

Based on a settlement with the PSC-CUNY Union regarding the handling of portfolios, a copy of all portfolios previously housed in your department chair's office, will be sent to Human Resources. The second copy of your portfolio will be returned to you. Up to this point, when faculty needed to update their portfolio for reappointment or promotion, they needed to do so in the chair's office under the supervision of a department P & B member. Starting this summer, these updates will take place in Human Resources without the need for someone else to be present. HR will provide a space for you, but you will need to come with all the materials prepared and ready to be placed in your portfolio. HR does not have the facilities for you to make copies, punch holes, or print additional pages. So please go with all the materials ready to be placed in your portfolio. Any items removed from the portfolio shall be kept in your personnel file in a folder called "Documents Removed from Portfolio". Please provide these documents to HR when you complete updating your portfolio so they can file the items appropriately. Please call Karen Mardenborough (X4350) or Weng (James) Wong (X6856) if Karen is not available to make an appointment to update your portfolio. Attached are the specific details regarding portfolios as well as a release form you need to sign agreeing the contents of your portfolio are complete at the time of this move.