|  |  |  |
| --- | --- | --- |
| signature_649171297 |  | ***Bronx Community College – CUNY 2155 University Avenue***  ***Bronx, New York 10453***  ***www.bcc.cuny.edu***  ***P: 718.289.5100*** |

**Curriculum Vitae**

**For Teaching Instructional Staff – Professorial, Instructor and Lecturer**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **College:** Bronx Community College

Last First

**Current Rank:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application for (Place “X” next to appropriate action and specify):

* Reappointment:
* 1st
* 2nd
* 3rd
* 4th
* 5th
* 6th
* 7th
* Reappointment with:
  + Tenure
  + CCE
* Promotion to:
* Associate Professor
* Professor
  + - * Leave:
      * Fellowship Leave (Sabbatical)
      * Reassignment Leave (Library)
      * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action to take effect on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy)

*For Tenure: September 1, XXXX*

*For CCE, Reappointment and Promotion: First day of classes in Fall semester*

For Fellowship Leave: First day of classes of the semester the leave would begin

(Complete if applicable) Date Equivalency to the Doctorate Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/yyyy)

All items should be listed in reverse chronological order.

**1. Higher Education**

* 1. Degree(s) Earned

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution/Location** | **Degree & Major** | **Dates Attended (mm/yyyy) to (mm/yyyy)** | **Date Conferred**  **(mm/yyyy)** |
|  |  | to |  |
|  |  | to |  |
|  |  | to |  |
|  |  | to |  |

* 1. Additional Higher Education and/or Education in Progress

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution/Location** | **Degree & Major** | **Dates Attended (mm/yyyy) to (mm/yyyy)** | **(Expected) Date of Degree Conferral**  **(mm/yyyy)** |
|  |  | to |  |
|  |  | to |  |
|  |  | to |  |

1. **Experience** 
   1. Teaching/Librarianship (At BCC and elsewhere. For elsewhere, last seven years only. Do not use abbreviations.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution/Location** | **Title** | **Department** | **Dates**  **(mm/yyyy) to (mm/yyyy)** |
|  |  |  | to |
|  |  |  | to |
|  |  |  | to |
|  |  |  | to |

* 1. Non-Teaching Employment (Administrative, research, professional, etc., at BCC and elsewhere; for elsewhere, last seven years only. Do not use abbreviations. Assignments that are part of teaching workload/reassigned time are to be entered instead in Section 8 or 9, below.)

|  |  |  |
| --- | --- | --- |
| **Organization/Location** | **Title** | **Dates**  **(mm/yyyy) to (mm/yyyy)** |
|  |  | to |
|  |  | to |
|  |  | to |
|  |  | to |

**3. Current Professional Licenses and/or Certifications**

|  |  |  |
| --- | --- | --- |
| **Item** | **Granted by** | **Date Awarded**  **(mm/yyyy)** |
|  |  |  |
|  |  |  |

**4. Scholarly Publications/Creative Works**

* + List all works since initial appointment to the tenure/CCE track or instructor line. If available, include an online link.
  + For publications, full citation required using the leading citation format for your field. For co-authored works, indicate percentage of all contributions toward work, after the citation.
  + For creative works, indicate your role.
  + Mark with an asterisk (\*) each new item since last reappointment or promotion, before the citation.

1. Refereed Publications/Creative Works, Performed or Exhibited (Peer-reviewed works)

|  |  |
| --- | --- |
| **Type of Work** | **Full Citation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

B. Other Publications/Creative Works, Performed or Exhibited

|  |  |
| --- | --- |
| **Type of Work** | **Full Citation** |
|  |  |
|  |  |
|  |  |
|  |  |

**5. Unpublished Work**

* For Reappointment, include all works in progress since last promotion or reappointment in your current title.
* For Promotion and Tenure/CCE, include the entire period since last promotion.

