



# **Instructions for Completing Required Promotion, Tenure and CCE Forms**

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## Introduction

As a candidate for certificate of continuous employment, tenure 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 Brooklyn College 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 Form (CV)
- Supplementary College Form (*professorial titles only*)
- Brooklyn College Personal Statement Form

# **Curriculum Vitae Form Instructions**

## **Professors and Lecturers**

### ***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, with approval from the Provost, 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 fora) 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 “Letters from Publishers” in your Personal File.

## *3. Works in Progress*

**All Personnel Actions:** List works 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.

# **Curriculum Vitae Form Instructions**

## **College Laboratory Technicians**

### ***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 – Education***

List your academic education in reverse chronological order. Be sure to include education in progress.

#### ***Professional Training or Certificates***

List in reverse chronological order, training and certifications you have received that have been beneficial to your job.

### ***Section III – Experience***

#### ***Brooklyn College:***

List in reverse chronological order your employment history at Brooklyn College. Indicate the title in the “Position” field (e.g., adjunct lecturer, graduate assistant, college assistant).

#### ***Outside Brooklyn College:***

In reverse chronological order please list your employment outside of Brooklyn College.

### ***Section IV – Professional Duties at Brooklyn College***

List the duties you perform in your current college laboratory technician rank. This section covers the core of what you do, so be as thorough as possible. Do *not* list work completed under other job titles/ranks.

### ***Section V – Professional Activities and Memberships***

Please list in reverse chronological order your professional and/or creative accomplishments. This may include but is not limited to presentations, exhibitions, film screenings, conference participation, lectures, published works and artist residences.



This section should also include your membership in professional organizations that bear relevance to your job as a college laboratory technician.

***Section VI – Service, Committees, Honors, Awards and Grants***

Under this section, list the awards, honors and grants you have received. Indicate the date of receipt. You should also list your service to the department, College, University and community. Include *only* those functions, organizations or committees in which you were 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 February 1, 2018).

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 committees and/or the discretion of the president.

## Supplemental College Form Instructions

**NOTE:** Applicable to candidates in the *professorial titles* only. Candidates should consult with the department chairperson when completing this form.

### *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 or advisees, current colleagues, co-authors, research collaborators, project advisors 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. “Professional Colleague” is not sufficient. State the exact nature of your interaction with the potential evaluator. 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 the e-mail address. Past practice has been to advise candidates to check with prospective evaluators to confirm availability prior to submitting the Supplementary College Form. The College no longer recommends this course of action. As a candidate, you should not contact prospective evaluators.

If the named professional is a faculty member at a college or university, he/she should be tenured. For promotion, the evaluator in addition to being tenured must hold the rank being sought or higher than the one you seek. If you are a tenure candidate, the evaluator should hold the rank of associate professor or higher, and may not have a rank *lower* than your own.

When the reference is a non-academic professional, he/she must be a recognized, well-established expert in the field.

**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 for this section:

**For History**

- 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

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 Instructions**

## **Professors and Lecturers**

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.

**NOTE:** Please make sure to use the Brooklyn College Personal Statement Form.