

Faculty Executive Committee Meeting

August 29, 2017

3pm RFK 202

2017-2020 Initial Agenda

1. Approval of Agenda
2. Approval of Minutes 5-23-17—see attached
3. Committee Positions:

Member	Position
Pecorino, Philip	Chairperson
Clingan, Edmund	Parliamentarian
Sinclair, Alicia	Events Manager/Director
Edlin, Margot	Treasurer
Rosen, Ted	Secretary
Gayle, Marvin	Website Operations
Spencer, Cheryl	Elections Officer

4. When we will meet—First and last Tuesday 3pm and/or Thursdays 3pm (SEE CALENDAR BELOW)
5. Where we will meet- RFK 202 ?
6. Treasurer's Report:
 - Current balances, access to funds, estimate of expenses
 - UPDATE on FEC Bank Account-- Support for Food Pantry
7. Chairperson's Report
 - Message to department chairs re Criteria for Fellowship Leaves—no response-fall 2017-mtg 9-12-17
 - Request of Provost to present what issues are raised for the administration by QCC COACHE survey results. This was sent and awaiting any result.
 - Remediation Changes requests for support for faculty in ENG 101 and MA 214 and MA219
 - Request for restoration of email lists for faculty use-
 - UPDATE Request for Academic Senate action re College Policy on Water testing
 - Semester Structure – 15 to 12/6
 - progress on improving upon the "GUIDELINES FOR CREATING AND POSTING ALL QUEENSBOROUGH COMMUNITY COLLEGE FLYERS
 - Pressing Items-
 - Five year rule
 - Predatory Journals---see attached
 - Criteria for Fellowship Leaves—see attached
 - Independence of the ARC
8. FACULTY SURVEY FALL 2017
9. Meeting with Department Chairpersons- 9-12-17 2pm M-345
10. Report on Technology Fee Committee- Marvin Gayle
Meeting of Technology Fee Committee-Wednesday, June 21, 2017 12:00 PM-1:00 PM.
11. Report on Technology Plan Committee- Marvin Gayle
12. Report on FEC website- Marvin Gayle -FEC agenda and minutes and committees and faculty meeting materials
13. Report on Community (Institution) Building Committee- NO FEC MEMBER !!
14. Faculty Meetings October 25, 2017: possible topics
Predatory Journals : PANEL: (1)CUNY Vice Chancellor on Research, (2)VP Lynch, (3)Joseph Culkin
15. Old Business
 - a. Requests of Academic Senate Committees
 - i. Request for Academic Senate Committee to report on Parking
 - b. Request to Provost: (A) How are we doing? What is the current assessment on the effectiveness of:
 - c. HIPS, Honors, WI, Online Instruction (B) A question for candidates for VP AA

16. New Business—

Faculty Executive Committee Meeting

May 23, 2017 at 5 pm Off Campus

Minutes

Members Present: Phillip Pecorino, Edmund Clingan, Wilma Fletcher-Anthony, David Humphries, Anthony Kolios, Alicia Sinclair, Maan Jenny Lin

1. The agenda was accepted and the minutes were approved with the amendment that Wilma Fletcher-Anthony was absent due to jury duty.
2. Treasurer David Humphries reported a balance of \$4073.38
3. Chairperson's report:
 - a. There has been no response to a message to department Chairs regarding criteria for Fellowship leave. Follow-up will be done in the fall 2017 semester
 - b. There has been no reply from the Provost regarding the issues raised for the administration by the COACHE survey.
 - c. No support is available for faculty teaching ENG-101, MA-114, and MA-119 following remediation changes.
 - d. E-mail list for faculty use has not been restored. This makes the discussion of the proposed 12+6 semester system difficult.
 - e. A resolution for water safety was discussed in the Academic Senate on May 9th and Vice-President Newcomb expressed the administration's commitment to the testing of water fountains starting this summer.
 - f. FEC bank account: 503 C filing is being explored.
4. Votes on communication:
 - a. To faculty regarding search process for Vice-Presidents: approved
 - b. To faculty regarding College P & B minutes: approved
 - c. To Vice-Chancellor regarding Vice-Presidents of Academic Affairs: approved
 - d. To Vice-President of Academic Affairs regarding Predatory Publishers: approved
5. Report on Technology Fee Committee - Anthony Kolios: meeting will take place in June.
6. Report on Technology Plan Committee -Anthony Kolios: there will be a future meeting.
7. Report on FEC website - Anthony Kolios: the website has been updated with minutes and faculty meeting materials.
8. Report on Community/Institution Building Committee - Wilma Fletcher-Anthony: no meetings
9. Faculty meeting Fall 2017: date and topic to be determined by the new FEC. The proposed topic of the 12 + 6 semester will be impacted by the ability of the faculty to communicate by inter-and intra-departmental e-mail. The FEC will donate to the Food Pantry, and will invite faculty to bring non-perishable items to the Faculty Meeting.
10. Old business:
 - a. Parking - there is a proposal for the paid lot to be available to faculty and staff. Questions were raised about the possibility of on-line payment.
 - b. The VP of Academic Affairs will be asked to provide an update on the effectiveness of HIPs, Honors, WI and on-line instruction.
11. The Chair adjourned the meeting at 6: 55 p.m.

Respectfully submitted,

Wilma Fletcher-Anthony

Wilma Fletcher-Anthony, Secretary of the Faculty Executive Committee

Communication to Departing Faculty

Colleagues:

The FEC thanks you for your years of service to this college and our students and faculty. We know that for some time to come you will be missed.

