

QUEENSBOROUGH COMMUNITY COLLEGE

ACADEMIC SENATE

COMMITTEE ON PUBLICATIONS

TO: Lana Zinger, Secretary, Academic Senate Steering Committee

FROM: Jose Luis Madrigal, Chair, Committee on Publications

SUBJECT: **Committee Annual Report**

DATE: September 9, 2011

Members of the Committee for the Academic Year 2010-2011:

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Steering Committee Designee: Craig Weber

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The Publications committee met an average of once a month since Sept. 2010 to May 2011. The main goal during the academic year was both to update and redo large parts of the Faculty Handbook as the committee sensed that the current one does not address properly the needs of the faculty. To this end, the committee devised a careful plan. Under the auspices of Phil Pecorino, we wrote a new index and came to the conclusion that the new Faculty Handbook should be in an online format so faculty could have easier access to the information, and its content might be updated on a

regular basis. Also, the committee discussed at length the validity of each section in the handbook, and it was agreed that several sections should be completely revised. The section on tenure and promotion was in especial need of change. In the present form, faculty do not receive any clear guidance of what steps to take in order to get tenure or be promoted, having, instead, a letter from President Marti with general, rather than specific, advise.

In order to collect more specific data, the committee prepared a survey for the department chairs to clarify the criteria for tenure and promotion, which was sent to them in June 2011. The committee is hopeful that this information will be added to the next version. The committee thought it important, too, to provide guidelines for classroom management, and therefore we contacted people in the administration in this regard.

As of this writing, the revisions to the Faculty Handbook remain a work in progress. Still, it is to be hoped that eventually the Faculty Handbook will have its new revised version posted on the College Website by June of 2012.

II) Recommendations:

- The Faculty Handbook should have an online edition.
- Descriptions of topics must be concise and include links in order to provide further information
- Surveys on faculty and the P & B of the college regarding promotions and classroom management should be carried out and their results be included in the new Faculty Handbook.
- The new Faculty Handbook must be built on the foundation of the last printed edition. It makes no sense to start anew.
- As the Faculty Handbook is a legal document of sorts, any new change should be agreed to a large extent by the P & B and the Executive Committee of the College, even though the Publications Committee, as the editorial board, may have the last word.
- Dean Larios is the current coordinator of the Faculty Handbook online edition, so it is advisable for the committee on Publications to have a fluid communication with her if anything is going to be achieved.

III) Topics in need of attention for the new Faculty Handbook:

- a) Academic freedom in regard to assessment.
- b) Fresh information regarding release time and salaries to junior faculty.
- c) Criteria for Tenure and Promotion.
- d) Classroom management.

Members of the Publications committee for the 2011-2012 Academic year:

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Respectfully submitted,

Dr. Jose Luis Madrigal

Chair, Committee on Publications