

## CURRICULUM VITAE INSTRUCTIONS

The CV template follows.

### **ALL ENTRIES MUST BE TYPED**

1. Enter date to the right of "CURRICULUM VITAE".
2. RECOMMENDATION FOR: Check (X) appropriate category, e.g., appointment, reappointment with tenure, promotion, etc.
3. TITLE: Enter title (rank). If reappointment in #2 above, enter current title, if appointment or promotion, enter title to which you wish to be appointed or promoted. Note: There is no tenure in the Instructor title. The fifth reappointment of an instructor becomes be an appointment as Lecturer with certificate of continuous employment (CCE).
4. EFFECTIVE DATE: For tenure and promotion: September 1<sup>st</sup> of the year following the application. For appointment, September 1<sup>st</sup> or February 1<sup>st</sup>, as appropriate.
5. SALARY RATE: For appointment, enter salary. For tenure or promotion, do not enter Salary.
6. HIGHER EDUCATION:
  - (A) Degrees: Enter degrees actually conferred. Do not enter progress toward degree. Do not enter certificates or licenses.
  - (B) Additional Higher Education and/or Education in Progress: Enter courses and total credits earned toward degrees not yet completed. Enter certificates or licenses.
7. EXPERIENCE:
  - (A) Teaching: Enter teaching positions only. Enter in reverse chronological order. Single line entries, e.g., BMCC - 1990 to present - Instructor to Assoc. Prof. - Department.
  - (B) Other: enter non-teaching experience. BMCC Counselors enter single line entries here as per 6, A. above.
8. ACADEMIC AND PROFESSIONAL HONORS: Do not enter secondary school record items. Enter only items applicable in higher education and professional circles. Enter the date, at least year, of each award. e.g. Phi Beta Kappa, 1988.
9. PUBLICATIONS: (For appointment, include all publications, for tenure: last five years only, for promotion to associate professor: since appointment to assistant professor: for promotion to professor since last promotion.) Give full bibliographic citations, including pagination. Do not include entries in which you were only cited in another's work. If you authored part of a work, indicate scope of your contribution, e.g., Chapter 2, Title, pp. 29-61.
10. MEMBERSHIP IN PROFESSIONAL SOCIETIES: Do not include social, political, ethnic, or charitable organizations which are connected with your personal life or affairs. Enter only professional organizations associated with your occupation or career. If you have only been a member, the entry should so indicate, e.g., American Historical Society, Member, 1989 - 1999.

If you have served the organization in a special capacity, indicate the significance of your contribution, e.g., American Historical Association, Member, 1989 - 1999; served on Program Committee for annual convention, 1996.

11. REFERENCES: **For appointment**, candidates must submit, to the Assistant Director of Human Resources for Faculty Personnel Matters, the name and addresses of at least three professional references. Include the referee's organizational or institutional affiliation. **For reappointment with tenure or for promotion** to Associate Professor, Professor or Senior C.L.T., candidates must also submit a separate memo listing the names of no less than three and no more than five professional references from outside BMCC. The majority of your referees must come from outside CUNY. Include the professional or institutional affiliation of each reference and a brief explanation of how they know your work. The Vice President for Academic Affairs will review the references and you will be notified when they have been approved (or if any revision or clarification is required). **Once the references have been approved it becomes your responsibility to request the letters from the references.** All reference letters should be addressed to the Assistant Director of Human Resources for Faculty Personnel Matters. The Assistant Director will monitor receipt of the letters and notify you if the letters have not been received. It is, however, your responsibility to follow up and assure that the letters are submitted in a timely fashion.
12. CHAIRPERSON'S REPORT: To be completed by Departmental Chairperson after forms have been submitted to HR.
13. STUDENT EVALUATIONS: To be completed by Departmental Chairperson. There should be a summary statement and a record of results.
14. RECORD AT THE COLLEGE: Enter date, and rank of initial appointment and previous promotions as appropriate. Information can be obtained from the Office of Human Resources (S710). Do not enter salary amounts.
15. PERSONAL DATA: Please supply all requested information.

# CURRICULUM VITAE

\_\_\_\_\_  
DATE SUBMITTED

NAME  
:

COLLEGE: **BOROUGH OF MANHATTAN  
COMMUNITY COLLEGE**

RECOMMENDATION FOR:

APPOINTMENT:

PROMOTION:

REAPPOINTMENT:

REAPPOINTMENT WITH  
TENURE:

OTHER: (Designation as Vice President , Dean, etc.)

TITLE:

DEPARTMENT:

EFFECTIVE DATE:

SALARY RATE:

## HIGHER EDUCATION

### A. Degrees

<u>Institution</u>	<u>Dates Attended</u>	<u>Degree and Major</u>	<u>Date Conferred</u>
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### B. Additional Higher Education and/or Education in Progress

<u>Institution</u>	<u>Date Attended</u>	<u>Courses, Etc.</u>
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EXPERIENCE

A. Teaching

<u>Institutions</u>	<u>Dates</u>	<u>Rank</u>	<u>Department</u>
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EXPERIENCE

B. Other

<u>Institution</u>	<u>Date</u>	<u>Title</u>
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ACADEMIC AND PROFESSIONAL HONORS

PUBLICATIONS

## MEMBERSHIP IN PROFESSIONAL SOCIETIES

## REFERENCES (For tenure & promotion, list name title and affiliation only. For appointment, include address)

**CHAIRPERSON'S REPORT** (For reappointment, promotion, or reappointment with tenure)

**STUDENT EVALUATION** (For reappointment, promotion, or reappointment with tenure)

RECORD AT COLLEGE

<u>Date</u>	<u>Rank</u>	<u>Salary Rate</u>
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PERSONAL DATA

Address:

Telephone No:

Military Status:

Social Security No:

Date of Birth:

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PRESIDENT

Date Submitted to CUNY Chancellor's Office \_\_\_\_\_

Some notes about using this template:

- 1) This form will be sent to the Chancellor's Office in support of your appointment, reappointment with tenure &/or promotion. SO: (1) make it look good and (2) save a copy for future use.
- 2) Please do not delete headings. If you have no data to enter under a specific heading, please just leave the space blank. You can reduce the number of blank spaces, but do not remove headings.
- 3) This template is made up of a series of Microsoft Word **Tables**. If you type more than one line in a given "box", the box will expand vertically to fit the material. If you want your material to appear on separate lines you have to move the cursor into different boxes. The lines will not appear when printed.
- 4) You can manipulate the table by clicking on the "table" button in the menu bar.
- 5) You can add or delete entire rows by placing the cursor outside the table, just to the left of the line and click once. The entire line will be highlighted. Then click on the table button in the menu bar and choose "add" or "delete", then "rows", then enter. (You can always "undo" if this starts going terribly wrong.) For example: Under the heading publications, there are seven lines or boxes. You will probably want to enter each publication on a separate line. If you have eight to enter you will want to add a line. If you have fewer, you may want to delete lines. As you add lines or expand boxes, the remainder of the form will move down the page or onto the next page. Conversely with deletions. You will want to check the final product to be sure that you haven't left pages with one or 2 lines, or separated data from headings, etc.
- 6) The fourth page, as currently formatted, is the chairperson's report and student evaluations. This is only required for tenure and promotion and will be supplied by your department chair. You will want to keep these headings on a separate page, ending the preceding page with REFERENCES and beginning the following page with RECORD AT THE COLLEGE.