

10.17.22

Office of the Provost

## **Doctoral Faculty Who Retire or Leave CUNY**

All faculty are expected to advise the GC doctoral, masters, and certificate programs of which they are a member of changes as they occur in their status, such as promotion, home institution, separation, or retirement. The Provost's Office requests all Graduate Center program administrators to forward these changes directly to Steven Wong [swong@gc.cuny.edu](mailto:swong@gc.cuny.edu), with a cc to [bfish@gc.cuny.edu](mailto:bfish@gc.cuny.edu), so that he may update our official record of the program's faculty membership. Address changes are one exception and are not handled through the Provost's Office.

An appointment to the doctoral faculty, and the rights and privileges associated with doctoral faculty membership, ends with their separation from CUNY.

However, remember that faculty membership continues through periods of official leave, including sabbaticals. Separation is the final effective date of the end of their employment association with CUNY.

### **RETIREMENT:**

Appointment after retirement as **Emeritus of the doctoral faculty** is decided by the doctoral program's Faculty Membership Committee and is not automatic upon emeritus status at the home college.

Faculty who, after separation, anticipate continuing to serve as Chair until a dissertation is complete, should be named Emeritus of the doctoral faculty. Such service is voluntary. No special form is required.

The Executive Officer may write or email the Provost's Office at [provost@gc.cuny.edu](mailto:provost@gc.cuny.edu) with confirmation that the Faculty Membership Committee has, for faculty other than GC-based, voted to approve the designation of Professor Emeritus of the program's faculty.

Please include the current home address to which a letter with notification of the appointment will be sent by the Provost.

Emeritus faculty may serve on a dissertation committee, but may only serve as Chair of a dissertation committee if they were already serving as the Chair prior to separation.

If they wish to teach a regular course as a volunteer, there is a simple volunteer authorization form from HR they can complete.

### **LEAVE CUNY:**

Faculty who leave CUNY for another institution, but who expect to continue to serve as Chair of a Graduate Center dissertation committee, should be named as **adjunct members of the doctoral faculty from an outside institution** for the period of the dissertation supervision. Such service is voluntary. The appointment listing will indicate the person's new institution as their home affiliation. These former CUNY doctoral faculty may continue to serve on dissertation committees, either as the Chair or a member, only if they were already serving prior to separation. Note that an adjunct member of the doctoral faculty, so named because their home institution is outside of CUNY, or occasionally because

10.17.22

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they do not hold an academic appointment within CUNY, such as an IT manager, is distinct from a GC paid adjunct appointment through Human Resources.

For such adjunct appointments, the usual doctoral faculty **Nomination** forms must be submitted to the Provost's Office with the vote of your faculty membership committee.

**Only IF** the adjunct appointment will end when service on the dissertation committee(s) is complete, please inform the faculty member as well as include in the Comment area of the nomination form "Faculty member has been advised that the appointment will end when service on the dissertation committee(s) is complete". The Comment is in lieu of the one year's advance notice of your program's intention to remove them from faculty membership, yet allows them to serve as long as needed. Doctoral faculty membership continues until dissertation service is complete.

1) **On all** these Nominations for Appointment to the Doctoral Faculty, always say NO to:

Is this a temporary (see section 6.1I on back of sheet) appointment?            ( ) yes    **(X) no**

*Note that the maximum period of time for a temporary appointment is one year (2 semesters) and those who have already been doctoral faculty members cannot subsequently be appointed "temporary".*

2) BUT remember to include on the COMMENT area **only IF** the adjunct appointment will end when service on the dissertation committee(s) is complete:

*"Faculty member has been advised that the appointment will end when service on the dissertation committee(s) is complete".*