



# Faculty Handbook

*Revised: 2/27/25*

## Introduction

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This handbook and the Faculty & Staff Resources and Life at SPH webpages are designed to provide CUNY SPH faculty with the necessary resources and tools to perform their roles. They give an overview of administrative structures, faculty rights and responsibilities, and procedural bylaws to prepare faculty for their roles and responsibilities.

| <b>Table of Contents</b>  | <b>Pages</b> |
|---|--------------|
| <b>Faculty Affairs</b>  | <b>4-7</b>   |
| Department and School Appointments, Promotion and Tenure Committees                 | 4            |
| Other Committees  | 4            |
| Personnel Files   | 4            |
| Faculty Responsibilities and Workplace Policies                                     | 4            |
| <a href="#"><u>Memorandum of Agreement – PSC CUNY Contract 2019</u></a>             |              |
| Teaching Observations   |              |
| <a href="#"><u>In-person Observation for Instructional Staff – Faculty form</u></a> | 5            |
| <a href="#"><u>Online Courses Peer Observation Form</u></a>                         | 11           |
| Course Evaluations  | 5            |
| <a href="#"><u>Student Teaching Evaluation Example</u></a>                          |              |
| Instructional Records and Retention   | 5-6          |
| Faculty Success - Watermark (formerly Digital Measures)                             | 6            |
| Department Chair Responsibilities   | 6            |
| Deputy Department Chairs Responsibilities   | 6            |
| Department Doctoral Chair Responsibilities  | 6            |
| Appointments, Promotion, and Tenure Chair Responsibilities                          | 6            |
| Directors of Centers and Institutes Responsibilities                                | 7            |
| Faculty Advisor Responsibilities  | 7            |
| SPH Faculty Searches  | 7            |
| The Professional Staff Congress   | 7            |
| <b>School Governance</b>  | <b>7</b>     |
| Governance Council  |              |
| School Structure and Organizational Chart   |              |
| <b>Definitions of and Policies</b>  | <b>7-9</b>   |
| Tenure Track Faculty  | 7            |
| Reassigned Time for Untenured Faculty   | 7            |
| Clinical Faculty and Distinguished Fellows  | 8            |
| Adjunct Faculty   | 8            |
| Affiliated Faculty  | 8            |
| Distinguished Professors  | 8            |
| CUNY Faculty Salary and Chart   | 8            |
| Faculty Workload Policies & Procedures and Practices                                | 8            |
| CUNY Statement of Academic Freedom  |              |
| Annual Evaluations  |              |
| Teaching Assistants   | 8            |
| Faculty Awards  | 9            |
| Fellowship Leave and sabbaticals  | 9            |
| Retirement and Other Releases   | 9            |
| Emeritus  | 9            |
| <b>Resources</b>  | <b>9-11</b>  |
| Professional Development  | 9            |
| CUNY SPH Center and Institutes  | 9            |
| Community and Professional Organizations  | 10           |
| New York State Ethics Compliance  | 10           |
| Library   | 10           |
| Sponsored Research  | 10-11        |
| Ombudsperson  | 11           |
| SPH Faculty Forms   | 11           |

## Faculty Affairs

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### **Department and School Appointments, Promotion and Tenure Committees**

The [Governance Council's by-laws](#) describe the responsibilities and purposes of all committees, including the Department and school-wide APT Committees (Article IV).

The Guidelines for Appointment, Promotion, and Tenure, available [here](#), are not just rules but a commitment to fairness and transparency in these crucial processes. By fostering a sense of trust and confidence among our faculty, we aim to strengthen our community.

### **Other Committees**

The Governance Plan describes the responsibilities and purpose of Other Committees. Please [see Article III](#).

Also, this link will provide the matrix of all existing committees and members of CUNY SPH. (Marilyn will send me the doc)

### **Personnel Files**

The Human Resources Department administers all personnel files. Your file is available for examination upon request. Please see [Article 19](#) of the PSC CUNY Contract.

### **Faculty Responsibilities and Workplace Policies**

Faculty responsibilities include teaching and mentoring, scholarship and research, CUNY/SPH professional and community service.

Factors that determine workload credits and compensation for instruction include student enrollment, the development of a new curriculum, and the type of course.

For more information, see [Memorandum of Agreement – PSC CUNY Contract 2019](#).

### **SPH Faculty Responsibilities**

The faculty is chiefly responsible for the educational mission and academic standards. They contribute to the school and CUNY's teaching, mentoring, research, and service. Senior faculty are responsible for orienting new and junior faculty, consulting on scholarship and education, and participating in peer evaluations.

