How to Fill Out Your BCC Curriculum Vitae Form

The BCC CV, based on a CUNY template, is used for all instructional personnel evaluations—reappointments, tenure, promotion, and leaves—and may be used for other BCC purposes as well.

This CV is a picture of your career at Bronx Community College, which is why it limits many of the items to the time you have been employed at BCC.
- If you are in a full-time tenure-track or CCE-track position, but were previously an adjunct or substitute, other than including the information about prior teaching at BCC or elsewhere (Section 2.A), include only those items and activities since your initial appointment in the full-time position.
- Adjuncts applying for promotion should list everything since their initial employment at BCC.

The CV form is used for all faculty, so there will be sections or elements that are not applicable to your discipline or work. If you do not have any items for a section, do not delete that section; just leave it blank. The CV form is a Word document, and you may add (or subtract) the rows of boxes as necessary.

If you are applying for tenure (professorial ranks) or Certificate of Continuous Employment (CCE: lecturer line only), select the appropriate reappointment action, e.g. 7th for tenure, 5th for CCE, as well as the tenure/CCE box.

For each relevant section, **list items in reverse chronological order**, starting with the most recent. Do not use abbreviations, as your readers come from a variety of disciplines and may be unfamiliar with acronyms for or abbreviated names of organizations or journals.

Style guidelines:
- *Italics* are used only for longer works: titles of books, journals, newspapers, magazines, full-length films, TV/radio shows, podcasts, music albums, and art exhibitions. This applies to both physical and digital formats.
- Do not use italics or quotation marks for names of courses or conferences.
- Follow the citation style used for your discipline. If you are unsure which citation style to use, look it up, and choose one.

- Chicago/Turabian and MLA style use quotation marks around titles of articles, book chapters, poems, presentations and invited lectures/talks, artwork, TV/radio/podcast episodes.
- APA and AMS style do not use quotations marks around article or chapter titles.
- Council of Science Editors (CSE) citation style does not use italics at all.

Where do I put that?
- **Section 3. Current Professional Licenses and/or Certifications** is discipline-specific, and not relevant to all disciplines. Do not include certificates for faculty development programs or mandatory CUNY trainings.
- **Section 4. Scholarly Publications/Creative Works** is divided into two sections.
  - Section 4.A. is for academic, refereed or critically reviewed works that are relevant to your discipline.
    - Publications include books, book chapters, journal articles, and refereed conference proceedings. Regarding scholarly journals, please see the May 2017 CUNY memo on predatory journals, https://www2.cuny.edu/research/faculty-resources/predatory-journals-memo/, before including your works.
    - For creative works, such as gallery or museum shows, recordings, public performances, and films, state the title of the show/recording, venue, dates, and your role, as appropriate to your field.
  - Section 4.B. is for other venues that are relevant to your professional work but do not fall under the previous category. This includes magazine or newspaper articles (print or online), reviews, catalog essays, graphic art and web design, blog posts, podcasts, and self-published materials.
- **Section 5. Unpublished Work** is divided into three sections.
  - Section 5.A. is for works that have been accepted, but not yet published.
  - Section 5.B. is for works that have been submitted but have not yet been accepted. This includes works that are in the "revise and resubmit" process as well as works that have not yet received a response.
  - Section 5.C. is for works in progress that are not ready for submission.
- **Section 6. Conference Presentations and Invited Lectures** includes scholarly poster presentations and being a conference session

panelist or discussant, specifying in "Type of Work" if a conference presentation was an invited lecture or peer reviewed for acceptance. In 6 B. list the conferences or invited lectures for which your work was accepted, but has not yet occurred. However, organizing or chairing a conference, conference session, lecture series or individual lecture goes in Section 8 (Service).

- **Section 7. Grants and Sponsored Programs** is divided by externally funded and internally funded source. Examples of externally funded grants and programs include NSF grants and NEH programs. Examples of internally funded grants and programs include BCC Presidential Grants and PSC-CUNY grants.
- **Section 8. Service** is divided into service to the department, college and university, and service to the profession and community. Service to the profession includes organizing conferences or sessions, leading (but not just belonging to) a professional organization, editing a journal, and reviewing manuscripts for journals or publishers. Service to the community includes such activities as outreach to high schools and advocacy efforts in a community organization.
- **Section 9. Other Professional Activities** is for activities related to your profession that don't fit into any other category on the CV. As such, it may include widely disparate activities such as participating in faculty development seminars and attending conferences (but not presenting at/organizing/chairing conferences, which go in other sections), and being interviewed as an expert in your field. Use verbs to indicate the type of involvement in the activity.
- **Section 10. Academic and Professional Honors:** These should only be for those awards and honors since you have started on the tenure track or CCE line at BCC.
  - Do include: awards (internal or external) related to your profession (teaching or discipline) and competitive CUNY or external fellowships (not fellowship leave).
  - Do not include: grants (which go in Section 7), admission to faculty development seminars (which go in Section 9), BCC or CUNY travel funding, or inclusion in a *Who's Who*.

Note: Activities that are part of your expected responsibilities do not go on your CV. These include teaching specific courses (put that in your brief), advising students, and conducting peer observations.