

Calendar for Promotion to Senior or Chief College Laboratory Technician

2015 Candidates in CLT-series Titles

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| January 27 | <p>All College Laboratory Technicians (CLTs) seeking promotion to Senior or Chief CLT must submit a written notification of intent to apply for promotion to the Department Chairperson. Written notification can come in the form of an email or a letter.</p> <p>IMPORTANT NOTE: Promotion to a higher title is <i>not</i> a reward for excellent performance. It is based on the needs of the department. The development of a new/upgraded position has to meet the University's standard for the title sought and the qualities of the candidate must be consistent with the University's standard and the departmental need. Unlike professorial promotions, the College must approve a newly developed or greatly expanded job description before this position at the higher rank can be established and a candidate can be considered for promotion into the position.</p> |
| February 2 | <p>The Chairperson of the Department and members of the Department Personnel and Budget Committee must review the operations and needs of the department to determine whether a Senior CLT or a Chief CLT position can be supported by the department. The Chairperson should consult with HR and the office of the Provost for clarification and approval.</p> <p>IMPORTANT NOTE: Promotion to a higher title is <i>not</i> a reward for excellent performance. It is based on the needs of the department. The development of a new/upgraded position has to meet the University's standard for the title sought and the qualifications of the candidate must be consistent with the University's standard and the departmental need. Unlike professorial promotions, the College must approve a newly developed or greatly expanded job description before this position at the higher rank can be established and a candidate can be considered for promotion into the position.</p> <p>If a position cannot be supported, the Department Chairperson should inform all interested applicants and department CLTs in writing, with a copy of the letter sent to the office of Human Resources for inclusion in the employee's Administrative file. THE PROCESS STOPS HERE.</p> <p>If the Department Personnel and Budget Committee determines that a Senior CLT or Chief CLT position <i>can</i> be supported, THE PROCESS CONTINUES.</p> |
| February 5 | <p>By February 5th, the Chairperson, in consultation with the Department Personnel and Budget Committee should prepare the following: (1) a proposed job description for the Senior CLT or Chief CLT position, (2) a current and proposed table of organization which includes the new position, and (3) a letter of justification stating the need for the new position, including how the new position differs from the lower classification. This information must be forwarded to the Office of Human Resources by February 5th, for review and approval. The HR review and approval is for classification purposes only. The proposed position must be consistent with the title description and duties as stated in the University OHRM Code of Practice Regarding Instructional Staff Titles: Title Descriptions and Minimum Qualifications.</p> <p>If the duties of the position are not consistent with the proposed title, Human Resources will inform the Department Chairperson in writing. THE PROCESS STOPS HERE.</p> <p>If the duties of the position are consistent with the proposed title, Human Resources will inform the Department Chairperson in writing. THE PROCESS CONTINUES.</p> |

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| <p>Feb 6</p> | <p>Each candidate is responsible for uploading the following:</p> <ol style="list-style-type: none">1. Current resume2. Personal statement <p>The Department Chair is responsible for uploading:</p> <ol style="list-style-type: none">1. Annual evaluation from the previous year2. Current job description3. Chairperson's letter4. Proposed job description |
| | <p>Once the need for a position is established, HR approves the classification and the candidate has uploaded his/her materials; The Department Personnel and Budget Committee members vote:</p> <p>If the Department Personnel and Budget Committee provide a negative recommendation for a candidate, the candidate can proceed through the attached appeals process.</p> <p>If the Department Personnel and Budget Committee provide a positive recommendation for a candidate, the College Personnel and Budget Committee moves to:</p> <p>Affirm the positive vote of the Department Personnel and Budget Committee. In which case the positive recommendation is sent to the President for approval or denial.</p> <p>Deny the positive vote of the Department Personnel and Budget Committee. In which case the candidate can proceed through the below appeals process.</p> |

Academic Appeals Procedure¹
Full-time Members of the Instructional Staff
(Excluding members of the Higher Education Officer Series)

1. Should a member of the instructional staff receive notice of a negative decision by his/her department personnel and budget (P&B) committee, a written request to the President for an appeal (with a copy to the College's Labor Designee to the College-wide P&B Committee may be submitted by (1) the affected faculty member, or (2) a member of the department P&B committee who wishes to submit a minority recommendation.

The request for an appeal to the College-wide P&B should be forwarded in writing to the President's Office within 14 working days of the notification from the department chairperson of the negative decision. Should this time lapse, no later request for appeal will be granted. The date of the appeal to the College-wide P&B Committee will be scheduled within 7 working days and the instructional staff member must advance his/her portfolio and any other documents to the Office of Academic Affairs so that Committee members are provided with advance notice of the appeal so as to permit time for a review of the record.

2. Should a member of the instructional staff receive notice of a negative recommendation by the College-wide P&B committee, and the President's concurrence, and wishes to appeal directly to the President, a written request for an appeal should be sent to the Office of President (with a copy to the College's Labor Designee) within 14 working days of the notification. Should this time lapse, no later request for appeal will be granted. When the appointment is scheduled the instructional staff member in question will be able to bring along a Supervisor, Chairperson or other colleague from the department, exclusive of the PSC representatives.

3. During the direct appeal, the instructional staff member is provided an opportunity to present to the President additional supporting documentation that he/she may not have previously included in his/her personnel file or Professional Portfolio, and/or to expand upon information previously provided. Appeals are usually scheduled for one hour, providing ample time for the instructional staff member's presentation, for the President's preliminary review of additional supporting documentation, and for the President to raise any questions he/she may have. The President may ask the Provost or a designee from the Office of Academic Affairs to be present at the appeal.

The President will render a written decision.

4. Should the appeal be successful, the instructional staff member will be so notified. If the action involves reappointment, the President's written decision will indicate his/her intention to make an affirmative recommendation to the CUNY Board of Trustees; this correspondence may also include additional guidance offered by the President.

¹For appeals of a negative decision regarding reappointment, reappointment with tenure or CCE, and promotion.
Barbara Manuel, Executive Director for Human Resources and Labor Designee, Office of Human Resources.

5. Should the appeal not be successful, written notification will be provided. In accordance with Article 9.10 of the PSC/CUNY Agreement, the instructional staff member may, within 10 calendar days, excluding Saturdays, Sundays and legal holidays, after receipt of said notice, submit a written request to the President for a statement of his/her reasons for the denial of the appeal. The President shall provide within 10 calendar days, excluding Saturdays, Sundays and legal holidays a written statement of the reason(s) for denial to the affected employee.

6. Should the President determine not to recommend the reappointment or promotion of a faculty member who received an affirmative recommendation from the College-wide P&B committee, the faculty member will be so notified. In accordance with Article 9.9 of the PSC/CUNY Agreement, the faculty member may, within 10 calendar days, excluding Saturdays, Sundays and legal holidays, after receipt of said notice submit to the president a signed request for a statement of the reasons for his/her decision. The President shall provide within 10 calendar days, excluding Saturdays, Sundays and legal holidays a written statement of the reason(s) for denial to the affected employee. While the faculty member may still request an appeal directly to the President of his/her decision (see item #3), the President will not be required to provide a second reasons statement.

If you have any questions regarding this process, please contact Barbara Manuel, Executive Director for Human Resources and Labor Designee, Office of Human Resources at bmanuel@york.cuny.edu or on ext. 2135.