For more information, please see below:

[CUNY Manual of General Policy](#)

[Professional Staff Congress](#)

### **CUNY Statement of Academic Freedom**

Academic freedom is the indispensable condition for the faculty to carry out its work: the responsibilities of teaching, research, and publication and of participating in college governance. Academic freedom is a professional right of the faculty. It is grounded in the

faculty's qualifications for the position as reviewed by their peers. It consists of the freedom to teach, research, write, and speak in their public capacity without restraint by the administration.

For more information, see the [University Faculty Senate Statement on Freedom](#) and the [CUNY Board of Trustees Manual of General Policy on Academic Freedom](#).

### **Annual Evaluation**

**CUNY SPH** requires Annual Evaluations to be conducted in the spring semester for tenure track faculty in all ranks and for tenured faculty including the rank of Associate Professor. Departments may decide to have annual evaluations for tenured Professors.

For more information, see the [PSC/CUNY Agreement, Article 18](#)

To obtain the Annual Evaluation form, please see SPH Faculty Forms.

### **Teaching Observations**

All faculty members except tenured professors and distinguished professors must undergo an annual teaching observation. Observers are faculty of the same or higher rank. These observations allow faculty to be evaluated and, if necessary, receive concrete recommendations for improvement. These written records are part of tenure and promotion materials.

For more information, see the [PSC/CUNY Agreement, Article 18.2\(b\) 3](#).

See the in-person observation for instructional staff, the online courses, and the peer observation forms at the end of this document. and online; the end of this document lists all the forms available.

To obtain the Peer Observation form, please see SPH Faculty Forms.

### **Course Evaluations**

After each course hybrid, they become part of the permanent record for evaluation for tenure and promotion purposes. Click [here](#) to see the example of the form.

For more information, see the [PSC/CUNY Agreement, Article 18](#).

### **Instructional Records and Retention**

CUNY requires the following schedule of retention for the essential records related to instruction:

- Instructors' grade records, test scores, and marking sheets will be retained for two years.
- Examination questions, term papers, completed examinations, and answer sheets must be retained for one year after the course is completed.
- Each department retains course syllabi, which is available from the Departmental Administrator.

Source: [The CUNY Records Retention Schedule](#).

## **Faculty Success - Watermark (formerly Digital Measures)**

Faculty are encouraged to update their CV in Watermark throughout the year. Updates are required for the annual faculty evaluation, tenure, and promotion applications. This uniform tool organizes all faculty activities, allowing SPH to compile data and produce reports.

For more information, please see [Watermark](#).

## **Department Chair Responsibilities**

The Department Chair, elected by the departmental faculty and approved by the Dean, serves a three-year renewable term. The Chair leads the faculty and implements the policies of CUNY, SPH, and the Department. Responsibilities include personnel, budget, curriculum, and instructor assignments for courses. For more information, please see [CUNY Bylaws Article II, Article IX](#).

## **Deputy Department Chairs Responsibilities**

The Dean permits a Deputy Director Chair with a one-year renewal term. The chair is elected by the department and approved by the Dean.

For more information, please see [SPH Bylaws Article II](#).

## **Departmental Doctoral Chair Responsibilities**

Doctoral Directors are elected by most of the departmental faculty and approved by the Dean for a three-year renewable term. They are responsible for leading all aspects of the program, including developing and implementing policies, curriculum, recruitment plans, and faculty assignments.

For more information, please see [SPH Bylaws Article II](#).

## **Appointments, Promotion, and Tenure Committee Chair Responsibilities**

The Chair of the school-wide Appointments, Tenure, and Promotion Committee leads and convenes the committee to reappoint, tenure, and promote faculty and approve sabbaticals and multiple position reports within the CUNY calendar deadlines. The Dean invites a tenured faculty member to be the Chair of the Appointments, Tenure, and Promotion Committee for a three-year renewable term.

## **Directors of Centers and Institutes Responsibilities**

Center and Institute Directors are appointed by the Dean of the CUNY SPH for a renewable five-year term. They are responsible for a strategic plan aligned with their strategic mission, goals and objectives, management, budget, and operational guidelines reviews.

For more information, see [SPH Bylaws Article V](#) and visit our [SPH Center and Institutes page](#).

## **Faculty Advisor Responsibilities**

A faculty advisor's primary responsibility is guiding students on their long-term academic and career objectives. They work in conjunction with Academic Advising, which guides curriculum and graduation requirements.

