sufficient guidance so that all Higher Education Officers, Chief College Laboratory Technicians, and nearly all Higher Education Associates are considered Exempt.
- Similarly, nearly all Assistant to HEO and all College Laboratory Technician positions are considered Non-Exempt.
- Some Assistant to HEO positions (specifically, full-time academic counselors), and all Higher Education Assistant and Senior College Laboratory Technician positions are reviewed for FLSA status on a case-by-case basis.

## **PROFESSIONAL DEVELOPMENT**

Professional Development is offered to both faculty and staff at LaGuardia.

### **Center for Teaching and Learning**

The LaGuardia Center for Teaching and Learning offers and supports programs designed to advance innovative teaching and enrich student learning at LaGuardia Community College. The center provides programs and support for faculty who wish to work together to advance learning and teaching.

### **The Human Resources Professional Development Program**

The Staff Development & Training Program, developed and implemented by the Department of Human Resources, focuses on leadership development, managerial skills and customer service skills.

The goal of this program is to provide faculty and staff with training and professional development opportunities that will develop and enhance the skills necessary to be successful and productive employees.

### **Leadership & Supervisory Training Programs:**

The goal of the LaGuardia Leadership Development Program is to provide a select group of faculty and staff of the College with a greater understanding of leadership knowledge, skills, and abilities to enable them to take on greater leadership responsibilities. This

program is offered to higher level HEO staff, tenure-track faculty and classified managerial staff. The LEAD (Leadership Essentials for Administrative Assistant Development) Program is offered to clerical and support staff and the STEP (Supervisory Training to Advance Productivity) is offered to new and entry level supervisors and managers in the HEO Series titles and Information Technology Titles.

**PATH (Publication and Tenure Highway) to Success Program:**

The PATH program is a professional development course for new and relatively new tenure track faculty at the College. It is a month long course dedicated to learning the basics of scholarly writing and writing for the world of academic publishing. The program also guides participants to take the next steps to present the writing at academic conferences and ultimately achieving tenure and academic success.

## **Informational Sessions/Customer Service/Basic Writing Skills**

The Human Resources Department offers Informational Sessions, Customer Service and Basic Writing Skills workshops which are open to all faculty & staff. These sessions are presented by Human Resources staff and staff from other departments of the College.

## **Computer Skills Workshops**

The Human Resources Department and the Department of Instructional Studies & Media Distribution will continue to offer its very successful series of Computer Skills Workshops. Sessions may include Microsoft Access, Excel, PowerPoint, GroupWise and WebPages design.

## **LEAVES OF ABSENCE FOR MEMBERS OF THE INSTRUCTIONAL STAFF**

### **Leaves for Special Purposes**

In accordance with **Article XIII, Section 13.3a** of the Bylaws, special leaves with pay may be granted by the president at his/her discretion, to members of the instructional staff for personal emergencies of not more than ten(10) working days. Personal emergencies include bereavement.

The President may designate the Vice President of the employee's Division as his/her designee for approving these leaves. The employee's immediate supervisor and Human Resources should be consulted prior to approval.

In accordance with **Article XIII, Section 13.3b** of the Bylaws, a member of the instructional staff may be granted a leave of absence without pay for special purposes described as study, research, scholarship, creative projects or public service. The maximum duration of this leave is two years.

The instructional staff member is required to complete the Application for Special Leave of Absence, found on the Human Resources website under forms:

(<http://www.lagcc.cuny.edu/humanresources/Forms/>.) Teaching instructional staff applicants are required to submit their applications for review and recommendation by the Divisional or Departmental Personnel & Budget Committee, Collegewide Personnel & Budget Committee and the President.

A non-teaching member of the instructional staff is required to submit his or her application for review and recommendation by the appropriate Vice President, the Personnel Review Committee and the President. In both cases, the application is then forwarded to the University's Office of Faculty and Staff Relations for approval.

