

## Planning Your Career

1. Articulate Your Goals
  - a. Include personal and career goals
  - b. Specify skills and knowledge that are required to achieve the goals
2. Determine What Your Department, Division, and Campus Require for Reappointment, Tenure, and Promotion
  - a. *Resources:* Chair and P&B of your department, fellow faculty, union contract, BCC Faculty Handbook
3. Develop and Document Your Teaching Skills
  - a. *Resources:* CTLT, e-portfolio
  - b. *Product:* Teaching Portfolio
4. Plan and Produce Scholarship in Your Discipline (and/or pedagogical research, if allowed or encouraged by your department)
  - a. *Resources:* professional connections, department members, IT (e.g. stats software), library, grants office, (contractual) reassigned time
5. Become Involved and Document Your Service to the Department, College, University, and/or Community
  - a. Limit your involvement; do not prioritize service over teaching or scholarship
  - b. *Resources:* BCC Governance Plan, chair and P&B of your department, community connections
6. Get to Know Your Colleagues and Form Positive Relationships
  - a. Find mentors in different areas
  - b. Form relationships with your peers in your department and across campus
  - c. Form and maintain relationships with your mentors and peers outside of CUNY
7. Make a (3, 5, 7 ... year) Plan That Covers All Domains (Teaching, Scholarship, Service, Collegiality)
8. Make a Back-Up Plan
  - a. Make sure there is flexibility in your plan
  - b. Have multiple paths to achieve your goals

### References:

- BCC Governance Plan:  
[http://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/Documents/gov\\_plan\\_2010.pdf](http://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/Documents/gov_plan_2010.pdf)
- PSC-CUNY Contract: <http://www.psc-cuny.org/contract> (*we are currently on the 2010-2017 contract*)
- BCC Faculty Handbook:  
[http://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/?page=Faculty\\_handbook](http://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/?page=Faculty_handbook)
- CUNY Bylaws: [http://policy.cuny.edu/bylaws/#Navigation\\_Location](http://policy.cuny.edu/bylaws/#Navigation_Location)
- Sternberg, Robert J. (2013) "Self-Sabotage in the Academic Career" *The Chronicle of Higher Education*:  
<http://chronicle.com/article/Self-Sabotage-in-the-Academic/138875/>