Robert Becker
Nathan Chao
Mona Fabricant
Jonas Falik
Kenneth Golden

The Faculty Executive Committee:

Edmund Clingan, Parliamentarian
Margot Edlin, Treasurer
Marvin Gayle, Webmaster
Philip A. Pecorino, Chairperson
Alicia Sinclair, Events Manager
Cheryl Spencer, Elections Officer
Ted Rosen, Secretary

QCC FACULTY GOVERNANCE LEADERS EVENTS: TENTATIVE CALENDAR 2017-2018

FEC Meetings	FEC Meetings	Academic Senate	PSC Meetings EC 3-4pm GEN 12-2 Oakland	QCC General Faculty Meeting	Department Chairs Meet alone	Department Chairs with Provost
Fourth Tuesdays <u>3-5pm</u>	Second Thursdays <u>3-5pm</u>	Second Tuesdays <u>3-5pm</u> M-136	EC and Chapter General Mtgs	Wednesday <u>12-2pm.</u> M-136	Second Tuesdays 2-3pm	First Tuesdays 3-5pm
August 29						
Sept 26 3pm FEC 4pm With Pres Call VP Lynch SVP Newcomb	Sept 7	September 12	EC Tue, Sep19, GEN MTG Sep 27		September 12	Sept 5
Oct 24	Oct 12	October 10	EC Oct17	TENTATIVE Oct 25	October 10	Oct 3
Nov 28	Nov 16	November 14	EC Nov21 GEN MTG Nov 29		November 14	Nov 7
Dec 19	Dec 14 VP Lynch Oakland Loggia	Dec 12	EC Dec19		Dec 12	Dec 5
Jan 23						
Feb 27	Feb 15	Feb 13	EC Feb 20 GEN MTG Feb 28		Feb 13	Feb 6
Mar 7 3pm FEC 4pm With Pres Call VP Lynch SVP Newcomb	Mar 15	Mar 13	EC Mar 20	TENTATIVE Mar 21	Mar 13	Mar 6
Apr 24	Apr 12	Apr 10	EC Apr 17 GEN MTG Apr 25		Apr 10	Apr ????
May 22	May 10	May 8	EC May 15		May 8	May 1

QCC FEC Fall 2017 FACULTY SURVEY

Items for survey:

These are all Yes ____ No ____

1. Do you want to know if there would be an automatic negative vote from department chairs who vote on promotions for faculty who have served for less than five years in rank?
2. Do you want to know if there would be an automatic negative vote from department chairs who vote on promotions for faculty who have listed items on their CV that have appeared in “non-peer reviewed Journals, Conferences and Exhibits”? Would there be an automatic negative vote?
3. Do you think there should be an automatic negative vote from department chairs for faculty and chairs who apply for promotions with less than five years in rank?
4. Would you like to be informed of such negative vote?
5. Do you think there should be an automatic negative vote from department chairs for faculty and chairs who apply for promotions with items on their CV that have appeared in “non-peer reviewed Journals, Conferences and Exhibits”?
6. Would you like to be informed of such negative vote?
7. Do you want to know the exact qualification for Fellowship leaves under the PSC CUNY contract:
 - 80% salary for one year
 - 100% salary for one semester(at least one expected from each CUNY College every two years)
8. Do you believe that you have enough information to understand what is expected of you for reappointment, tenure and promotions?
9. Do you want the ability to support the food pantry operation by donating money in addition to or instead of bringing in items?
10. Do you want the QCC presidential fellowships made available to all associate professors who do not have reassigned time from any sources in the future year(s) instead of only for associate professors who have never had any reassigned time from any source ever? [Note: The FEC has advocated this from the beginning. If there is no strong interest in this on the part of the faculty, then the FEC will cease requesting such a change.]
11. Do you want an information session on “Predatory Journals, Conferences and Exhibits” as part of the upcoming faculty meeting ?

On Parking:

12. There should have been more involvement of those impacted before the decision to increase the fee from \$65 to \$100 was made.
13. The increase should have been and still should be phased in over several years
14. Adjuncts and part time workers should pay less as is the case at some other CUNY units.
15. As we are asked to pay more and still have no guarantee of a space, the pay lot between the Science and Humanities building should be made available as part of the main lot on Mondays to Fridays between 9am and 3pm to increase the number of spaces.

Queensborough Community College
The City University of New York
Fellowship Leave Guidelines

The [CUNY PSC CONTRACT](#) provides for one-half year and up to one-year, Fellowship leaves. These leaves carry the following compensation:

- a full year leave at 80% of the bi-weekly salary rate
- a one-half year leave at 80% of the bi-weekly salary rate
- a one-half year leave at full pay

Eligibility:

It is the intention that the funds for fellowship awards be limited to tenured, permanent instructional staff members from the rank of Lecturer through Professor, who have completed six years of continuous paid full-time service with the University exclusive of non-sabbatical or fellowship leave.

At Queensborough CC, eligibility for the 100% full-pay leave requires that:

- ***the proposed project be significant and have the potential to advance either the academic discipline or pedagogy***
- ***the proposed project include a specific scope and time line of activities during the Fellowship Leave***
- ***the candidate has a documented record of exceptional, sustained, and constructive service to the College, not just the Department.***
- ***the candidate has a demonstrated track record for completing research/outcomes in a timely manner***

Note: Faculty who are not recommended for the one-half year leave at full pay may be considered, upon their expressed request, for an 80% award.

Half-year fellowship leaves at 100% pay are reserved for faculty who meet all criteria for a fellowship leave and who have excellent records at Queensborough Community College in all three areas of activities on which faculty are evaluated: teaching, research, and service. The leaves are awarded for proposed scholarly activity of a nature that may be predicted to result in a significant contribution to both the faculty member's area of study and to the College's reputation, and it should be feasible to demonstrate major progress toward these results by the end of the fellowship leave.