Leaves of absence without pay negatively impact an employee's increments, credit toward tenure or CCE and fringe benefits. Therefore, it is important for employees considering leaves of absence without pay to seek clarification from the Human Resources Department.

## **Fellowship Leaves**

**Eligibility:** Tenured members of the instructional staff, including those in the title Lecturer with a certificate of continuous employment (CCE), and Lecturers with a CCE, on leave from that title and serving without tenure in professorial titles (Assistant Professor, Associate Professor, Professor), who have completed six (6) years of continuous paid full-time service with the University, exclusive of non-sabbatical or fellowship leaves, are eligible to apply for a fellowship leave.

**Purpose:** Application for a fellowship leave may be made for research (including study and related travel), improvement of teaching, and/or creative work in literature or the arts.

**Duration:** Application may be made for a fellowship leave for (1) a full year of leave at 80% bi-weekly salary rate, (2) a one-half year at 80% bi-weekly salary rate, or (3) one-half year at full (100%) pay.

The faculty member must submit a Fellowship Leave Application, found on the HR website (<http://www.lagcc.cuny.edu/humanresources/Forms/>) indicating the purpose of the leave in January prior to the academic year in which the fellowship leave will be taken. The Board guidelines allow fellowship leaves for the following purposes:

1. Study and research, including related travel;
2. Improvement of teaching;
3. Creative work in literature or the arts.

If the request for a fellowship leave is approved by the Divisional or Departmental Personnel and Budget Committee, it is then reviewed by the Collegewide Personnel and Budget Committee. The following factors are considered when the application is reviewed by the committee:

1. The quality of the project itself and the thoroughness and specificity with which it is presented. Proposals for half-year fellowship leaves are expected to demonstrate more specificity than those for full-year, 80% pay, fellowship leaves.
2. The length and quality of service of the faculty member making the application.
3. The qualifications of the candidate to pursue the proposed project.
4. Demonstrate the benefit(s) to the College in accordance with Article 25.3.4 of the PSC/CUNY Agreement.

Upon the completion of a fellowship leave, the faculty member must prepare a comprehensive report by the end of the semester following his or her return to the College. The report will be reviewed by a sub-committee of the Collegewide Personnel and Budget Committee, which will either accept the report as presented or request further elaboration. The Collegewide Personnel and Budget Committee may also request that the faculty in

accordance with Article 25.3.4 of the CUNY/PSC Agreement conduct a seminar for an interested group of faculty.

### **Scholarship Incentive Awards**

In order to allow members of the full-time teaching instructional staff to conduct scholarly research, the Board has provided for scholarship incentive awards.

The Faculty member must have completed one full year of continuous active service prior to applying for an award. After receiving the approval of the Divisional or Departmental and the College-wide Personnel and Budget Committees, the President must endorse the proposal. Such endorsement must state that the work of the area in which the applicant serves can be so arranged as to be carried out effectively during the leave, and that the work the applicant intends to do is consonant with the concept of the award.

The college is allowed to compensate the person for up to 25% of his or her annual salary. However, the total amount of money earnable with outside support may not exceed 100% of his or her annual salary rate. (For further information see Article 25 of the PSC/ CUNY Agreement.) The faculty member shall be eligible for a subsequent Scholar Incentive award after six years of creditable service with the University since completion of the last Scholar Incentive Award.

### **Annual Leave**

#### **For staff in HEO Series titles and CLT Series titles;**

Staff employed prior to January 1, 1998 in the Higher Education Officer Series titles (HEO) or College Laboratory Technician Series (CLT) are eligible to receive twenty five (25) work days per year of annual leave. Staff employed prior to January 1, 1998 as librarians are eligible to receive thirty (30) workdays per year of annual leave. Staff employed after January 1, 1998 accrue annual leave at a different rate in accordance with Article 14 of the PSC/CUNY Agreement as follows:

During the first year of service, fifteen (15) work days per year.