For more information, please see [Faculty Advising](#).

## **SPH Faculty Searches**

Faculty Searches commence when CUNY SPH is given lines or when replacing faculty who have left the school. The Dean selects the Chair, with a committee of at least four faculty members, with at least one member from a different department. The Chief Diversity Officer works with the committee to post, advertise, guide, and meet all federal, state, and CUNY requirements.

For more information, see the [SPH Faculty Search Process Guide](#).

## **The Professional Staff Congress**

The Professional Staff Congress is the union that represents 30,000 faculty and staff at the City University of New York and the CUNY Research Foundation. They are dedicated to advancing members' professional lives, enhancing their terms and conditions of employment, and maintaining the strength and educational excellence of the nation's largest urban public university.

For more information, please visit the [PSC](#) website.

## **School Governance**

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SPH By-Laws and Governance Plan outlines the school's structure and governance. Details on both, as well as Governance Council agendas and minutes, can be found [here](#).

## **Definitions of and Policies**

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### **Tenure Track Faculty**

Title or rank appointment to faculty members with a path to promotion through a probationary period of six (6) years. The City University of New York Bylaws governs promotion and tenure actions. CUNY SPH Guidelines for Appointment, Promotion, and Tenure are available [here](#).

### **Reassigned Time for Untenured Faculty**

According to the contract established in 2020, all tenure-track faculty members were exempted from teaching 18 credits during the first five years of their pre-tenure period to focus on research and prepare for tenure. These credits are scheduled in consultation with the Department Chair. After achieving tenure and three years thereafter, faculty receive an additional six-credit teaching release to prioritize their research. Please refer to the reassigned time for [Untenured Faculty](#).

### **Clinical Faculty and Distinguished Fellows**

Clinical faculty are full-time, non-tenure-earning faculty members in clinical practice disciplines.

Distinguished Fellows are full-time faculty members who are preeminent individuals in their fields and have made valuable contributions to scholarship and public policy.

### **Adjunct Faculty**

Adjunct faculty are Individuals who teach part-time or have another part-time assignment in CUNY, no more than 9 hours per semester.

Please see the [Adjuncts Handbook](#) or the [Adjunct Faculty Orientation](#) for more information.

### **Affiliated Faculty**

Affiliated faculty are CUNY, local, national, and international experts recommended by the department and approved by the Dean. They enhance SPH through consultation, presentations, and committee participation.

For more information, please see [Appointment of Affiliated Professional](#).

### **Distinguished Professors**

Distinguished Professor is the highest CUNY title given by the University Board of Trustees in recognition of exceptional scholarly achievement. The SPH Dean recommends potential candidates to apply, creates a special committee, and approves recommendations that are then sent to the CUNY Board of Trustees for approval. The process can take up to a year to complete.

Please see the [CUNY revised guidelines](#).

### **CUNY Faculty Salary and Chart**

Please see the [PSC Salary Schedule for Full-Time Faculty and Research Series](#).

### **Faculty Workload Policies & Procedures and Practices**

Faculty members teach twelve credits each year. Teaching responsibilities may be substituted with administrative duties or grant funding. Faculty are required to teach at least one course each year. Assignments are made in consultation with the Department Chair.

Please see [Faculty Workload](#).

### **Teaching Assistants**

Starting in Fall 2024, the eligibility for a Teaching Assistant has decreased to 30+ students. Enrollment of 36+ will provide an extra hour of TA support weekly. Please check with your departmental administrator if you need assistance hiring a TA.

### **Faculty Awards**

The Dean provides annual Mentoring, Research, Teaching, and Community Participation awards. Faculty in tenure, clinical, and distinguished categories are eligible.

For more information, please see [CUNY SPH Faculty Awards](#).

### **Fellowship Leave and sabbaticals**

Tenured faculty employees become eligible for a sabbatical after seven years of service. Applications must be submitted to the Department Chair every seven years and are subject to the Departmental APT, SPH APT, Dean, and CUNY approval. Sabbatical leaves may be 80% paid for an academic year, a calendar year, or consecutive fall or spring semesters.



For more information, please see the [Procedures for Fellowship Leave & Scholar Incentive Awards](#).

### **Retirement and Other releases**

There is no mandatory retirement age at CUNY. Faculty can choose a three-year phased retirement or a leave (Travia).

For more details, please visit the [Pre-Retirement and Post-Retirement Guide for Instructional Staff: Teaching and Non-Teaching](#) or the CUNY page on [Pre-Retirement Planning and Post-Retirement Information](#).

