

Instructions for Completing Required Promotion, Tenure and CCE Forms

As a candidate for tenure, certificate of continuous employment and/or promotion, you will be required to provide Promotion and Tenure Review Committees, at all levels, with the necessary information to assist them in their deliberations. This process will include the completion of the standard Curriculum Vitae Form, writing a personal statement, and a review of your personnel files to ensure all documentation is proper and intact. For candidates in the professorial titles, the process also includes requests for outside evaluation and the completion of the Supplementary College Form.

Please examine the following requirements carefully. Discuss any questions you may have with your Chairperson or area head. Do not hesitate to contact the Office of the Associate Provost for Faculty and Administration with any remaining questions or concerns. Submission deadlines and other details are included on the *Calendar* corresponding to your title (professorial titles, lecturer titles or college laboratory technician titles). Dates and other requirements are specific to a particular cohort year.

The following are the forms each individual is required to complete:

- Official Brooklyn College Curriculum Vitae (CV)
- Supplementary College Form (*professorial titles only*)
- Candidate's Personal Statement

Revised January 2017

Curriculum Vitae Form Instructions

NOTE FOR CLTs: *Individuals in the CLT-series are required to submit the ‘short-form’ curriculum vitae – the sections of which do not correspond exactly with the instructions below. Please feel free to contact the Office of the Associate Provost for Faculty and Administration for assistance.*

Section I – Personal Data

If you are unsure of your various personnel action dates (appointment, tenure, etc.), please contact the Office of the Associate Provost for Faculty and Administration.

Section II – Higher Education

List your post-secondary education in reverse chronological order.

Section III – Teaching Career

List the teaching positions you have held or currently hold at Brooklyn College and outside Brooklyn College. Please indicate in the “Rank” field the type of position (e.g., visiting assistant professor, adjunct lecturer, graduate assistant).

Section IV – Experience and Educational Philosophy

A. Teaching Experience:

List teaching experience over the last three years -- all courses taught, honors projects, student research, tutorials, curriculum development, other significant teaching-related activity.

B. Other Experience/Experience Outside of Brooklyn College

Please provide a brief personal background narrative. List all experience which is/was not teaching-related. Provide inclusive dates for each function and/or period of employment.

C. Educational Philosophy

Briefly discuss your personal philosophy of education and how your experiences at Brooklyn College have informed it.

Section V – Scholarly and Creative Activity

NOTE FOR LECTURERS: *According to the CUNY-PSC/CUNY Agreement, lecturers are not contractually required to have a research commitment (Article 18, Professional Evaluation).*

Please do not add extraneous documents (letter, articles, etc.) to the curriculum vitae. Copies of any materials you may wish to bring to the attention of the Promotion and Tenure Review Committees should be placed in your *Personal File*.

Only items published or accepted for publication may be sent to the outside evaluators. For non-traditional scholarship, only work produced/shown professionally/reviewed, or accepted may be sent to the outside evaluators.

Please use the following guidelines related to your specific personnel action.

A. Publications

Using as many pages as may be necessary, please list your publications in reverse chronological order under the subject headings provided.

When listing your publications, please use the following guidelines:

- If a work is a joint effort, list all co-authors and, if applicable, senior author;
- If a work is refereed, please place "R" immediately after the title;
- If a work is a review article, please place "REV" immediately after the title;
- If a work is a letter to the editor, please place "L" immediately after the title;
- If a book is an undergraduate or graduate text, please indicate;
- If you contributed only a chapter to a book and did not write the entire book, please indicate;

1. Recent Published Works

Tenure Candidates: List all published works (or non-traditional scholarly work appearing in public fora) since your *initial* Tenure-track appointment at Brooklyn College.

NOTE: In addition to the record of their achievements since their appointment at Brooklyn College, faculty who seek tenure prior to their contractually mandated year may submit appropriate additional records of their achievements of not more than four (4) years prior to the appointment at Brooklyn College. The total number of years of achievements considered by the outside evaluators and committee members may not exceed the *regular probationary period* for your title.

Promotion: List all published works (or non-traditional scholarly work appearing in public for a) completed in your *current* rank.

NOTE: If you have questions about this section, please discuss them with your Chairperson, who will consult with the Office of the Associate Provost for Faculty and Administration.

2. Works Accepted for Publication

All Personnel Actions: List works currently accepted for publication (or non-traditional scholarly work accepted for production, showing, etc.) but not yet in print/ in public fora. Include the letter of acceptance under “Publications” in your Personal File.

3. Works in Progress

All Personnel Actions: List work in progress not yet accepted for publication, including completed manuscripts. For non-traditional scholarship, list works in progress not yet accepted for appearance in public fora.

4. Previous Publications

All Personnel Actions: List works published (for non-traditional scholarship, works produced or appearing in public fora) prior to those listed under Section 1 above.

B. Other Evidence of Scholarly or Creative Activity

Using as many pages as may be necessary, please list your other scholarly and creative activity in reverse chronological order under the subject headings provided.

