

How to Navigate **Reappointment, Tenure, and Promotion**

1. Committees & Persons Involved in the Process
 - a. Department Personnel and Budget Committee (P&B)^{1,2}
 - i. *Membership*: the chair of the department (chair), 4 members, 1 alternate member; all members must be full-time faculty members, elected by full-time members of the instructional staff of the department
 - ii. Your chair presents your case at College P&B for all actions except promotion to full professor.
 - b. College P&B^{1,3}
 - i. *Membership*: all academic department chairs; the President of BCC (chair), VP Academic Affairs, all other VPs (non-voting), Secretary appointed by President (nonvoting)
 - ii. *Functions*:
 1. Make recommendations to the President with regard to instructional staff appointments, reappointments, tenure, leaves, promotions, salary adjustments, and appeals
 2. Make recommendations to the President with regard to annual tentative budget
 3. Adopt and disseminate P&B procedures and calendar
 - c. Academic Review Committee¹
 - i. *Membership*:
 1. 3 tenured full Professors not members of College P&B, elected by Senate
 2. 2 tenured full Professors not members of College P&B, elected by College P&B
 3. 1 non-voting ex-officio member of the College P&B, designated by the President
 - ii. *Function*: Review all recommendations made by the College P&B for reappointments, promotions, tenure, and make recommendations to the President.
 - d. The President of BCC, **Dr. Thomas A. Isekenegbe**
 - e. CUNY Board of Trustees
2. Required Documents
 - a. **Your Personnel Folder**
 - i. Check at least annually to make sure it's complete: annual evaluations, peer observations.
 - ii. You may add documents: letters of appointment to committees, commendations, publications, certificates of completion, copies of presentations or reports, IRB certification, Record of Activities or other department-specific forms. Date & initial everything. Keep copies.
 - b. **1 set of originals of the following documents** to be digitally submitted *NOTE – Keep a copy of each in your own files:
 - i. Personal Brief (narrative, no longer than 3 pages, focused exclusively on the last year)
 - ii. CV (Curriculum Vitae)
 - iii. Annual Evaluation signed by the evaluator and the person being evaluated
 - iv. Teaching Observation Report, signed by observer and chair of department
 - v. Post-Observation Report, signed by the person being observed and the observer
 - vi. Any publications, abstracts, creative works, or anything you produced for the department (booklet, manual, guide)
3. Timelines (Estimated)
 - a. All deadlines are on the college calendar <http://www.bcc.cuny.edu/events/>
 - b. Candidates for 1st Reappointment:
 - i. late January – paperwork to Department P&B

New Faculty Seminar

- ii. late February – paperwork to College P&B
- iii. mid-March – College P&B completes actions
- c. Candidates for 2nd through 7th Reappointment:
 - i. early September – paperwork to Department P&B
 - ii. mid-October – paperwork to College P&B
 - iii. late November – College P&B completes actions
- d. Candidates for Promotion to Associate Professor:
 - i. Late January – paperwork to Department P&B
 - ii. late March – paperwork to College P&B
 - iii. mid-April – College P&B completes actions
- e. Candidates for Promotion to full Professor: ***You present yourself to College P&B***
 - i. early March – paperwork to College P&B
 - ii. mid-April – College P&B completes actions

References:

¹ BCC Governance Plan: http://www.bcc.cuny.edu/wp-content/uploads/2018/11/bcc_governance_plan.pdf

² CUNY Bylaws Section 9.1: http://policy.cuny.edu/bylaws/#Navigation_Location

³ CUNY Bylaws Sections 8.7 & 8.9: http://policy.cuny.edu/bylaws/#Navigation_Location

PSC-CUNY Contract: <http://www.psc-cuny.org/contract>

BCC Faculty Handbook/Governance & College Committees: <http://www.bcc.cuny.edu/about-bcc/administration-governance/college-committees/>

BCC Faculty Handbook/Full-Time Faculty Personnel Policies & Procedures: <http://www.bcc.cuny.edu/faculty-staff/policies-forms/>

P&B Guidelines for Reappointment and Promotion May 2010