GUIDELINES FOR THE ASSIGNMENT OF FACULTY TO MULTIPLE DEPARTMENTS AND/OR UNDERGRADUATE PROGRAMS

**Policy Id:**
FSR.036 – Assignment of Faculty to Multiple Departments and or Programs

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**Last Modified:**
GUIDELINES FOR THE ASSIGNMENT OF FACULTY TO MULTIPLE DEPARTMENTS AND/OR UNDERGRADUATE PROGRAMS¹

Version 2.2

I. INTRODUCTION

The “Guidelines for the Assignment of Faculty to Multiple Departments and/or Programs” (hereafter “guidelines”) establish a mechanism for the assignment of faculty members to programs and to “secondary departments,” while retaining the faculty members’ formal relationship to a single academic department (the “home department”) as required under CUNY Bylaws.² The guidelines introduce the concepts “Program Assigned Faculty,” and “Jointly Assigned Faculty.” These concepts, as explained below, provide a formal process to define responsibilities and expectations with respect to teaching, service, and participation in program and departmental administration and activities. The process protects the faculty member and also provides stability and predictability to the home department and to the secondary department or the interdisciplinary or non-departmental academic program to which the faculty member is assigned.

II. PROGRAM-ASSIGNED FACULTY AND JOINTLY ASSIGNED FACULTY

Program-Assigned Faculty are full-time members of the John Jay faculty who are appointed to an academic department and are assigned to teach and/or provide service to an undergraduate interdisciplinary or non-departmental program (hereafter “program”). The voting rights and tenure of Program Assigned Faculty are located in the academic department to which they are appointed.³

¹ These guidelines do not apply to graduate programs.

² The home department is the department in which the faculty member’s tenure is located and in which the faculty member enjoys voting rights. Each faculty member can have only one home department. Even if a majority or all of the faculty member’s teaching and service is done in a department other than the home department, that other department is always the secondary department.

³ An exception to this rule is the Interdisciplinary Studies Program (ISP). Faculty assigned to ISP have voting rights both in the home department and in ISP. According to the Charter of Governance and College Council Bylaws, The Interdisciplinary Studies Program “shall be treated as a department for purposes of representation by its full-time faculty on the College Council and on College Council committees and on other College bodies. The Interdisciplinary Studies Program shall annually elect a Curriculum Committee and a Committee on Student Grade Appeals and shall establish bylaws for submission to and approval by the College Council Executive Committee” (p. 15).
Jointly Assigned Faculty are full-time members of the John Jay faculty who are appointed to an academic department (the home department) and are assigned to teach and/or provide service to another academic department (the secondary department).

III. FACULTY ASSIGNMENT LETTER

When a faculty member agrees to be assigned to a program or to a secondary department, beyond occasionally teaching a class, the relationship shall be defined in a Faculty Assignment Letter (FAL), addressed by the Provost to the faculty member, signed by the faculty member, copied to the chair of the home department and the director of the program or the chair of the secondary department. The FAL shall describe the nature and duration of the assignment and the responsibilities and expectations with respect to teaching, service, and participation in program/department committees and activities.

While providing protections for the faculty member, the FAL also provides stability and predictability to interdisciplinary programs and to the participating departments.

IV. LINEALLOCATIONS TO INTERDISCIPLINARY AND NON-DEPARTMENTAL PROGRAMS AND TO MULTIPLE DEPARTMENTS

In assigning new and replacement faculty lines to departments, which then conduct searches, the Provost may assign faculty lines to programs and may jointly assign lines between departments.

a. Line allocation and search process

If a line is assigned to a program for recruiting, the program director will organize a search committee and conduct a formal search. As a finalist emerges, the program director will identify one or more appropriate academic departments for the candidate and offer the line to one of the departments. If one of the departments, through its Personnel and Budget Committee, agrees to accept the line and the candidate, and if a satisfactory FAL can be negotiated, the candidate is advanced to the Provost for appointment.

If a line is to be shared between two departments (joint assignment), one department must be identified as the home department. This is the department to which the candidate will be appointed, with assignment of some portion of teaching and service to the secondary department. The department chairs shall organize a search committee representative of both departments, with at least one member of each department’s Personnel and Budget Committee on the search committee. The finalist must be approved by the Personnel and Budget Committees of both departments before being advanced to the Provost for appointment. Like the FAL, the appointment letter for a joint assignment shall describe the nature of the assignment to the secondary department and the home department and the responsibilities and expectations with respect to teaching, service, and participation.
in the administration and activities of the secondary department and the home department.

In accordance with CUNY Board of Trustees policy, “SEEK faculty employed and appointed in the academic departments . . . and the appointment and reappointment of such faculty, shall be made in consultation with the SEEK Director. If after consultation, the SEEK director elects to enter a formal objection to a particular designation or appointment or reappointment, the designation, or the personnel action in question shall be reviewed by the President. . . .”

b. Annual Conference Memorandum and Personnel Process

The Chair or a member of the Personnel and Budget Committee designated by the chair of the department to which a faculty member is appointed (the home department) must conduct the annual personnel review in accordance with the PSC-CUNY Contract. In arriving at his or her assessment of the candidate, the chair or his/her designee shall confer with the program director or secondary department chair. The program director or secondary department chair may not be present at the annual evaluation conference or at the deliberations of the Personnel and Budget Committee of the home department unless he or she is a duly elected or appointed member of that committee. The home department chair presents the faculty member to the College Committee on Faculty Personnel. As a statutory member of the College Committee on Faculty Personnel, the secondary department chair may contribute to the College Committee’s discussion of the faculty member. If a program coordinator is an at-large member of the College Committee on Faculty Personnel, he or she may contribute to the College Committee’s discussion of the faculty member.