Applications:

1. Applications for a fellowship award may be made for the following purposes:
 - a. Research (including study and related travel)

- b. Improvement of teaching
 - c. Creative work in literature or the arts
2. Such application shall also state that the applicant will continue to serve for at least one year after expiration of the term of his or her leave.
 3. The application in the form of a plan shall be submitted to the appropriate departmental committee and, if approved, to the college committee on faculty personnel and budget. If the latter committee approves, it shall forward the application to the President with its endorsement. Such endorsement must state that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave.
 4. Special consideration may be given to those applicants who have not had a sabbatical leave or fellowship in fourteen (14) or more years.
 5. Fellowship leaves received by members of the instructional staff who serve in the libraries will be of the same duration as those of other instructional staff. Members of the instructional staff who serve in libraries will not accrue annual leave during the period of the fellowship leave.
 6. Members of the unit who receive a full-year fellowship leave at 80% of the bi-weekly salary rate may, at their option, upon written notice to the President no later than October 30 or March 30, whichever is applicable, terminate the fellowship leave after one-half year.
 7. Upon completion of a Fellowship Leave, a detailed written report describing activities and outcomes will be presented to the College Administration (Department Chairperson, Vice President for Academic Affairs and President).

Predatory Publishers

From: Sharon Maynard [<mailto:sharon.maynard@cuny.edu>]

Sent: Thursday, May 18, 2017 1:55 PM

To: Mark Hauber <Mark.Hauber@cuny.edu>

Subject: Predatory Publishing Alert

Importance: High

Dear Colleagues,

It has come to our attention that several CUNY authors, including PSC-CUNY grant funded researchers, may have been exposed to 'so-called' predatory publishers, including having to pay open-access fee charges for articles appearing in journals of ill repute.

Could you please alert your faculty of these dangers, perhaps by circulating the attached Nature article on "The Dark Side of Publishing"?

<http://www.nature.com/news/investigating-journals-the-dark-side-of-publishing-1.12666>

Here, D. Butlers suggests the following (quoted from p. 435):

"A checklist to identify reputable publishers

How to perform due diligence before submitting to a journal or publisher.

- Check that the publisher provides full, verifiable contact information, including address, on the journal site. Be cautious of those that provide only web contact forms.
- Check that a journal's editorial board lists recognized experts with full affiliations. Contact some of them and ask about their experience with the journal or publisher.
- Check that the journal prominently displays its policy for author fees.
- Be wary of e-mail invitations to submit to journals or to become editorial board members.
- Read some of the journal's published articles and assess their quality. Contact past authors to ask about their experience.
- Check that a journal's peer-review process is clearly described and try to confirm that a claimed impact factor is correct.
- Find out whether the journal is a member of an industry association that vets its members, such as the Directory of Open Access Journals (www.doaj.org) or the Open Access Scholarly Publishers Association (www.oaspa.org).
- Use common sense, as you would when shopping online: if something looks fishy, proceed with caution. D.B."

Thanks,

Best, Mark

Mark E. Hauber, Ph.D., D.Sc.

University Vice Provost for Research

City University of New York

205 E 42nd Street, New York, NY 10017, USA

+1/646-664-8910; mark.hauber@cuny.edu

www.cuny.edu/research @CUNYResearch

www.cowbirds.org @cowbirdlab

Editor-in-Chief, The Auk: Ornithological Advances

www.americanornithologypubs.org @AukJournal

POSSIBLE COMMUNICATIONS Predatory Publishers

Faculty Colleagues who are Department Chairpersons:

Now that we have this communication from CUNY reflecting the concern we believe that both CUNY and the PSC have for academic integrity, on behalf of all faculty we request that the our colleagues who are Department Chairpersons furnish the faculty of our College with your statement of how you will regard faculty work that would be presented for your consideration in the personnel review process. Will there be one standard for work in all disciplines? In all departments? If so, what is it to be? If not, why not and what would be the differences? What would be the response if a faculty member submitted something for review that was deemed to have violated whatever are the standards or guidelines that you will set for our colleagues regarding predatory publishers? Would the entire application be denied, would the questionable works be omitted form review and consideration, or would there be some way that such works would be considered?

The faculty of this College have been exposed to different views on this subject of predatory publication held by various faculty and by some department chairpersons and it is of considerable importance to those who are conducting research and publishing to have clear statements as to what is expected of them and what is to be avoided.

The Faculty Executive Committee:

Edmund Clingan, Parliamentarian
Wilma Fletcher-Anthony, Secretary
David Humphries, Treasurer
Anthony Kolios, Webmaster
Jenny Maan Lin, Events Manager
Alicia Sinclair, Elections Officer
Philip A. Pecorino, Chairperson

Cc: All Faculty, CLT's and Adjuncts



GUIDELINES FOR PROMOTION TO RANK OF FULL PROFESSOR

Preamble

Teaching, research, and service encompass the primary responsibilities of faculty at Queensborough Community College. Each of these is essential to the College, and each is weighted carefully in all considerations involving reappointment, tenure and promotion. For promotion to the rank of Professor, a faculty member should demonstrate consistent and progressive growth as a teacher, in scholarship, and in sustained leadership within and outside the College. Working collegially with colleagues is essential to success in these areas.

In accordance with the bylaws of the CUNY Board of Trustees, the College Personnel and Budget Committee considers candidates for the rank of Professor. Applications for this rank are not considered by the Department Personnel and Budget Committee; however, it is strongly recommended that faculty take advantage of guidance about the process from their own or other department chairperson, or a senior faculty member in their department.

