

Bronx Community College  
**GUIDELINES for Faculty/ Instructional Staff Applying for  
Reappointment, Reappointment with Tenure, CCE and  
Promotion**

## OVERVIEW

Dear Faculty,

The following are the guidelines for reappointment, CCE, reappointment with tenure, and promotion applications:

### REQUIRED

- Narrative brief (no more than 3 pages) describing performance and professional accomplishments related to teaching effectiveness, scholarly and creative works, professional growth, and service to the students, department, college and field.
  - For reappointment, the narrative should discuss activity since last promotion or reappointment in your current title.
  - For promotion and tenure, the narrative should discuss the entire period since initial appointment to the position.
- Standard Bronx Community College curriculum vitae. When listing scholarly publications or creative works in the CV, use discipline or department specific citation styles:
  - American Mathematical Society (AMS): Mathematics and Computer Science
  - American Psychological Association (APA): Social Sciences; Health, Physical Education and Recreation; Library; Engineering, Physics and Technology; Nursing; Chemistry; Biological Sciences; Education and Academic Literacy
  - Chicago/Turabian: History; Modern Languages; Business and Information Systems
  - Modern Language Association (MLA) English, Communication Arts and Sciences, Modern Languages (alternate), Library (alternate)
- Most recent peer teaching observation report
- Most recent post-observation report
- Signed memorandum of the annual conference
- Most recent student evaluations
  - Cumulative and most recent overall section report
- For reappointment: Copies of all publications and accepted works (with acceptance documentation from editors) since last reappointment.
- For promotion: Copies of all publications and accepted works (with acceptance documentation from editors) since appointment to current title (acceptance letters must be included).

### REQUIRED FOR PROMOTION TO PROFESSOR

- Candidates must provide at least three confidential professional letters of reference, at least two of which must come from outside The City University of New York.
- Letters must address achievement in at least one of the three areas: teaching effectiveness; scholarly or creative contributions; and service to the college and/or the professional field.
- Letters of reference must be sent directly to the President of the College, as Chairperson of the College Personnel and Budget Committee and to the Dean of Academic Affairs.

Attention: Thomas Isekenegebe, President 2155 University Avenue-Language Hall, Room 27 Bronx, NY 10453	Attention: Luis Montenegro, Dean of Academic Affairs 2155 University Avenue- Language Hall, Room 16 Bronx, NY 10453
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**RECOMMENDED**

- Candidates applying for promotion to professor should meet at least one year in advance of application date to discuss requirements with their respective Chairperson or the Dean of Academic Affairs.
- Documented evidence of service to the College.

**OPTIONAL**

- Request for Personal Appearance before Department P&B Form FAC 105.2
- Supplemental Documents: Copies of no more than three works in progress

For administrative support, contact:

Ms. Katherine Acevedo-Coppa

Office of Academic Affairs, LH Room 16

2155 University Ave, Bronx, NY 10453

P: 718-289-5165

E: [Katherine.Acevedo-Coppa@bcc.cuny.edu](mailto:Katherine.Acevedo-Coppa@bcc.cuny.edu)

**A. TEACHING EFFECTIVENESS**

- Demonstrate teaching effectiveness by providing an overview of courses taught and assessment efforts.
- Describe improvements, innovations or development of course content, delivery or curriculum development.

Action	Narrative brief discussion and evidence of:
1 <sup>st</sup> Reappointment	<ul style="list-style-type: none"> <li>• Positive peer observation reports, cumulative and most recent overall section student evaluations</li> <li>• The brief should focus on teaching and assessment work accomplished since appointment to the college</li> </ul>
2 <sup>nd</sup> through 7 <sup>th</sup> Reappointment	<ul style="list-style-type: none"> <li>• Positive peer observation reports and student evaluations</li> <li>• Development of improved instructional materials or methods</li> <li>• Success in teaching, assessment, developing new pedagogical methods and materials suited to improve student learning and non-classroom educational efforts</li> <li>• The brief should focus on the work accomplished since the last reappointment</li> </ul>
Tenure/CCE	<ul style="list-style-type: none"> <li>• Positive peer observation reports and student evaluations</li> <li>• Development of improved instructional materials or methods</li> <li>• Success in teaching, assessment, developing new pedagogical methods and materials suited to improve student learning and non-classroom educational efforts</li> <li>• The brief should provide a narrative summary of the candidate's teaching and assessment accomplishments since the initial appointment</li> </ul>
Promotion to Associate Professor	<ul style="list-style-type: none"> <li>• Must present evidence of continued growth and continued effectiveness in teaching</li> <li>• The brief should provide a narrative summary of the candidate's teaching and assessment accomplishments since the last promotion or appointment</li> </ul>
Promotion to Professor	<ul style="list-style-type: none"> <li>• Established reputation for excellence and continued effectiveness in teaching and assessment as evidenced by student evaluations and current peer review</li> <li>• The brief should provide a narrative summary of the candidate's teaching and assessment accomplishments since the last promotion or appointment</li> </ul>

**A1. LIBRARY EFFECTIVENESS**

- For faculty members in the Library Department, “teaching effectiveness” may be interpreted as “library effectiveness,” to reflect the overall goals of the complete library enterprise including developing, organizing, preserving, maintaining, making accessible, and interpreting informational resources for teaching, learning, and research.

