INSTRUCTIONS TO APPLICANTS FOR PROMOTION

For promotion to senior faculty ranks: Associate Professor and full Professor:

1. Obtain the Application for Promotion form and the CUNY Curriculum Vitae form, and instructions for each, from the Office of Human Resources, S-717. Complete both forms per the attached instructions. Submit the completed, original, forms to the office the Assistant to Director of Human Resources for Faculty Personnel Matters, S-717-a on or before the published deadline. Simultaneously, submit copies of both forms to your department chairperson. The department chairperson will complete page 4 of the Curriculum Vitae, the Chairperson’s Report and the section on Student Evaluations, after you submit the completed application to her/him.

NB: Please proofread your completed forms carefully. There will no revisions or corrections allowed after the published deadline for submission.

2. At the same time, (on or before the published deadline) you must submit, to the Assistant Director of Human Resources, 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. The majority of these references must come from outside CUNY. 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. You must include a brief explanation of how they know your work. The Vice President for Academic Affairs will review the list of proposed 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 Director of Human Resources. The Assistant to Director of Human Resources 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. You must also submit, to the Assistant Director of Human Resources, copies of books, journal articles, creative works in your field (music CDs, art portfolios) etc. that you have cited in your promotion application. These support materials will be returned to you at the end of the process.

4. All items in the Application for Promotion must be completed precisely and carefully. 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. Include only activities 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. If co-authored, indicate the significance of your role and scope of your contribution. Entries that are imprecise or indefinite detract from an application. Only include work done since appointment or promotion to current rank.

USE ALL ADDITIONAL PAGES YOU DEEM NECESSARY.
For Promotion to Senior College Laboratory Technician:

1. Obtain the Application for Promotion form with attached instructions and the Non-Instructional Staff Action Form (“green packet”) from the Office of Human Resources, S-710. Complete the Application for Promotion and parts A, B, and C on page one and all of page 5 on the “green packet” per the attached instructions. Submit the completed, originals, of both forms to the office the Assistant to Director of Human Resources, S-712. Simultaneously, submit copies of both forms to your department chairperson. The department chairperson must complete pages 2, Job Description, and 3, Organizational Charts. Both forms must be completed and presented to the departmental personnel and budget committee for consideration.

2. All items in the Application for Promotion must be completed precisely and carefully. 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 ion the evaluative process. Give inclusive dates: indicate the significance of your role and participation. Focus is on activity since achievement of current rank.

USE ALL ADDITIONAL PAGES YOU DEEM NECESSARY.

OHR 10/11
APPLICATION FOR PROMOTION

Instructions: Faculty members must complete and submit the original of this application form to the Assistant Director of Human Resources for Faculty Personnel Matters, 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: 

2. Department: 

3. Date of initial appointment to BMCC: 

4. Date tenure conferred: 

5. Date of previous promotions: 

6. Present rank: 

7. Rank if promoted: 

8. Number of full-time faculty members in your department: 

   Number of Professors: 
   Number of Associate Professors: 
   Number of Assistant Professors: 

NOTE: for parts 9 through 14, enter only relevant items since your last promotion, or, if you have not been promoted, since your appointment to current rank. Enter dates of all activities. For service categories, entries should indicate scope or significance of contributions.

9. Department Service: (e.g., committee activities, etc. – include dates, specify contributions) 

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

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

________________________________________________________________________

________________________________________________________________________

12. Publications and/or Creative Works: (For publications, include full bibliographic citations, if co-authored, indicate scope of your contribution, copies of publications should be provided) (Creative works must be in field or subject taught at BMCC.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

14. Student Guidance:

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of faculty member:  
Date submitted:  

APPLICATION FOR PROMOTION
OHR: 6/13
CURRICULUM VITAE INSTRUCTIONS

The CV template follows.

ALL ENTRIES MUST BE TYPED

1. Enter date submitted to the right of “CURRICULUM VITAE”.

2. RECOMMENDATION FOR: Check (X) appropriate category, i.e., promotion.

3. TITLE: Enter title (rank). For promotion, enter title to which you wish to be promoted. Note:

4. EFFECTIVE DATE: For promotion: The third day, excluding Saturday and Sunday, preceding the thirtieth of August of the next academic year.

5. SALARY RATE: 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 – 2007 to present – rank – Department.
   (B) Other: Enter non-teaching experience.

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. Fulbright Travel Grant, Spring 2012.

9. PUBLICATIONS: (For promotion to associate professor: list works published since appointment to assistant professor only; for promotion to professor, since appointment to associate professor only.) Give full bibliographic citations, including pagination. Do not include entries in which you were only cited in another’s work. If you co-authored, or authored part of a work, indicate in detail the scope of your contribution.

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, 2005 – 2013. If you have served the organization in a special capacity, indicate the significance of your contribution, e.g., American Historical Association, Member, 2005 – 2013; served on Annual convention Program Committee, 2010.

11. REFERENCES: For promotion, list the names no less than three, and no more than five, professional references. The majority of these referees must come from outside CUNY. None can come from BMCC. In addition, candidates for promotion must also submit a separate memo listing the names these same reference, including the professional or institutional affiliation of each reference and a brief explanation of how they know your work. The Sr. 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 referees. 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**: For tenure and promotion. To be completed by Departmental Chairperson after forms have been submitted to HR.

13. **STUDENT EVALUATIONS**: For tenure and promotion To be completed by Departmental Chairperson.

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.

OHR: 9/10
Some notes about using this template:

1) This form will be sent to the CUNY 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 may delete blank lines in between headings, but do not delete the 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. The borders or “box” lines will not appear when the document is printed.

4) You can manipulate the table by clicking on the “Table” button on the menu bar.

5) You can add or delete entire rows by placing the cursor outside the box, just to the left of the line and right click once. The line will be highlighted. The click on the “table” button in the menu bar and choose “add” or “delete, the “rows” then enter. (You can always “undo” if this starts going terribly wrong.) For example: There are seven rows or boxes under the heading Publications. You will probably want to enter each publication on a separate line -in a different box. (This will become apparent when it comes to pagination of the final document.) If you have more than seven publications, you will want to add more rows/boxes. If you have fewer than seven, you may want to delete rows. You will want to check the final product to be sure that you haven’t left pages with only one or two lines or separated headings from their relevant data on different pages, 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 at that time. 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.
CURRICULUM VITAE

NAME: COLLEGE: BOROUGH OF MANHATTAN COMMUNITY COLLEGE

RECOMMENDATION FOR:

APPOINTMENT: REAPPOINTMENT

: 

REAPPOINTMENT WITH TENURE: PROMOTION: 

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

TITLE: DEPARTMENT: 

EFFECTIVE DATE: SALARY RATE: 

HIGHER EDUCATION

A. Degrees

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates Attended</th>
<th>Degree and Major</th>
<th>Date Conferred</th>
</tr>
</thead>
</table>

B. Additional Higher Education and/or Education in Progress

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date Attended</th>
<th>Courses, Etc.</th>
</tr>
</thead>
</table>
## EXPERIENCE

### A. Teaching

<table>
<thead>
<tr>
<th>Institutions</th>
<th>Dates</th>
<th>Rank</th>
<th>Department</th>
</tr>
</thead>
</table>

### B. Other

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
</table>

## 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, reappointment with tenure or promotion)

STUDENT EVALUATION (For reappointment, reappointment with tenure or promotion)
RECORD AT COLLEGE
PERSONAL DATA
Address:
Telephone No:
e-mail address

________________________________________
PRESIDENT

Date Submitted to CUNY Chancellor's Office ________________________