

Charter of the Cornell Prison Education Program

Revised May 25, 2017

This document describes the structure and duties of the Cornell Prison Education Program with particular reference to the Faculty Board. It may be revised at any time by the Executive Director, Faculty Director, or by an ad hoc committee charged by the Faculty Director for that purpose, with the approval of the entire Board.

The hired staff of the Cornell Prison Education Program (CPEP) is described on the program's website at <http://cpep.cornell.edu> – the program reports to the Vice-Provost for Land Grant Affairs, who approves budgets and hires. This document describes the Faculty Board and Faculty Director.

Faculty Board:

The Faculty Board is open to members of the Cornell community and others with direct ties to CPEP. The duties of the Board include setting broad policy and defining goals; hiring and appointing the Executive Director; advising the Executive Director and h/er staff; receiving and reviewing annual reports; promoting collaborations with other prison education programs across New York State; and assisting the Executive Director in fund raising, publicity, curricular planning, and other aspects of the program as needed. In addition to regular members, advisory members from Cornell or the larger community may join standing committees upon invitation of those committees. In a typical year, the Board will meet at least once a semester on the initiative of the Executive Director. Board members will be expected to attend all meetings and to serve on at least one committee.

Faculty Director:

The faculty director's job is largely defined by h/er working relationship with the executive director and that person's supervisor, the Vice Provost for Land Grant Affairs. The faculty director should reinforce the executive director through h/er willingness to represent the program when necessary. At times, the faculty director will be called on as a campus and public liaison. Campus norms dictate that, at times, it may be useful for the program to sponsor faculty directors who are tenured and possess experience working within university networks and hierarchies. Their involvement, however, shouldn't displace the executive director's ability to engage with all parties at the university. Instead, it is expected that the pair will work in tandem to deliberate on the best strategy particular situations require.

The faculty director should be considered the board chair. As such, the faculty director should be consulted by the Vice Provost prior to the executive director's annual review. The faculty director's term will be limited to 2 years, with the appointment slated at least 6 months before the end of the previous faculty director's term.

To choose the faculty director, CPEP staff and board members shall nominate candidates via the board's email list or addition to board meeting agendas. Nominees should be current or former board members. Faculty director elections may be held live in a board meeting or via email.

Board terms and membership:

The board shall have approximately 20 members. Board members are elected to a three-year term, with at least one year off between terms. Every board member will serve on a committee. We hope to include at least one formerly incarcerated person, one campus undergraduate and one graduate student. At the end of each year, the faculty director will distribute a questionnaire to board members that asks each to elect a committee on which to serve the following year. This form will also provide members the option to leave the board.

As vacancies occur on the Board, new members may be proposed and circulated by current Board members at least two weeks before a full meeting of the Board; new members will be approved at the meeting by voice vote. Board terms begin on July 1 and run to June 30 two years later. We expect that enough members will voluntarily leave the Board, for personal or professional reasons, by the beginning of each fall term to permit a reasonable rotation rate.

Appointment policies for paid staff:

In the absence of an executive director, the faculty director will appoint an ad hoc search committee, constituted of members of the faculty board, to design the search and conduct interviews in consultation with other members. The Search Committee will then be responsible for making offers, with the approval of the Board and the Vice Provost for Land Grant Affairs. The term of the Executive Director will be set, and annual reviews will be conducted by the Vice Provost with input from the Faculty Director who is encouraged to form an ad hoc committee of the Board to provide additional input regarding the appointment and review of the Executive Directorship.

Other office staff will be hired by the executive director in collaboration with the faculty director and the Vice Provost for Land Grant Affairs. All positions will be governed by University policies regarding searches, salaries, and terminations.

Committees:

Committees will be constituted by members of the Board; former members may also serve, but not as chairs. Committees may choose to invite members of the community and the University as advisory members by consensus of the committee, without formal Board approval, in order to keep participation in the program flexible without relying on a cumbersome large Board.

The Board will identify the need for ad hoc working groups when matters introduced at board meetings require additional attention.

The two standing committees will be as follows:

Curriculum committee: In consultation with the executive director, this committee will review instructor applications and course proposals to ensure that degree and part-time students develop skills necessary for college success. It should work with the Academic Director (beginning in Summer 2016) to develop innovative ways to mentor both instructors and TAs, to keep in touch regularly through the semester, to promote opportunities for engagement with CPEP across the colleges, and recommend changes in the curriculum to the Faculty Board as needed.

Development committee: The Development Committee will work with the executive director to help develop an alumni network and to engage in fundraising initiatives, with the eventual aim of making CPEP financially self-sustaining.