During the second year of service through the eleventh year of service and thereafter, fifteen (15) work days per year, plus one additional work day for each year of service, to maximum of twenty five (25) work days per year.

#### **For staff in Librarian titles;**

During the first year of service, twenty (20) work days per year. During the second year of service through the eleventh year of service and thereafter, twenty (20) work days per year, plus one additional work day for each year of service, to a maximum of thirty (30) work days per year. The annual leave year is from September 1 through August 31. Annual leave may not be in excess of the employee's maximum accrual as of August 31. Annual leave must be requested in advance and approved by the employee's supervisor. An



Advance Approval of Leave form may be used which can be found on the human resources website under “Forms”.

### **Temporary Disability Leave (Sick Leave)**

Temporary Disability leave or sick leave is defined as a temporary physical or mental incapacity, including pregnancy, complications of pregnancy and childbirth. All full-time instructional staff members accrue 20 sick days per year as temporary disability leave. The maximum accumulation of temporary disability is 160 days per the PSC/CUNY Agreement. In addition, employees in the instructional staff titles may use up to three days of temporary disability leave annually for the care of an ill family member. An instructional staff member who is absent from duty due to temporary disability shall promptly inform his/her department chair or supervisor of the nature of the temporary disability and the probable duration of the absence.

Absences for more than five (5) consecutive working days, due to personal temporary disability, require documentation and certification from a physician, as per the CUNY Family Medical Leave (FML) Act. The Human Resources Department must be notified when an absence is expected to continue beyond five days.

### **Family and Medical Leave (FML)**

The CUNY FMLA policy provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying reasons during the designated leave year i.e., September 1st through August 31st. In order to be eligible, an employee must have been employed by the University for at least 12 months cumulatively, and must have worked at least 1,250 hours during the 12-month period preceding the requested commencement of the leave. The employee’s FMLA 12 week leave period entitlement will commence anew from the subsequent period of September 1st through August 31st, provided that the eligibility requirements are fulfilled.

Any employee with a 35 hour basic workweek, as well as full-time faculty, will have met the 1250 hour threshold by being continuously on the payroll without an unpaid break in service, for 36 weeks of the 52 weeks preceding the requested leave. For employees with a 40 hour basic workweek, that minimum is 31.5 weeks.

The FMLA also provides for 26 weeks leave during a single 12 month period for a spouse, son, daughter or parent or next of kin to care for a member of the Armed Forces (including the National Guard or Reserves) who has a serious injury or illness.

Qualifying reasons for FMLA leave include the following:

- Childbirth and/or care for a newborn (within the first 12 months of birth)\*;
- Childcare needs resulting from an adoption or foster care placement (within the first 12 months of the adoption or placement);
- Care for employee’s spouse, domestic partner, child, or parent with a serious health condition;

- Employee's own serious health condition;
- Circumstances relating to the fact that an employee's spouse, son, daughter, or parent is on, or has been called to, active duty in the National Guard or Reserve branches of the Armed Forces or is in a regular component of the Armed Forces deployed to a foreign country;
- Employee who is caring for a spouse, son, daughter, parent, or next of kin who is a seriously injured or ill service member, or a veteran service member if the veteran had been an active member of the Armed Forces (including the National Guard or Reserves) at any time during a five-year period prior to medical treatment, recuperation, or therapy.

*\* Spouses or domestic partners who are employed at the same CUNY College are limited to a combined total of 12 weeks within the FMLA leave year, when taking leave for these reasons.*

The Family Medical Leave Policy and forms are found on the HR website - <http://www.lagcc.cuny.edu/humanresources/>

### **Paid Parental Leave (PPL)**

In March 2009, the University and PSC concluded negotiations on the implementation of the Paid Parental Leave benefit. The policy provides for eight weeks of paid parental leave upon the birth or adoption of a child for full-time instructional staff members who have a minimum of one year of service in CUNY. Persons employed as substitutes without an underlying annual appointment are not eligible for the benefit. Paid Parental leave taken pursuant to this program will run concurrently with the Family Medical Leave Act (FMLA) leave, to the extent that such leave is available to the employee. Leave may not be approved beyond that date. For further information on this policy and eligibility, please refer to the University Labor Relations website -