The statements, criteria, and recommendations for demonstrating achievement of the criteria that follow are intended to provide guidance to faculty concerning the philosophy, practice and values of the institution with regard to the three main components---teaching, scholarship and service---central to the re-appointment, tenure and promotion of faculty at the college.

The application packet for promotion to the rank of Professor submitted to the College Personnel and Budget Committee should include:

- A Statement of Teaching Philosophy
- Curriculum Vitae: A current/**updated CV** as used in the reappointment process, reflecting accomplishments and activities **since the last promotion**
- Letters of support (from individuals outside QCC) who can speak to the significance of scholarly work, contribution to the academic discipline or pedagogical practice, or regional/national recognition of scholarship/creative work
- Current Annual Evaluation
- Current Peer Teaching Observations

Note #1: Recent Student Evaluations should be submitted to the candidate's official file held in the Office of Faculty and Staff Relations.

*Note #2: The official packet presented for consideration of Promotion to the rank of Professor, should be concise and absent repetition of materials within it (letters evaluations, etc.) and those found in the candidate's official file, Office of Faculty and Staff Relations. Rather than duplicate publications (articles, chapters, books) in each 'packet', a candidate should submit **one set of published materials** with the 25 copies of the application 'packet' presented for review. That one set of published materials will be placed in the OAA suite for review by members of the College Personnel and Budget Committee.*

Teaching

A candidate for the rank of Professor must demonstrate a strong teaching record. Effective teaching at Queensborough reflects a commitment to:

- Instructional delivery: the breadth and level of teaching repertoire and adoption of varied and innovative approaches to instruction
- Instructional design: the development of improved instructional methods and materials and curriculum development
- Student learning outcomes: outcomes at the course, program and general education levels
- Teaching beyond the classroom: such as mentoring, research with students or advisement of students

A candidate must show evidence of effective teaching and continual growth **since the last promotion**. Such growth could be demonstrated through several of the following documents/activities:

- Innovative approaches to instruction
- Development of improved instructional materials or methods
- Peer observations
- Annual evaluations
- Consistently positive student evaluations
- Participation/involvement in pedagogically oriented High Impact Practices (HIPs) initiatives (with some description of the experience)
- Mentoring students
- Support to students outside the classroom through co-curricular/experiential learning experiences

Service

A Full Professor should be an effective and collegial presence in the department and the college. The candidate should demonstrate progressive growth in senior leadership and *specific individual contributions* to department and college activities as well as his/her contribution to a positive work environment, **since the last promotion**. For example:

- Engagement in High Impact activities such as Writing Intensive, Academic Service Learning, Global Learning and Diversity, Collaborative Activities, Undergraduate Research, Common Intellectual Experiences
- Contributions to Academic Program Review
- Adoption of Pedagogical innovations such as instructional technology (Blackboard), online/e-learning development
- Assessment at the course and/or program level
- Specific contributions to Accreditation efforts such as the college Middle States self-study and/or program accreditors
- Department, College and University committee service (specifying his/her contribution to the work of the group)
- Curriculum development and revision
- Mentorship of junior faculty and/or students
- Participation in, and contribution to, shared governance
- Community activities that benefit students and/or community and which bring recognition to the individual and the institution

Scholarship

For promotion to Full Professor, the individual should have established him/herself as a recognized researcher, scholar, or creative artist, with evidence of continued growth in scholarship or creative achievement (*with affiliation as a member of Queensborough Community College's faculty*). In general, quality is more important than quantity, although there must be sufficient quantity to provide evidence of a significant level of scholarly productivity and impact. The scholarly work of a candidate for the rank of full professor is evaluated with emphasis placed on work developed **since the time of promotion to Associate Professor**. Sustained scholarly activity as seen in conference presentations, publications, grants, creative works, or performances and exhibitions demonstrates scholarly engagement and attainment.

Research/Publications:

- Published research in the candidate's academic discipline or in pedagogy, with special emphasis on pedagogy used at community colleges
- Including, but not limited to, books, textbooks, book chapters, peer-reviewed journals and conference proceedings
- Greater weight is given to publishers noted or recognized in the discipline/field. Rigor of peer-reviewed publications is noteworthy.
- Describe the publisher's review process and the "reach" of the material (use in the field, and/or its inclusion in noted libraries).
- Do not include "pending" or "submitted for review" publications as *published*.
- For credit as a "publication," only material that is in print and available for dissemination/distribution (including both hard copy and online materials) should be listed; if presented as the sole evidence of publications, material "in press" is not recognized as evidence of publications. Material listed as 'in Press' by a candidate with a sustained record of scholarly publications may be viewed as a publication (discipline and credible publisher dependent).

Note:

- Faculty should be alert to the risks of publishing in 'so-called' predatory publishers, including having to pay open-access fee charges for articles appearing in journals of ill repute. These dangers are outlined in the attached Nature article on "The Dark Side of Publishing" <http://www.nature.com/news/investigating-journals-the-dark-side-of-publishing-1.12666>. In it, D. Butlers offers the following (p. 435): "A checklist to identify reputable publishers--How to perform due diligence before submitting to a journal or publisher:

- ✓ *Check that the publisher provides full, verifiable contact information, including address, on the journal site. Be cautious of those that provide only web contact forms.*
- ✓ *Check that a journal's editorial board lists recognized experts with full affiliations. Contact some of them and ask about their experience with the journal or publisher.*
- ✓ *Check that the journal prominently displays its policy for author fees.*
- ✓ *Be wary of e-mail invitations to submit to journals or to become editorial board members.*
- ✓ *Read some of the journal's published articles and assess their quality. Contact past authors to ask about their experience.*
- ✓ *Check that a journal's peer-review process is clearly described and try to confirm that a claimed impact factor is correct.*
- ✓ *Find out whether the journal is a member of an industry association that vets its members, such as the Directory of Open Access Journals (www.doaj.org) or the Open Access Scholarly Publishers Association (www.oaspa.org).*