Section VI – Grants

Please list in reverse chronological order any funded grants or submitted grant proposals under the appropriate heading. Be certain to provide the inclusive dates for each grant listed. If you need assistance completing this section, please contact the Office of Research and Sponsored Programs.

Section VII – Professional Awards

Please list any professional awards or honors in reverse chronological order under the appropriate heading.

Section VIII – University, College and Community Service

Please list your service to the university, college and community under the appropriate heading. Include **only** those functions, organizations or committees in which you were/are a participating and productive member.

External Evaluators

Note: Applicable to candidates in the *professorial titles* only.

In accordance with the Council on Administrative Policy (CAP) guidelines on external evaluations, every department must solicit outside evaluations for the purposes of tenure and promotion review. For full details of the procedures, requirements and special circumstances associated with soliciting external evaluations, please see the CAP *Guidelines, Policies and Procedures for Promotion and Tenure of Faculty* (Revised November 2015).

Exceptions notwithstanding, the candidate is required to submit to the Chairperson of his or her department the names of five (5) professionals outside of Brooklyn College who are qualified to evaluate the candidate's scholarly and/or creative activities. Please see the instructions for the *Supplementary College Form* below. Likewise, the department Chairperson will prepare a list of five additional (and distinct) external evaluators. Two external evaluators will be selected from *each* list for a total of four. Additional external evaluators from the candidate's and chairperson's lists may be contacted at the discretion of the promotion and tenure review committee and/or the discretion of the president.

Supplemental College Form Instructions

Note: Applicable to candidates in the *professorial titles* only.

Section I – Professional References

Submit the names of five professionals outside of Brooklyn College who are acquainted with your scholarly activities. You are encouraged to choose well-respected and objective scholars in your field. *These individuals must not be mentors, former advisors, current colleagues, co-authors, research collaborators or a close personal connection.* A maximum of one external evaluator may be from within the CUNY system. Brooklyn College faculty (including retired faculty) may not serve as evaluators.

In any case, the relationship of the named professionals to you and their areas of expertise should be clearly stated. It is the intention of the committee to request letters of reference from some of the professionals named on your list as well as from other appropriate professionals.

For each of your references, please provide *complete* contact information, including e-mail address. It is also recommended that candidates confirm the availability and willingness to serve of their prospective evaluators before submitting the Supplementary College Form.

If the named professional is a faculty member in a college or university, the reference should be tenured. For promotion, the evaluator must hold an academic rank equal to or higher than the one you seek. If you are a tenure candidate, your reference should hold the academic rank of Associate Professor or above.

NOTE: Faculty who have been promoted to Associate Professor one year prior to the contractually-mandated year for tenure may submit for tenure consideration any one of the following:

- i. the letters from external evaluators solicited for the successful promotion action; OR
- ii. in the event the candidate's record has significantly changed, updated letters from the same external evaluators who wrote for the promotion action; OR
- iii. a new set of letters from new evaluators chosen according to the established protocol.

Section II – Description of your Field(s) of Research

Provide a brief description of your field(s) of research and scholarship, the specialty within each field and the sub-specialty.

The following are examples of for this section:

For History

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|----|----------------|-------------------------------|
| A) | Field: | American History |
| B) | Specialty: | The Civil War |
| C) | Sub-Specialty: | Military Strategy and Tactics |

For Physics

- | | | |
|----|----------------|----------------------------|
| A) | Field: | Solid State Physics-Theory |
| B) | Specialty: | Super Conductivity |
| C) | Sub-Specialty: | Josephson Junctions |

Section III – Statement of Professional Activities / Contribution to your Field

Describe briefly what you believe are your main professional contributions to your field. This will help to focus the committees' attention on the main areas of your professional contributions as you perceive them, as well as help them to pick supplementary evaluators if needed.

Candidate's Personal Statement

Professors and Lectures

Prepare a well-developed, written statement that encompasses clearly and specifically your major contributions to your field of research/creativity and your professional accomplishments, e.g., innovation and improvement in teaching; development of new curricula; acquisition of learning and new pedagogy; grantsmanship; and service to the College, the University and your profession.

You may include in your statement achievements in any and all fields which relate to your professional status as a faculty member. Please make sure that particulars of all matters discussed herein are supported by appropriate evidence and cited in your curriculum vitae (CV). This statement should not merely repeat information on your CV. Instead, use it to elaborate or provide context for that information.

College Laboratory Technicians

In a well-developed statement, discuss the various facets of your professional duties as a college laboratory technician. Emphasis should be placed on what you believe to be your most important contributions at Brooklyn College. You may also include technical, academic and creative achievements in any and all fields, which relates to your professional work and any service to the College and/or University.

In preparing your statement, please be sure that all matters discussed herein are documented in your file and cited in your curriculum vitae (CV). This statement should not merely repeat information on your CV. Instead, use it to elaborate or provide context for that information.