<http://www.cuny.edu/about/administration/offices/lr/resources/PPLLeave.pdf>

### **Dedicated Sick Leave (DSL)**

The Dedicated Sick Leave Program enables individuals who are employed full-time on an annual salary basis to donate sick leave and/or annual leave for use as sick leave by a seriously ill or injured eligible employee who has been designated by the donor. In order to be eligible to receive dedicated sick leave, an employee must have at least two years of continuous full-time service with the University. Employees in substitute titles are not eligible to receive donated leave. For further information on the Dedicated Sick Leave Program and Applications to Donate and Receive dedicated sick leave, refer to the human resources website <http://www.lagcc.cuny.edu/humanresources/>

## **Holidays (Scheduled and Unscheduled)**

All members in the Higher Education Officer series, College Laboratory Technician series, Registrar series, and the Librarian titles receive a specified number of unscheduled holidays, which are usually added to time sheets quarterly. These are in addition to regular scheduled holidays as designated by CUNY each year. An updated holiday calendar is posted on the HR website each year.

## **Jury Duty**

According to the PSC/CUNY Agreement, employees who are required to report to court and required to serve on a jury shall receive their regular salary during such absences provided they remit to the University an amount equal to the compensation they receive, if any, for jury duty. Employees serving on jury duty during annual leave or holidays shall not be required to remit compensation for such service.

Full time instructional staff who are called to serve on jury duty should follow this procedure:

- A. Forward a copy of the summons to the Human Resources Department prior to their departure.
- B. When service is completed, attach a copy of the verification of date served to the Human Resources Department along with the time and leave form.
- C. If a check is received from the court, submit it to the Business Office with a copy to the Human Resources Department.

## **SUMMARY OF BENEFITS**

The City University of New York (CUNY) and LaGuardia Community College offers a comprehensive benefits package to all employees in the full-time instructional staff titles. These benefits include health coverage under the City of New York's Health Benefit Program, Welfare Fund benefits for prescription drugs, optical, and dental insurance, death benefit, disability insurance and participation in a retirement system. In addition, there are several optional benefits available to instructional staff, for example, voluntary participation in tax deferred annuity plans, optional enhanced disability insurance, participation in the WageWorks transit benefit program, participation in a Long Term Care Plan, and Catastrophic Major Medical Insurance Plan.

Employees are required to acquire health insurance from the College or show proof of alternative coverage as well as enroll in a pension system **within 30 days** of their appointment. In the fall of every year employees are offered the opportunity to change their medical benefits during an open enrollment period. The new medical benefits are effective the first day of the first full payroll period in January. The choice of the retirement system is irrevocable. For detailed information on benefits package, refer to the CUNY Summary of Benefits for Full-Time Instructional Staff at the University

Benefits Office website -

<http://www.cuny.edu/about/administration/offices/ohrm/university-benefits.html>

It is important that any changes (name, address, telephone number, family status, birth death, divorce, etc.) be reported to the Human Resources Department **within 30 days** of the occurrences so that the necessary adjustments to fringe benefits can be made in a timely manner.

### **Tuition Waivers (Employee only)**

Tuition fee may be waived for undergraduate and graduate courses at any College of CUNY on a space available no cost basis.

- The number of undergraduate credits per semester for which tuition may be waived is unlimited as long as the employee has completed one year of full-time service.
- The number of graduate credits per semester for which tuition may be waived is six. There is no service requirement for graduate tuition waiver.
- No waivers available for either undergraduate or graduate courses in the summer session.