1. Works Accepted for Publication/Exhibition/Production (Attach evidence of acceptance.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Work** | **Title** | **Publisher/Venue** | **Date of Acceptance**  **(mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Works Submitted for Publication/Exhibition/Production

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Work** | **Title** | **Publisher/Venue** | **Date Submitted**  **(mm/yyyy)** |
|  |  |  |  |
|  |  |  |  |

C. Works-In-Progress for Publication/Exhibition/Production

|  |  |
| --- | --- |
| **Title and Type of Work** | **Expected Completion Date (mm/yyyy)** |
|  |  |
|  |  |

**6. Conference Presentations and Invited Lectures**

* + Full citation required using the leading citation format for your field. For co-authored works, indicate percentage of all contributions toward work, after the citation.
  + List all scholarly presentations since initial appointment to the tenure/CCE track or instructor line.
  + Mark with an asterisk (\*) each new item since last reappointment or promotion, before the citation.

A. Past Conference Presentations and Invited Lectures

|  |  |  |
| --- | --- | --- |
| **Type of Work** | **Full Citation** | **Date**  **(mm/yyyy)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

B. Forthcoming Conference Presentations and Invited Lectures (Attach evidence of acceptance or invitation.)

|  |  |  |
| --- | --- | --- |
| **Type of Work** | **Full Citation** | **Date**  **(mm/yyyy)** |
|  |  |  |
|  |  |  |
|  |  |  |

**7. Grants and Sponsored Programs**

1. External (Outside of CUNY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Grant** | **Funding Agency** | **Dollar Amount** | **Role**  (i.e., PI, Co-PI) | **Award Period (mm/yyyy to mm/yyyy)** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Internal (CUNY, BCC, PSC, Research Foundation)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Grant** | **Funding Agency** | **Dollar Amount** | **Role**  (i.e., PI, Co-PI) | **Award Period**  **(mm/yyyy to mm/yyyy)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**8. Service**

A. Service to the Department, College, and University

|  |  |
| --- | --- |
| **Type of Service** | **Dates**  **(mm/yyyy) to (mm/yyyy)** |
|  | to |
|  | to |
|  | to |
|  | to |
|  | to |
|  | to |
|  | to |

B. Service to the Profession and Community

|  |  |
| --- | --- |
| **Type of Service** | **Dates**  **(mm/yyyy) to (mm/yyyy)** |
|  | to |
|  | to |
|  | to |
|  | to |
|  | to |

**9. Other Professional Activities**

|  |  |
| --- | --- |
| **Description** | **Dates**  **(mm/yyyy) to (mm/yyyy)** |
|  | to |
|  | to |
|  | to |
|  | to |
|  | to |

**10. Academic and Professional Honors**

|  |  |  |
| --- | --- | --- |
| **Honor or Award** | **Conferred By** | **Date Conferred**  **(mm/yyyy)** |
|  |  |  |
|  |  |  |
|  |  |  |

**11. Current Membership in Professional Societies**

|  |  |
| --- | --- |
| **Name of Society** | **Dates of Membership**  **(mm/yyyy) to (mm/yyyy)** |
|  | to |
|  | to |
|  | to |
|  | to |

**12. References** For promotion to the rank of Full Professor, at least three (3) confidential letters of reference must be provided, at least two (2) of which must come from individuals outside The City University of New York. Internal letters should not be written by members of your own department. Letters should address the significance of your scholarly or creative contributions to the field, and be sent to the President of BCC as the Chairperson of the College Personnel & Budget Committee.

**13. Annual Evaluation** (Attach most recent Annual Evaluation Conference Memorandum.)

**14. Student Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scope of Evaluation** | **Period Covered** | **No. of Students Responding** | **Range**  **(Lowest-Highest)** | **Overall Impression of Instructor** | **Department Mean** |
| **Most Recent Semester** |  |  |  |  |  |
| **Cumulative** |  |  |  |  |  |

I affirm that the information contained herein is true and accurate. I understand that any misrepresentation may cause the reversal of action taken on this recommendation for appointment, reappointment, or promotion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Name (Print) Candidate Signature Date