

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

INSTRUCTIONS TO APPLICANTS FOR PROMOTION

For promotion to senior faculty ranks, Associate Professor and full Professor, and to Senior College Laboratory Technician:

1. Obtain the **Application for Promotion** form and the **CUNY Curriculum Vitae** form*, and instructions for each, from the Office of Human Resources, S-710. Complete both forms per the attached instructions. Submit the completed, **original**, forms to the Office of the Assistant to the Vice President for Faculty and Staff Relations, S-712, **on or before the published deadline**. Simultaneously, submit copies of both forms to your department chairperson. The department chairperson must complete page 4 of the Curriculum Vitae, the Chairperson's Report and the section on Student Evaluations. The chairperson is to share the report with the candidate before the departmental personnel and budget committee considers the application.

2. **At the same time**, you must submit to the Assistant to the Vice President for Faculty and Staff Relations the names, institutional or organizational affiliation, and professional relationship to you, of no less than three (3) and no more than five (5) references from outside BMCC. These must be professional references, not personal or character references. They are to be written by people in your field of specialization who are prepared to comment on qualifications for senior faculty rank, as cited below. 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 them.** All reference letters should be addressed to the Assistant to the Vice President for Faculty and Staff Relations. The Assistant to the Vice President for Faculty and Staff Relations will monitor receipt of the letters and notify you when they are received.

QUALIFICATIONS FOR SENIOR FACULTY RANK: Under CUNY Bylaws (11.7. B. 3 and 4) for promotion to **Associate Professor**, a candidate must demonstrate significant achievement in his/her field or profession and show evidence that his/her alertness and intellectual energy are respected outside his/her own academic community. For promotion to **Professor**, the Bylaws additionally require a candidate to have a record of exceptional intellectual, educational or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline. The reference letters partially fulfill this requirement.

NO REQUEST FOR PROMOTION WILL BE CONSIDERED BY COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE UNTIL AT LEAST THREE LETTERS OF REFERENCE, FROM THE APPROVED LIST, HAVE BEEN RECEIVED.

- 3 All items in the Application for Promotion must be completed precisely and carefully. **All entries must be typed.** Entries under department, college, and community service must be full and informative. An entry such as “served on department curriculum committee” alone is not helpful to those involved in the evaluative process. Give inclusive dates: indicate the significance of your role and participation. Focus is on activity since achievement of current rank.

Similarly, under publications, research activities and grants, enter full bibliographic citations, including pagination. Indicate if refereed publications. Spell out details of funded research projects. Entries that are imprecise or indefinite detract from an application.

USE ALL ADDITIONAL PAGES YOU DEEM NECESSARY.

- 4 A candidate may wish to submit other items in support of her/his promotion application such as books, videotapes, works of art, etc., that cannot be attached to the actual application form or placed in the personnel file. Such items must be submitted to the Assistant to the Vice President for Faculty and Staff Relations, S-712, along with the application, on or before the published deadline.

*The CUNY Curriculum Vitae form is available as a **template** on Microsoft Word. If you use this template or other computer produced forms, you **must not** change the wording, format, or headings. Please ask your department secretary for the appropriate template.

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APPLICATION FOR PROMOTION

Instructions: Faculty members must complete and submit the original of this application form to the Assistant to the Vice President for Faculty and Staff Relations, room S-712, and submit a copy of the form to their department chairperson prior to the published deadline. The application for promotion must be accompanied by a CUNY Curriculum Vitae form. All entries must be typed. Attach additional sheets wherever necessary.

1. Name: _____ Social Security Number: _____
2. Department: _____
3. Date of initial appointment to BMCC: _____
4. Date of previous promotions: _____
5. Present rank: _____ 6. Rank if promoted: _____
7. Number of full-time faculty members in your department: _____
Number of Professors: _____ Number of Associate Professors: _____
Number of Assistant Professors: _____

NOTE: for parts 8 through 14, enter only relevant items since your last promotion, or, if you have not been promoted, since your initial BMCC appointment. Enter dates of all activities. For service categories, entries should indicate scope or significance of contributions.

8. Department Service: (e.g., committee activities, etc. – include dates)

9. College Service: (e.g., committee activities, contributions to college life, role in extra curricular activities – include dates)

10. Professional Activities: (Seminars, forums, workshops, conferences, lectures - indicate level of participation, include dates)

11. Publications and/or Creative Works: (For publications, include full bibliographic citations, copies of reprints should be attached) (Creative works must be in field or subject taught at BMCC.)

12. Research Activities and Grant Writing: (list funding institution, grant titles, period of funding, etc.)

13. Student Guidance:

14. Community Service: (Be specific about institutions, organizations, membership, offices held, etc.)

15. Remarks by candidate in support of his/her application for promotion:

Signature of faculty member: _____

Date submitted: _____