### **Employee Assistance Program**

CUNY WorkLife Program is a voluntary, free, and confidential benefit for active employees and their families. The program is administered by Deer Oaks EAP Services). The CUNY WorkLife Program provides information and support to help employees manage their daily life. Services offered under the program include: (1) Traditional counseling for stress and emotional well-being (2) Health and Wellness (3) Family issues or substance abuse (4) Elder care and Child-care (5) Financial/Legal Assistance and (6) Educational Assistance. Deer Oaks team of professional WorkLife Counselors are available around the clock to help assess the employee's needs and clarify the available options. For more information, please call 1-800-833-8707 or visit the CUNY Work/Life Program website at <https://www.deeroakseap.com/member-login/>. To log in, use **lagcc** as the username and password.

### **COLLEGE GOVERNANCE**

The College Senate is the governing body of the College. Its membership consists of full-time faculty, administrative staff, and students, as well as representatives of the Alumni Association, civil service employees, and adjunct faculty. The Senate meets once or twice a month from September through June, and its meetings are open to the entire college community. The College Senate has the responsibility, subject to the guidelines and policies established by the City University of New York Board of Trustees, to formulate policies pertaining to the operation of the College. For precise details concerning the power and functions of the College Senate, as well as other aspects of its

operation, please consult the LaGuardia Community College Senate Plan of Governance at: <http://www.lagcc.cuny.edu/senate>.

### **Senate Standing Committees**

There are eleven Standing Committees of the College Senate:

1. Executive Committee
2. Committee on Committees
3. Curriculum Committee
4. Academic Standing Committee
5. Committee on Professional Development
6. Committee on Campus Affairs
7. Committee on Elections
8. Committee of Faculty (including the Sub-Committee on Academic Freedom)
9. Committee of Students
10. Committee of HEO/Alumni/Civil Service Senators
11. Committee on Budget and Finance

The members of the Executive Committee and the Committee on Committees are elected from among the members of the College Senate. Members of the Committees of Faculty, Students, and HEO/Alumni/Civil Service Senators are drawn from the Senate itself. Membership on the other standing committees is open to all members of the college community.

### **Executive Committee**

The members of the Executive Committee serve for a term of one year and include the Chairperson, Vice Chairperson, and Secretary of the Senate, as well as two members of the instructional staff/alumni/civil service and two students. The Parliamentarian is appointed by this committee. The Executive Committee fixes the agenda of Senate meetings, acts as a liaison to the President of the College, and recommends by-laws and changes to the Governance Plan of the Senate.

### **Committee on Committees**

The Committee recommends individuals to fill vacancies on Senate committees.

### **Curriculum Committee**

The Curriculum Committee is concerned with all aspects of the formulation, development, evaluation, and modification of course and program proposals.

### **Academic Standing Committee**

The Academic Standing Committee recommends regulations and policies concerning academic standing, matriculation processes, degree requirements, grading systems, and the academic calendar, as well as serving as the coordinating committee for all academic appeals.

### **Committee on Professional Development**

The Committee on Professional Development is responsible for creating programs which promote the professional growth and development of all staff members of the College.

### **Committee on Campus Affairs**

The Committee on Campus Affairs makes recommendations with respect to: master and long-range planning of the physical facilities and the on-going operation of the physical facilities, student recruitment, admissions procedures, health and public safety, standards of behavior, ceremonies, athletics, and other related auxiliary services.

### **Committee on Elections**

The Committee on Elections recommends procedures for conducting all Senate-related elections held in the College and supervises those elections. Should the need arise, the Committee receives and hears grievances relating to elections and makes appropriate recommendations to the Executive Committee.

### **Committee of Faculty**

The Committee of Faculty considers, discusses, and proposes actions on matters within the purview of the faculty, including the traditional and accepted prerogatives of faculty to insure that degree requirements are met by candidates and to confer degrees upon those found to be eligible. The Committee's Sub-Committee on Academic Freedom: monitors, examines, and reports on the status of academic freedom at the College; investigates possible violations of academic freedom; and, makes recommendations regarding academic freedom policies and practices.