In addition, the program director or secondary department chair shall meet periodically throughout the appointment period with the faculty member for the purpose of mentoring and guiding him or her.

c. Annual Conference Memorandum for Faculty Jointly Appointed to SEEK

“Faculty designated to teach developmental courses and employed in the SEEK Department shall be evaluated by the SEEK Department, but also reviewed separately by the pertinent academic department with the academic department report being submitted both to the SEEK Department and to the Dean of Faculty [Provost]. Faculty who are so designated or appointed and employed in an academic department shall be evaluated by the appropriate academic department, but also reviewed, separately, by the SEEK Department, with the SEEK Department report

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4 Board of Trustees Minutes, 1994, 06-27, 007, _D)
being submitted both to the appropriate academic department and to the Dean of Faculty [Provost]. . . . The reviews by both the SEEK Department and the academic department shall include reference to teaching effectiveness and sensitivity to the learning patterns of disadvantaged students and reference to the academic content and substance taught.”

V. COURSE SCHEDULING FOR INTERDISCIPLINARY AND NON-DEPARTMENTAL PROGRAMS

Current course scheduling procedures provide for departments and graduate programs to be authorized “section allocations.” These are numbers of course sections authorized for scheduling to a department or graduate program to be staffed by regular and adjunct faculty members. In accordance with these procedures, undergraduate programs shall be authorized section allocations associated with courses routinely offered as part of the program’s curriculum. The administration of these sections, with respect to departmental appointment authority, shall function in the same manner as graduate program course scheduling.

The scheduling and recruiting of instructors for interdisciplinary and non-departmental undergraduate courses shall not diminish the undergraduate course schedule for the department involved. These courses shall be added to the section allocation of the faculty member’s department.

VI. FACULTY WORKLOAD REPORTING AND PROGRAM ASSIGNMENT

The official workload reporting requirements and the college metrics by which departments are credited for full time faculty coverage shall credit the teaching of program-assigned faculty to departmental workloads and other measures of instructional performance such as full-time/part-time teaching ratios. In other words, the teaching hours of faculty assigned to programs or secondary departments shall be credited to the home department.

VII. A FRAMEWORK FOR LONG TERM AND SHORTER TERM PROGRAM ASSIGNMENTS TO INTERDISCIPLINARY AND NON-DEPARTMENTAL PROGRAMS

The guidelines provide for long term, medium term, and short term assignment of faculty to programs.

a. Long Term Assignments

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5 Board of Trustees Minutes, 1994, 06-27, 007,.D)
Interdisciplinary and non-departmental academic programs require faculty who can commit the time and effort to assume primary responsibility for program continuity and administration and the delivery of the program curriculum.

Faculty already appointed to departments may make long-term commitments to programs, and the expectations and supports associated with those commitments shall be specified in an FAL. The extent and duration of assignment shall be reflected in the metrics considered by the Provost in line allocation, so that a department assigning a faculty member to a program can identify the assignment as an additional basis for requesting a new faculty line or a substitute line.

Through Long Term Assignments, programs can assemble “core faculties” capable of committing the time and effort to assume primary responsibility for program continuity and administration and the delivery of the program curriculum.

b. **Medium Term Assignment of Faculty**

Faculty may agree to be assigned fully or in part to teach and provide service to a program for a semester, a year, or several years. Although participation in programs can enhance the individual faculty member’s experience and thus ultimately benefit the department, such assignments must be made in consultation with the faculty member’s department chair.

Such a reassignment is not intended to be permanent. However, a commitment beyond a single year shall be explicitly recognized in the form of a FAL spelling out its terms. The extent and duration of reassignment shall be reflected in the metrics considered by the Provost in line allocation, so that a department reassigning a faculty member to a program can identify the reassignment as an additional basis for requesting a new faculty line or a substitute line.

For faculty members with long-term and medium-term assignments to programs of more than a year who are still subject to personnel actions, the program director shall meet annually with the faculty member for the purpose of mentoring and guiding him or her and shall keep a written record of these meetings and of the guidance given to the faculty member in each meeting. A copy of the program director’s written record shall be given to the faculty member. The written record shall be included in the personnel file with all contractual safeguards and provisions. The faculty member’s department chair may consult the program director in conducting his or her annual evaluation of the faculty member.

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6 “No materials shall be placed in the employee’s file until the employee has been given the opportunity to read the contents and attach any comments he or she may so desire. Each such document shall be initialed by the employee before being placed in his or her file as evidence of his or her having read such document. This initialing shall not be deemed to constitute approval by the employee of the contents of such document. If the employee refuses to
c. **Short Term or Occasional Reassignment of Faculty**

Programs need faculty to teach courses on an occasional or a regular basis. When a faculty member agrees to teach a course in a program, the teaching assignment must be made in consultation with the faculty member’s department chair.

Sections taught by faculty on behalf of programs should not be deducted from departmental section allocations. Therefore, programs shall have their own section allocations for courses routinely scheduled to implement the program’s curriculum.

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initial any document after having been given the opportunity to read the same, a statement to that effect shall be affixed to the document.” (Agreement between The City University of New and the Professional Staff Congress/CUNY, November 1, 2002 – September 19, 2007, p. 35)