

Guidelines for Internet-Based Faculty Directories

Campus and Relations Group
Queens College Adjunct Task Force

Paragraph 30.3(d) of the contract between PSC-CUNY and CUNY provides that "[t]he colleges will use their best efforts to provide teaching adjunct instructional staff with voicemail and, where feasible, to include them in department directories."

In January 2011, shortly after the introduction of the redesigned Queens College website, members of the Queens College Adjunct Task Force's Campus Relations Committee were informally contacted by the QC Office of Converging Technologies (OCT) for input regarding the implementation of ¶ 30.3(d). The Campus Relations Committee produced the following Draft Guidelines:

1. With the recent upgrade of the Queens College website, including the designation of personnel in each Department and Division to edit/oversee content, there can no longer be any question as to the feasibility of including Adjunct faculty in any faculty directory that appears on a Departmental or Divisional website.
2. Listing of an Adjunct faculty member in the general College Directory does not suffice as inclusion in a Departmental or Divisional Directory.
3. While the Contract does not require any Department to have an Internet-based faculty directory, those Departments (and Divisions) that do maintain Departmental Directories are obligated to include Adjunct faculty in such Directories.
4. Departments are accorded broad discretion as to the style and format of their websites, including their Faculty Directories. There can, for example, be separate (but equally-accessible) Directories for Full-time and for Adjunct faculty, or a single alphabetical Departmental Directory listing of all faculty.
5. Adjunct faculty who are listed in an Internet-based directory should be availed the option/opportunity for their individual listings to have all of the features to which Full-time faculty in the Department (or Division) are entitled in their individual listings. This includes, as applicable, contact information (including e-mail), photograph, CV, and links to other pages, documents and/or resources. While none of the foregoing features are necessarily mandated by the Contract, those items which the Department (or Division) has determined will be availed to Full-time faculty must likewise be available to Adjunct faculty.
6. All Faculty Directories should be maintained current, and updated on a regular basis. Any outdated or erroneous information should be corrected. All faculty should be informed of the identity and contact information of their Departmental and Divisional Content Editors or other such contact person who can effect such corrections.