### **Committee of Students**

The Committee of Students acts as a liaison to all other student organizations and makes recommendations regarding all issues regarding student life and welfare.

### **The Committee of HEO/Alumni/Civil Service Senators**

The Committee of HEO/Alumni/Civil Service Senators makes recommendations on issues and campus policies that impact its constituencies.

### **The Committee on Budget and Finance**

The Committee on Budget and Finance reviews: the process by which College budgets are developed, the extent to which College priorities expressed in the Strategic Plan and Periodic Program Reviews are included in the College budget, how actual expenditures compare to budgets, the rationale and process for significant budget reallocations, the extent to which the budget anticipates and prepares for fiscal uncertainty and budget modification, and audit reports and the plans for addressing any findings or recommendations that result.

## **EMERGENCY INFORMATION**

### **Emergency Closing Information**

The decision to cancel operations or classes is made in consultation with CUNY taking into account whether a State of Emergency has been declared by the Mayor and whether the Department of Education has closed the City's public schools.

When this decision has been made:

- An announcement will be placed on the College website
- A telephone message will be on the main phone line
- Signs will be on the College entrances
- Employees will receive voicemail messages
- Students and employees will be sent an email and a CUNY Alert message.

***Sign up to CUNY Alert to receive notice of emergencies and weather-related closing on your office, cell or home phones and email.***

You can also tune in to the following radio and television stations and their websites or call the **College's main telephone line: (718) 482-7200.**

**WCBS** - 880AM - [www.newyork.cbslocal.com](http://www.newyork.cbslocal.com)

**WINS** - 1010AM - [www.1010wins.com](http://www.1010wins.com)

**NY 1** - [www.NY1.com](http://www.NY1.com)

**WNBC-TV** - Channel 4 - [www.nbcnewyork.com](http://www.nbcnewyork.com)

If only a portion of the campus is closed, all employees should report to work and they will be assigned to perform their duties in facilities and offices that are open at the college. Your department head/chairperson will inform you beforehand as to where to report if such an incident occurs.



## **REFERENCE DOCUMENTS**

The following documents have provided the resource material mentioned in this handbook:

- Bylaws of the Board of Trustees of the City University of New York
- The Agreement between the City University of New York and the Professional Staff Congress
- Report and recommendations of the Commission on Academic Personnel Practice in the City University of New York
- The Board of Trustees of the City University of New York, Personnel and Budget Committee procedures
- Statements of the Board of Higher Education on Academic Personnel article in the City University of New York
- The Max-Khan Memorandum to the CUNY/ Administrative Council, RE: Appointment and Tenure Procedures with respect to the Instructional Staff
- LaGuardia Community College - Governance Plan
- LaGuardia Community College Catalog

All of the above mentioned documents are available for review in the Human Resources Department in E-407.

This handbook is intended to provide guidance to employees in the title of Instructional Staff. Moreover, it does not create any rights or privileges on the part of any other, or substitute any provisions contained in the Agreement between The City University of New York and the Professional Staff Congress/ CUNY, Bylaws of the Board of Trustees or the LaGuardia Community College Governance Plan.

**Policies of LaGuardia Community College available on the HR website, <http://www.lagcc.cuny.edu/humanresources/Policies/> include:**

Personnel Review Committee Policies and Procedures

CUNY Sexual Misconduct Policy

CUNY Workplace Violence Policy and Procedures

Domestic Violence and the Workplace Policy

Affirmative Action Policy

LaGuardia Community College E-Mail Policy

CUNY Equal Opportunity and Non-Discrimination Policy

Statement of Policy on Multiple Positions

Procedures for Implementing Reasonable Accommodations at CUNY

Fair Labor Standards Act (FLSA) Policy

New Employee Environmental Health and Safety Guide

*Visit the Human Resources Website [www.laguardia.cuny.edu/humanresources](http://www.laguardia.cuny.edu/humanresources) for current information on Policies and Procedures, Benefits, Professional Development, Forms, and Important Links.*