

Develop and Document Your Teaching Skills

1. Know the Requirements of the Job (non-tenured faculty members)
 - a. 26 hours teaching this year, 25 hours next year, 24 hours per year from then on
 - b. 24 hours of reassigned time total during the first 5 years
 - c. Annual Evaluation by the department, date scheduled by March 1
 - d. One Peer Evaluation of your teaching during the first 10 weeks by the department per semester with at least 24 hours notice
 - e. The post-observation conference must be within 2 weeks of the peer observation
 - f. Student course evaluations each year in all of your sections
 - g. Pay attention to BCC Broadcasts that pertain to teaching
 - h. Submit Commencement of Attendance (VoA/CoA) through CUNY FIRST and keep attendance records for verification of CUNY EDGE attendance
 - i. Submit academic progress reports (OSSES), midterm grades (OSSES), and final grades (CUNY FIRST) using the appropriate system
2. Develop Your Teaching Skills
 - a. Make sure you have access to common syllabi, student learning outcomes, test banks, and any other common materials for the courses in your department
 - b. Ask your fellow faculty members for help developing course-specific materials; some may even let you sit in on their classes
 - c. Incorporate assessment into your class planning
 - d. Attend faculty development workshops through the CTLT:
<https://www.bcc.cuny.edu/InstructionalTechnology/workshops/>
 - e. Attend local conferences in your discipline and/or general pedagogy
 - f. Attend national conferences in your discipline and/or general pedagogy
 - g. Look at the CUNY Best Practices: <http://www.cuny.edu/academics/resources/teaching-practices.html>
3. Document Your Efforts
 - a. Make sure that you are evaluated and keep copies of each annual evaluation and each peer evaluation; the originals should be placed in your personnel file after being used for your reappointment papers
 - b. Keep organized records of your student evaluations
 - c. Create a teaching portfolio that includes:
 - i. Your Teaching Philosophy
 - ii. Student feedback
 - iii. Examples of pedagogical techniques
 - iv. Any presentations you give or papers you write on pedagogy
 - d. Fill out a Record of Activities (or equivalent) each year and keep your CV and Brief up-to-date
 - e. Check your personnel file annually to make sure it's complete and to add any necessary items

References:

- BCC Governance Plan:
http://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/Documents/gov_plan_2010.pdf
- PSC-CUNY Contract: <http://www.psc-cuny.org/contract/psc-cuny-contract>
- BCC Faculty Handbook:
http://www.bcc.cuny.edu/AcademicAffairs/FacultyResourcesGuides/?page=Faculty_handbook
- CUNY Bylaws: http://policy.cuny.edu/bylaws/#Navigation_Location
- CUNY Centers for Teaching and Learning:
<http://www.cuny.edu/about/administration/offices/ue/CentersTeachingLearning.html>