### **Emeritus**

At all CUNY colleges, the honorary title of Professor Emeritus is automatically conferred on full professors who honorably retire after more than ten years of service. In exceptional cases, the department may request the associate or assistant professor title. Requests for the title are made to the Senior Associate Dean for Academic and Faculty Affairs, who writes to the candidate conferring the title.

## **Resources**

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### **Professional Development**

SPH provides professional development through programs at CUNY, membership in the National Center for Faculty Development & Diversity, and the creation of an SPH mentor inventory.

For more information, please visit [Professional Development & Learning at CUNY](#) and the [National Center for Faculty Development & Diversity](#).

### **CUNY SPH Centers and Institutes**

CUNY SPH Centers and Institutes include the CUNY Urban Food Policy Institute, the CUNY Institute for Implementation Science in Population Health, the Center for Immigrant, Refugee, and Global Health, Healthy CUNY, the Center for Innovation in Mental Health, the Center for Systems and Community Design, the Center for Advanced Technology and Communication in Health, the Environmental Justice to EnRich and enGage NYC (ENERGY) Center, and the NYU-CUNY Research Prevention Center. Each of these centers tackles crucial public health challenges through research and education. Faculty members can apply for membership in these Centers and Institutes.

For more information, see CUNY Bylaws Article VI and [SPH Center and Institute page](#).

### **Community and Professional Organizations**

Faculty have many opportunities to serve the SPH community and professional organizations. A list of community organizations is in formation.

For more information, please see [SPH Professional Organizations](#).

## **New York State Ethics Compliance**

As a CUNY Faculty, you must take the New York State Ethics Compliance training provided online by the CUNY SPH Ethics Officer and lawyer annually or by the NYS Commission on Ethics. Upon completing the two-hour session, participants will receive a certificate of completion. Faculty making more than the threshold determined by the Commission must file an annual form with the state. Requests and reminders are sent periodically by the CUNY SPH Ethics Officer and Lawyer and from the state to the faculty and staff.

For more information, see the [New York State Commission on Ethics and Lobbying in Government](#).

Some of the information you will find on the website includes.

- Ethics Handbook
- Guide to Filing the New York State Annual Statement of Financial Disclosure
- Quick Reference Guide to the FDS Filing System
- Application Requesting an Exemption from Filing a Financial Disclosure Statement

## **Library**

The CUNY SPH library is part of the CUNY-wide library system, which provides free access for faculty and students to almost all the colleges in the system for on-site use and inter-library loans. At SPH, there is a virtual library with a full-time librarian who provides access to information on the web, phone, and in-person consultations.

For more information, please see the [library's page](#).

## **Sponsored Research**

The Research Foundation of The [City University of New York](#) (RFCUNY) is a separate not-for-profit educational corporation that supports CUNY faculty and staff in identifying and obtaining external support (pre-award) from government and private sponsors. It is responsible for administering all such funded programs (post-award). RFCUNY oversees employment, accounting, audit, reporting, purchasing, and unique responsibilities that include liaison with governmental agencies and foundations; negotiation of agreements; facility construction and renovation; protection and commercialization of intellectual property; and compliance with applicable standards in research involving human subjects, animal care, environmental and radiological safety, and conflicts of interest.

Within SPH, our Office of Sponsored Programs and Research (SPaR) liaises with RFCUNY to support the SPH research community with proposal submissions and award management.

## **Ombudsperson**

At CUNY SPH, the Ombudsperson is an elected member of the faculty, staff, or administration\* who independently (1) works with SPH's tax-levy† faculty and staff to explore and assist them in determining options to help resolve conflicts, problematic issues, or concerns, and (2) bring systemic concerns to the attention of SPH's administration for resolution.

The latest position description is attached. Please note that the position requires prior

consultation with the Dean and it is not financially compensated.

For easy reference, [here](#) are the By-Laws (Article III, Section 1.2 of the By-Laws)

For more information, [Office of the Ombudsperson](#).

### **SPH Faculty Forms**

[In-person Observation for Instructional Staff – Faculty form](#)

[Annual Evaluation Form](#)

[Online Courses Peer Observation Form](#)

[Code of Practice Regarding Instructional Staff Academic Leaves](#)

[Application for Fellowship Leave](#)

[Application for Scholar Incentive Award](#)

[Multiple Position Report for Full-Time Faculty](#)

[CUNY Faculty Report of Receipt of Honoraria Form](#)

[Procedure and Application for the Report of External Employment for Classified](#)

[Staff](#)