

**EXECUTIVE COUNSEL TO THE PRESIDENT** 

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## MEMORANDUM

December 10, 2012

TO:

Department Chairs

FROM:

Paul F. Occhiogrosso

Executive Counsel to the President

RE:

CCE Review for Lecturers – External Letters of Evaluation

I am pleased to inform you that President Coico has approved the recommendations of the Faculty Committee on Personnel Matters and the Review Committee that external letters of evaluation will no longer be required for Lecturers who are being reviewed for reappointment with CCE (Certificate of Continuous Employment).

This change is effective only prospectively and will first apply to Lecturers who are currently in their 4<sup>th</sup> year of service and will prepare their *curriculum vitae* in the Spring 2013 semester for review by the personnel committees in Fall 2013 for reappointment with CCE effective September 1, 2014.

Both the College's *Policies and Guidelines for Reappointment, Tenure, and Promotion* (Revised Fall 2005) and the Schedule for Tenure, CCE, and Promotion Review (2012-2013 Academic Year) issued by the Provost and dated September 19, 2012 shall be deemed to be amended to account for the procedural change stated above.

The rationale for dispensing with external letters of evaluation for Lecturers is that the primary purpose of such letters is to solicit expert opinion on the candidate's research and scholarship, yet Lecturers are not required to engage in research.<sup>1</sup> The College's personnel committees do not require external expert opinion in order to evaluate Lecturers' performance as to teaching and service.

<sup>&</sup>lt;sup>1</sup> See Agreement between The City University of New York and the Professional Staff Congress/CUNY (2002-2007), Art. 15.1(b), note \*; Art. 18.2(a), note \* ("It is understood that Lecturers and teachers in the Hunter College Campus Schools shall not be required to have a research commitment.").



Since external letters are no longer required, the schedule for CCE review for Lecturers who are currently in their  $4^{th}$  year of service shall be deemed amended as follows: Lecturers shall complete the preparation of their C.V. by May 15, 2013.

Department Chairs should please distribute this memo to all Lecturers in their departments. (This change does not affect Distinguished Lecturers, since they are not eligible for CCE.<sup>2</sup>)

Please feel free to contact me if you have any questions.

P.F.O.

cc: President Lisa S. Coico
Interim Provost Maurizio Trevisan
Academic Deans
Professor Charles Watkins
Professor Rishi Raj
Professor Alan Feigenberg

PFO/sf

Pursuant to the Memorandum of Agreement for a Successor Collective Bargaining Agreement Between The City University of New York and the Professional Staff Congress/CUNY, dated July 17, 2008, paragraph 15(a), Article 11.7 of the PSC/CUNY collective bargaining agreement is amended to provide that the maximum length of service for Distinguished Lecturers is increased from five to seven years; thus, Distinguished Lecturers are not eligible for CCE.