- ✓ *Use common sense, as you would when shopping online: if something looks fishy, proceed with caution".*

Faculty are encouraged to consult with our colleagues in the Library Department who have gathered more information about predatory publishers, which is on our Library homepage at <http://qcc.libguides.com/c.php?g=113261&p=736658>. Links to the lists are found on the lower left side of the page. Our colleagues caution that even if journals are not on Beall's lists (now discontinued), they may be bad choices for our faculty members who produce excellent scholarship. Faculty with questions about publishers may consult with Professor Galvin, Professor Blick or Professor Ward in our Library Department.

- If a candidate served as an editor, provide a description of your specific responsibilities, contributions, and activities in the process
- A candidate should demonstrate how, within his/her discipline, works are selected for publication, how they are disseminated, and what impact they have on scholarly and other academic audiences.
- When more than one person is listed on a publication, the candidate should provide information indicating his/her specific contribution in the publication. If there is a particular significance to the order in which names are listed, please explain.
- Publications should be submitted on the annual QCC/CUNY scholarly report.

Creative Work:

Creative work is deemed to be intellectually demanding in similar ways to that of research. The evaluation of achievement creative output considers four basic components: 1) the form in which the output manifests itself; 2) the role the faculty member plays in the realization of the work; 3) the means and scope of distribution; and, 4) evaluation of the work by peers. Promotion portfolios will reflect the individual's special focus and creative work, including conferences on the subject matter organized by the candidate, residencies, exhibitions and performances at prestigious venues and published reviews critical to the subject of scholarship.

Grants:

Major grants awarded that result in advancement of theory/practice in the individual's academic discipline or in pedagogy with special interest in the type of pedagogy used at community colleges.

- Include names of PI; Co-PI
- A candidate should specify his/her individual contribution to proposal narrative/budget
- A candidate should specify responsibilities as PI/co-PI and individual contributions to the implementation of a grant project

Presentations:

- Presentation of research findings at local, regional and/or national professional conferences
- Invitations to speak at other institutions, at prestigious events and lectures where acceptance to present a conference paper is based upon submission of a peer-reviewed abstract add to the scholarly record but with less weight as other measures of the record
- Mentoring students in original research, noting presentations or co-authorship on peer reviewed publications

Honors and Awards:

- Honors and awards at national or international levels may be used as evidence of stature in the field but are not considered scholarly items.

Patents: Patents are notable as scholarly activity (rather than as publications), if there is demonstrable influence on or adoption by industry.

Updated 1/20/17 MC

An Open Letter to QCC Vice President Timothy Lynch

Vice President Lynch:

I (we) write to you to request that you act on plans to resolve the issues and answer the questions posed to you below. These are of concern to every faculty member who is not as yet a tenured full professor and to many who are as well. I (we) maintain that Faculty have a right to know and that the College and Department Chairpersons have a duty to provide this requested information to faculty to assist them in their progression through the ranks and with their work. It is a sign of respect for faculty to provide them with clear statements as to expectations of them so that they can work to meet them.

1. Five year rule
2. Predatory Journals, publishers, conferences, exhibits
3. Criteria for awarding the Fellowship leaves, both full year and half year.

1. FIVE YEAR RULE

For over 40 years faculty have learned and department chairpersons have advised and acted accordingly to what was understood at this College to be an informal rule:

No faculty are to be promoted if they have not served five years in current rank or title.

Anyone asking for a promotion with less years in rank would receive negative ballots at the College Personnel and Budget Committee. Department chairpersons did and some still do advise against attempting such advancement with fewer than five years in rank. Is this “rule” still the case? If not, please make it known to faculty and to department chairpersons in particular so that the can provide adequate and accurate guidance to their faculty.

If it is still understood as a “rule”, then please make it known to faculty and to department chairpersons in particular so that the can provide adequate and accurate guidance to their faculty.

2. PREDATORY JOURNALS, PUBLISHERS, CONFERENCES, EXHIBITORS

After a number of years attempting to have the department chairpersons provide criteria for reappointment, tenure and promotion at our College in 2016 after CUNY wide faculty survey further indicated the need for such here art our College and the dissatisfaction of faculty here with not having such there was an effort to produce a document and one was formulated and distributed several times by President Diane Bova Call, most recently January 2017: GUIDELINES FOR PROMOTION TO RANK OF FULL PROFESSOR (see attached). In that document is this passage:

Research/Publications:

- Published research in the candidate’s academic discipline or in pedagogy, with special emphasis on pedagogy used at community colleges
- Including, but not limited to, books, textbooks, book chapters, peer-reviewed journals and conference proceedings
- Greater weight is given to publishers noted or recognized in the discipline/field. Rigor of peer-reviewed publications is noteworthy.
- Describe the publisher’s review process and the “reach” of the material (use in the field, and/or its inclusion in noted libraries).

- Do not include “pending” or “submitted for review” publications as *published*.
- For credit as a “publication,” only material that is in print and available for dissemination/distribution (including both hard copy and online materials) should be listed; if presented as the sole evidence of publications, material “in press” is not recognized as evidence of publications. Material listed as ‘in Press’ by a candidate with a sustained record of scholarly publications may be viewed as a publication (discipline and credible publisher dependent).

