

BRONX COMMUNITY COLLEGE
COLLEGE PERSONNEL & BUDGET COMMITTEE

Checklist for preparing reappointment/tenure/promotion papers

When preparing paperwork for reappointment, tenure, or promotion, you should want to put your best foot forward, professionally. Use this checklist as a form of quality control, before you turn your papers in to your department's P&B.

For reappointments, your narrative brief should focus only on the past year. For promotions and tenure/CCE, your narrative brief should cover your career at BCC.

Your CV should cover the time you have been in your position at BCC, and you should place an asterisk next to any item that is new to the past year.

- 1. Have you read the "Guidelines for Faculty/Instructional Staff Applying for Reappointment, Reappointment with Tenure, CCE and Promotion"?
- 2. Are you using the most recent form of the BCC Faculty CV or (CLT CV)?
- 3. Have you read "How to Fill Out Your Curriculum Vitae Form"?
- 4. Have you asked your department chair to clarify any questions you may have about how to fill out the CV or write the narrative brief?
- 5. Have you proofread your CV? You may want to have the "How to Fill Out the CV" handy as you proofread, to catch such things as spelling out acronyms, presenting full citations, and using italics correctly.
- 6. Have you proofread your brief?
- 7. Have you signed the CV?
- 8. Have you included relevant additional documents? (See "Guidelines.")

If the Department P&B asks you to revise your materials, don't forget to proofread after you have done the revisions and sign the CV form.