

A REFERENCE GUIDE OF CHAIRPERSONS' RESPONSIBILITIES

Office of Faculty & Staff Relations
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WORKLOAD

Full-time Faculty Workload

- PSC/CUNY Agreement Article 15

Academic Workyear

- PSC/CUNY Agreement Section 15.1(a)

Adjunct Workload

- PSC/CUNY Agreement Section 15.2
- Workload Reporting Form

Graduate Assistant 'C' Workload

- PSC/CUNY Agreement Section 15.3
- Workload Reporting Form

Multiple Positions

- Statement of Policy on Multiple Positions
- Ethics Commission - Part D of Multiple Position Form: Reporting of financial disclosure information for the previous academic year

OBSERVATION AND EVALUATION OF DEPARTMENT MEMBERS

Professional Evaluation

- PSC/CUNY Agreement Article 18
- Max-Kahn Memorandum
- Statement on Academic Personnel Practice

Classroom Observation

- PSC/CUNY Agreement Section 18.2(b)

Annual Evaluation

- PSC/CUNY Agreement Section 18.3

Teaching Effectiveness

- Statement on Academic Personnel Practice

Student Evaluations

- January 11, 1977 Resolution: Faculty Council Meeting

Personnel Files

- PSC/CUNY Agreement Article 19

APPOINTMENT, REAPPOINTMENT, PROMOTION PROCESS

Search Process

Description of position must match CUNY Bylaw description. Interviewed candidates must meet required qualifications listed in Personnel Vacancy Notice.

Faculty Position Definition and Qualifications

- CUNY Bylaws Section 11.7

College Laboratory Technician series Definition and Qualifications

- CUNY Bylaws Sections 11.29, 11.30, 11.31

Equal Employment Opportunity Guidelines

- CUNY Affirmative Action Policy
- Equal Employment Opportunity Manager & Employee Reference Guide
- A Manager's Guide to Americans with Disabilities Act

Appointment

Authorization to work

- I'9 Employment Eligibility Form

Equivalencies

- CUNY Bylaws Section 11.8

Appointment and Reappointment

- CUNY Bylaws Section 9.7(b)
- Statement on Academic Personnel Practice

Substitute Appointments

- PSC/CUNY Agreement Section 9.7

Instructors or Non-certificated Lecturers appointed to Assistant Professor

- PSC/CUNY Agreement Section 9.8

Schedule for notification of reappointment or non-reappointment

- PSC/CUNY Agreement Section 10

Appointment, Reappointment, Promotion continued

Non-reappointment in Adjunct Titles

- PSC/CUNY Agreement Section 10
- CUNY Bylaws Section 6.7

Promotion

- CUNY Bylaws Section 9.8(a) Plan Two

Certificate of Continuous Employment

Lecturer titles

- PSC/CUNY Agreement Article 12
- CUNY Bylaws Section 6.4

Instructor appointed as Lecturer with CCE

- PSC/CUNY Agreement Section 12.6

Tenure

- CUNY Bylaws Section 6.2
- Statement on Academic Personnel Practice
- Max-Kahn Memorandum

SUPERVISION AND GUIDANCE

Duties of Department Chairperson

Member of College Committee on Faculty Personnel & Budget

- QCC Governance Article IV

Responsible for providing guidelines and expectations to new faculty regarding reappointment, tenure and promotions

- CUNY Bylaws Section 9.3
- Bylaws of Faculty Section 8.6 (QCC Handbook)
- Max-Kahn Memorandum
- Statement on Academic Personnel Practice

Department Organization

- CUNY Bylaws Section 9.1
Plan No. Two Section 9.1(e)

Department Meetings

- Bylaws of the Faculty Section 8.6b.1

Department Structure

- QCC Governance Plan Article III.D
- QCC Faculty Bylaws Article VIII

Non-Discrimination Policy

- PSC/CUNY Agreement Article 8
- Summary of CUNY's Affirmative Action Policy
- Equal Employment Opportunity & Affirmative Action Manager & Employee Reference Guide
- A Manager's Guide to the Americans with Disabilities Act

Policy Against Sexual Harassment

- University's Policy Against Sexual Harassment
Equal Employment Opportunity & Affirmative
Action Manager & Employee Reference Guide
- Avoiding Sexual Harassment Computer Program

Supervision and Guidance continued

Americans with Disabilities Act

- A Manager's Guide to ADA Other Laws Protecting
Individuals with Disabilities
- Equal Employment Opportunity & Affirmative
Action Manager & Employee Reference Guide

LEAVES

Annual Leave and Holidays

- PSC/CUNY Agreement Article 14
- CUNY Bylaws Section 13.4

Temporary Disability or Parental Leave

- PSC/CUNY Agreement Article 16
- CUNY Bylaws Section 13.2

Accrual of Temporary Disability

- PSC/CUNY Agreement Section 16.2

Computation of Temporary Disability Leave

- PSC/CUNY Agreement Section 16.3(b)

Family Medical Leave Act

- An FMLA packet and request for medical certification will be mailed to an employee who is absent in excess of five days

Jury Duty

- PSC/CUNY Agreement Section 17

Sabbatical Leave (Fellowship Leave of Absence)

- CUNY Bylaws Section 13.1

Special Leaves of Absence

- CUNY Bylaws Section 13.5

Retirement Leave (Travia)

- CUNY Bylaws Section 13.3