Note: Faculty are encouraged to consult Beall’s list <https://scholarlyoa.com/publishers/> which includes information about predatory publishers. Jeffrey Beall, a librarian at University of Colorado at Denver (jeffrey.beall@ucdenver.edu) is the generally accepted expert on this topic. Our colleagues in the Library Department have gathered more information about predatory publishers, which is on our Library homepage at

<http://qcc.libguides.com/c.php?q=113261&p=736658>. Links to the lists are found on the lower left side of the page. Our colleagues caution that even if journals are not on Beall’s lists, they may be bad choices for our faculty members who produce excellent scholarship. In response to a recent inquiry about a science journal, Dr. Beall reported that only two libraries were listed as subscribers and the journal had an unacceptable formula for author fees. He advised that the journal was technically not predatory, but he would recommend against submitting work to it. Faculty with questions about publishers may consult with Professor Galvin, Professor Blick or Professor Ward in our Library Department.

- If a candidate served as an editor, provide a description of your specific responsibilities, contributions, and activities in the process
- A candidate should demonstrate how, within his/her discipline, works are selected for publication, how they are disseminated, and what impact they have on scholarly and other academic audiences.
- When more than one person is listed on a publication, the candidate should provide information indicating his/her specific contribution in the publication. If there is a particular significance to the order in which names are listed, please explain.
- Publications should be submitted on the annual QCC/CUNY scholarly report.

Recently there has been a good deal of attention brought to the matter of the acceptance of work that appears in what are deemed as “predatory journals” by some. The question of work appearing without peer review or with questionable review process has arisen. It has been reported that the Department Chairpersons who were reported to have agreed to the GUIDELINES FOR PROMOTION TO RANK OF FULL PROFESSOR (see attached) are now no longer agreed as to how to interpret and apply this passage to the issue of ascertaining the quality of scholarly work. There are numerous questions concerning what the criteria are to mean and whether or not departments may depart from the standard or introduce qualifications and limitations and conditions and waivers.

There are too many faculty and a rising number who are anxious over the personnel review process not being conducted fairly and they have had suspicions of favoritism and prejudice and other forms of unequal treatment being demonstrated in outcomes at the College Personnel and Budget Committee. The faculty need to have what they have been asking for and what appeared to be on its way to being provided: clear statements of the criteria and rubrics to be used in the assessment of their performance in the personnel review process at Queensborough Community College. And they need and deserve to know that such statements or guidelines or criteria will be adhered to and the standards enforced. We want the appearance of unequal treatment and prejudice and other non-relevant and unjust approaches to assessment of faculty performance to cease.

We are aware that CUNY Chancellery wants to learn of just what the situation is on this matter of the process of review and criteria employed throughout CUNY. At this time the report we would render is that there are no standards or guidelines for the process of reappointment, tenure and promotion at this College other than the general and vague words on the CUNY BOT which have been widely held as inadequate to the task of providing effective guidance.

3. CRITERIA FOR AWARDING FELLOWSHIP LEAVES (sabbaticals): Full year and Half Year

The [CUNY PSC CONTRACT](#) at 5.3.5 (see below) provides for Fellowship Leaves for our faculty. The Faculty Executive Committee (FEC) has attempted to have criteria for these awards at this College set and made known but to no avail at this time. The FEC has not even had the courtesy of a reply from the Department Chairpersons. (Please see the email below)

Further, the [CUNY PSC CONTRACT](#) at 5.3.5 (see below) provides for Fellowship Leaves of one-half year at full pay. Further, it is stated in the contract that “ There is an expectation that there will be a minimum of one half-year leave at full-pay every other year at each college.” The Chancellor’s Report indicates that such Fellowship Leaves are awarded at both CUNY community colleges and four year colleges on a regular basis. **At QCC such a leave has not been awarded since Fall of 1984.**

The Faculty Executive Committee (FEC) holds that this form of support for faculty should be part of the entire group of supports for faculty work offered at QCC and that there is no sufficient reason for the denials and discouragements for faculty requesting such leaves. There is no reason given nor could be given to justify why this form of support is not to be given at this College when all other units in CUNY including its community colleges have made such awards in accord with the contract.

WHO WILL ENFORCE?

It is one thing to achieve a consensus by the Department Chairpersons who vote on faculty personnel matters at the College P&B and quite another to insure that whatever has been agreed and circulated to all faculty is adhered to by the Department Chairpersons. Unfortunately recent history at QCC indicates that once an apparent consensus is reached there is no effort to insist that the Department Chairs abide by it. Some Department Chairperson have quietly expressed consternation over this state of affairs but do not voice their concerns before their peers for fear of retaliation and do not bring it to the Provost or President because they have witnessed no action to insure adherence to agreements over the last years and they too fear retaliation or diminishment of support for their departments.

Whose responsibility is it to insure that agreed upon standards and criteria are honored and adhered to? I (we) believe that under shared governance we share that responsibility. Faculty leaders are prepared to work with whomever you

think constitutes the group that shares the responsibility. I (we) believe that the Provost has a principle role to play in providing for this. I (we) would like to have your position on this.

MIDDLE STATES

As our Middle States review is coming up it would be good to indicate that we are least making some progress in addressing fundamental concerns of faculty.

I (we) thank you for attention to these requests.

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ON FELLOWSHIP LEAVES:

From: Pecorino, Philip

Sent: Tuesday, February 28, 2017 5:25 PM

To: Menendez, Anne M. <AMenendez@QCC.Cuny.EDU>; Humphries, David <DHumphries@qcc.cuny.edu>; Lieberman, David H. <DLieberman@qcc.cuny.edu>; McGill, Georgia L. <GMcGill@qcc.cuny.edu>; Visoni, Gilmar E. <GVisoni@qcc.cuny.edu>; Galvin, Jeanne <JGalvin@qcc.cuny.edu>; Bertorelli, Joseph <JBertorelli@qcc.cuny.edu>; Culkin, Joseph <JCulkin@qcc.cuny.edu>; Villani, Kathleen <KVillani@qcc.cuny.edu>; Montgomery, Kip J. <KMontgomery@qcc.cuny.edu>; Sabani, Laura <LSabani@qcc.cuny.edu>; Hodge, Michel <MHodge@qcc.cuny.edu>; Gadura, Nidhi <NGadura@qcc.cuny.edu>; Karimi, Sasan <SKarimi@qcc.cuny.edu>; Asser, Stuart M <SAsser@qcc.cuny.edu>; Kim, Young <YKim@qcc.cuny.edu>

Cc: _Faculty Executive Committee <FacultyExecutiveCommittee@qcc.cuny.edu>; Palmer, Sandra <SPalmer@qcc.cuny.edu>; Zinger, Lana <LZinger@qcc.cuny.edu>

Subject: 2nd FEC Request for Criteria for Fellowship Leaves

Colleagues:

At this time we have not had a response of any kind to our request. It has been two months. In the meantime, the PSC Chapter Executive Committee brought this up at the last labor management meeting and at that time the President indicated that such criteria would be made known for the use of faculty and their chairpersons offering guidance. These fellowship leaves are provided for by means of the contract.

The FEC once again requests that the College P&B set criteria for the approval of Fellowship Leaves of one half year with full pay and one full year at 80% pay.

We thank you for the attention that you will give to this matter and look forward to a timely response that we shall share with all faculty.

On behalf of the Faculty Executive Committee

Philip A. Pecorino, Ph.D.

Chairperson, 2014-2017

The Faculty Executive Committee:

Edmund Clingan, Parliamentarian
Wilma Fletcher-Anthony, Secretary
David Humphries, Treasurer
Anthony Kolios, Webmaster
Jenny Maan Lin, Events Manager
Alicia Sinclair, Elections Officer
Philip A. Pecorino, Chairperson

From: Pecorino, Philip

Sent: Wednesday, December 21, 2016 9:05 AM

To: Menendez, Anne M. <AMenendez@QCC.Cuny.EDU>; Humphries, David <DHumphries@qcc.cuny.edu>; Lieberman, David H. <DLieberman@qcc.cuny.edu>; McGill, Georgia L. <GMcGill@qcc.cuny.edu>; Visoni, Gilmar E. <GVisoni@qcc.cuny.edu>; Galvin, Jeanne <JGalvin@qcc.cuny.edu>; Bertorelli, Joseph <JBertorelli@qcc.cuny.edu>; Culkin, Joseph <JCulkin@qcc.cuny.edu>; Villani, Kathleen <KVillani@qcc.cuny.edu>; Montgomery, Kip J. <KMontgomery@qcc.cuny.edu>; Sabani, Laura <LSabani@qcc.cuny.edu>; Hodge, Michel <MHodge@qcc.cuny.edu>; Gadura, Nidhi <NGadura@qcc.cuny.edu>; Pecorino, Philip <PPecorino@qcc.cuny.edu>; Karimi, Sasan <SKarimi@qcc.cuny.edu>; Asser, Stuart M <SAsser@qcc.cuny.edu>; Kim, Young <YKim@qcc.cuny.edu>

Cc: _Faculty Executive Committee <FacultyExecutiveCommittee@qcc.cuny.edu>; Palmer, Sandra <SPalmer@qcc.cuny.edu>; Zinger, Lana <LZinger@qcc.cuny.edu>

Subject: FEC Request for Criteria for Fellowship Leaves

Colleagues as Department Chairpersons:

At the current time we have not received a response to our request made months ago.

“The FEC now requests that the College P&B set criteria for the approval of Fellowship Leaves of one half year with full pay and make such known to the faculty.”

The FEC now expands upon its request and requests that the College P&B set criteria for the approval of all Fellowship Leaves under the PSC CUNY Contract and make such known to Department Chairpersons and to the faculty so that appropriate and adequate guidance can be provided for faculty who are considering applying for such fellowship leaves.

We thank you for the attention that you will give to this matter and look forward to a timely response that we shall share with all faculty.

On behalf of the Faculty Executive Committee

Philip A. Pecorino, Ph.D.

Chairperson, 2014-2017

The Faculty Executive Committee:

Edmund Clingan, Parliamentarian
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Jenny Maan Lin, Events Manager
Alicia Sinclair, Elections Officer
Philip A. Pecorino, Chairperson

5.3 Fellowship Awards

(a)Eligibility: It is the intention of the parties that the funds for fellowship awards be limited to instructional staff members of the permanent instructional staff. Tenured members of the permanent instructional staff, including those holding the title Lecturer with certificates of continuous employment, who have completed six years of continuous paid full-time service with the University exclusive of non-sabbatical or fellowship leave, shall be eligible for a fellowship award. Individuals in professorial titles who are on leave from the title Lecturer with a certificate of continuous employment shall be eligible for a fellowship award. Service shall include service in a school or college maintained in whole or part with City funds immediately preceding service in a college or institution under the jurisdiction of the Board of Trustees, provided that credit for such prior service shall not exceed three (3) years

b)Applications:

1.Applications for a fellowship award may be made for the following purposes:

- (i)Research (including study and related travel)
- (ii)Improvement of teaching
- (iii)Creative work in literature or the arts

2.Such application shall also state that the applicant will continue to serve for at least one year after expiration of the term of his or her leave unless this provision is expressly waived by the Board of Trustees.

The application in the form of a plan shall be submitted to the appropriate departmental committee and, if approved, to the college committee on faculty personnel and budget. If the latter committee approves, it shall forward the application to the President with its endorsement. Such endorsement must state that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave, and that the work the applicant intends to do is consonant with the principles of the fellowship leave. The President shall transmit such application to the Board of Trustees, with his or her own recommendation.

4.The Board of Trustees will consider the advantage of the applicant as a scholar and teacher to be expected from such a fellowship award, and the consequent advantage through his or her service to the college. Special consideration shall be given to those applicants who have not had a sabbatical leave or fellowship in fourteen (14) or more years.

5. Application may be for one of three types of fellowship leaves:

- a full year leave at 80% of the bi-weekly salary rate
- a one-half year leave at 80% of the bi-weekly salary rate
- a one-half year leave at full pay

There is an expectation that there will be a minimum of one half-year leave at full-pay every other year at each college.

Fellowship leaves received by members of the instructional staff who serve in the libraries will be of the same duration as those of other instructional staff. Members of the instructional staff who serve in libraries will not accrue annual leave during the period of the fellowship leave.

Members of the unit who receive a full-year fellowship leave at 80% of the bi-weekly salary rate may, at their option, upon written notice to the President no later than October 30 or March 30, whichever is applicable, terminate the fellowship leave after one-half year.

Where fellowships are terminated upon request under Section 25.3 (b) 5, such termination relieves the University of any obligation to further claims for the second half of the leave, but does not reduce the time period or other qualifications required for consideration for a subsequent fellowship leave.

From: Pecorino, Philip
Sent: Thursday, September 1, 2016 4:25 PM
To: Pecorino, Philip <PPecorino@qcc.cuny.edu>
Cc: _Faculty Executive Committee <FacultyExecutiveCommittee@qcc.cuny.edu>; Palmer, Sandra <SPalmer@qcc.cuny.edu>; Clingan, Edmund <EClingan@qcc.cuny.edu>; Zinger, Lana <LZinger@qcc.cuny.edu>
Subject: FEC Request for Criteria for Fellowship Leaves

Department Chairpersons:

The [CUNY PSC CONTRACT](#) at 5.3.5 (see below) provides for Fellowship Leaves of one-half year at full pay. Further, it is stated in the contract that “ There is an expectation that there will be a minimum of one half-year leave at full-pay every other year at each college.”

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The Faculty Executive Committee (FEC) holds that this form of support for faculty should be part of the entire group of supports for faculty work offered at QCC and that there is no sufficient reason for the denials and discouragements for faculty requesting such leaves.

The FEC now requests that the College P&B set criteria for the approval of Fellowship Leaves of one half year with full pay and make such known to the faculty.

The faculty at QCC should have equal opportunity for such fellowship leaves as do the faculty of all other CUNY units.

We thank you for the attention that you will give to this matter and look forward to a timely response that we shall share with all faculty.

On behalf of the Faculty Executive Committee

Philip A. Pecorino, Ph.D.

Chairperson, 2014-2017

Faculty Executive Committee

Queensborough Community College, CUNY

Office Phone: 718 281 5038

ppecorino@qcc.cuny.edu

website: <http://www.qcc.cuny.edu/socialsciences/ppecorino/default.htm>

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PSC CUNY CONTRACT

5.3 Fellowship Awards

(a)Eligibility: It is the intention of the parties that the funds for fellowship awards be limited to instructional staff members of the permanent instructional staff. Tenured members of the permanent instructional staff, including those holding the title Lecturer with certificates of continuous employment, who have completed six years of continuous paid full-time service with the University exclusive of non-sabbatical or fellowship leave, shall be eligible for a fellowship award. Individuals in professorial titles who are on leave from the title Lecturer with a certificate of continuous employment shall be eligible for a fellowship award. Service shall include service in a school or college maintained in whole or part with City funds immediately preceding service in a college or institution under the jurisdiction of the Board of Trustees, provided that credit for such prior service shall not exceed three (3) years

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2.Such application shall also state that the applicant will continue to serve for at least one year after expiration of the term of his or her leave unless this provision is expressly waived by the Board of Trustees.

The application in the form of a plan shall be submitted to the appropriate departmental committee and, if approved, to the college committee on faculty personnel and budget. If the latter committee approves, it shall forward the application to the President with its endorsement. Such endorsement must state that the work of the department in which the applicant serves can be so arranged as to be carried forward effectively during the period of the leave, and that the work the applicant intends to do is consonant with the principles of the fellowship leave. The President shall transmit such application to the Board of Trustees, with his or her own recommendation.

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Queensborough Community College
CUNY

Personnel and Budget Committee

Code of Ethics

To ensure the quality of life throughout the College, we, members of the College Personnel and Budget Committee, accept a personal obligation to commit to and ensure fair and impartial leadership and ethical, impartial and respectful treatment of all members of the College community.

As a member of the College Personnel and Budget Committee, it is expected that each participant accept responsibility to adhere to these principles:

- To respect the integrity and confidentiality of personnel discussions and actions considered
- To adhere to the highest standards of ethical and professional conduct
- To be fair, accurate, honest, and responsible in one's management of information
- To avoid practices that would conflict with an ability to be fair and unbiased
- To develop personal perspectives prior to group discussion, yet remain open-minded
- To guard against inaccuracies, carelessness, bias and distortion made through either emphasis or omission of information
- To strive for impartial treatment of issues and dispassionate handling of controversial subjects.
- To not permit personal interests to distort or misrepresent the facts.
- To use common sense and good judgment in applying ethical principles to P and B deliberations

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