Practice and leadership should be recognized for: selection, development, management, and description of collections; instructional guidance via reference services, information literacy sessions and workshops, development of resource guides and marketing of materials, and also research assistance and consultation; management of library operations, and library and informational technologies and services.

**B. SCHOLARSHIP, CREATIVE WORKS AND PROFESSIONAL GROWTH**

- Published scholarly and produced creative works must be included. A letter verifying acceptance for not-yet published/produced/exhibited works must be provided. With the increase of availability of “predatory” journals and conferences, faculty must be judicious and thoughtful about publishing choices by selecting trustworthy publishers and correctly reporting the publication on the CV. Please see the CUNY Guidelines regarding publishing in predatory journals.<sup>1</sup>
- Achievements include works such as the following: publications in professional journals and scholarly books; books and monographs; conference proceedings; conference and juried presentations; invited presentations; significant performance credits; published reports of scientific experimentation; juried film/video screenings/exhibitions; awarded research grants; editorial works.
- If a publication/creative work is a collaboration, the role of the candidate must be explained.
- Conference presentations will be considered an indication of research and professional growth. Conference presentations will not substitute for publications, unless they are published conference proceedings. Candidate should identify presentation as refereed or peer-reviewed.

Action	Discussion and evidence of:
1 <sup>st</sup> Reappointment	<p>Candidates are expected to demonstrate their potential for scholarly/ creative work and their achievement since appointment to the college in some of the following ways:</p> <ul style="list-style-type: none"> <li>• Research in progress leading toward scholarly publications</li> <li>• Publication in professional journals</li> <li>• Creative works, show and performance credits, etc. when such are appropriate to the department</li> <li>• Development of improved instructional materials or methods</li> <li>• Participation in activities of professional societies</li> </ul>
2 <sup>nd</sup> through 7 <sup>th</sup> Reappointment	<p>Candidates are expected to offer evidence of scholarly/creative contributions to their disciplines or related fields with the majority of contributions in the discipline of faculty appointment</p> <p>The brief should focus on scholarship, creative work and professional growth since last reappointment</p> <ul style="list-style-type: none"> <li>• Continued evidence of research or writing in progress leading towards publication</li> </ul>
Tenure	<ul style="list-style-type: none"> <li>• The brief must present a record of scholarship/ creative work and continued professional growth from first reappointment</li> </ul>
CCE	<ul style="list-style-type: none"> <li>• Demonstrate a record of continued professional growth since appointment</li> </ul>
Promotion to Associate Professor	<ul style="list-style-type: none"> <li>• The brief should provide a narrative summary of the candidate's scholarly/creative work since the appointment to Assistant Professor.</li> <li>• Demonstrated record of significant achievement in his/her field or profession; may include grants for research</li> <li>• Evidence of scholarship/creative work outside his/her own immediate academic community</li> </ul>
Promotion to Professor	<ul style="list-style-type: none"> <li>• The brief should provide a narrative summary of the candidate's intellectual, educational, or artistic achievements since promotion or appointment to Associate Professor.</li> <li>• Demonstrated and established reputation for excellence in scholarship and creative works in his/her discipline</li> </ul>

<sup>1</sup> <http://www2.cuny.edu/research/faculty-resources/predatory-journals-memo/>

**C. SERVICE TO STUDENTS, DEPARTMENT, COLLEGE and FIELD**

- For reappointment, CCE, tenure, and promotion, effective service to students and to the department, college/university and field should be demonstrated.
- A specific explanation of the service to students, department, college/university or field must be provided and include the period of service. Duties involved, efforts undertaken and accomplishments should be described.
- For reappointment with CCE, tenure, and promotion, service to the community, state and nation, whether in the faculty member's special capacity as a scholar or in areas beyond this when the work is pertinent and significant, should be recognized. The absence of this contribution should not work to the disadvantage of any candidate for reappointment.

	Narrative Brief Discussion and Evidence of:
1 <sup>st</sup> Reappointment	<ul style="list-style-type: none"> <li>• Candidate’s assessment of what needs they can fulfill at the departmental and/or college level</li> </ul>
2 <sup>nd</sup> through 7 <sup>th</sup> Reappointment	<ul style="list-style-type: none"> <li>• Service to the department</li> <li>• Service to the college/university</li> <li>• Service to the field</li> </ul>
Tenure/CCE	<ul style="list-style-type: none"> <li>• Significant service to students and the department</li> </ul>
Promotion to Associate Professor	<ul style="list-style-type: none"> <li>• Significant service to the department</li> <li>• Active leadership and significant service to the college</li> <li>• Service to the university and/or professional field</li> </ul>
Promotion to Professor	<ul style="list-style-type: none"> <li>• Active leadership and significant service to the department and/or college</li> <li>• Significant service to the university and/or professional field through active membership or leadership role</li> </ul>

**Examples of service:**

- Student level: Advisement, research mentorship programs, mentoring in professional field
- Department level: Membership on search, P & B, intradepartmental committees, involvement in assessment;
- College level: Membership on college-wide search committees, standing committees of the Senate, ad hoc committees (assessment, general education/Pathways, commencement, convocation, advisement, MSCHE, ASAP Expansion and related committees/work groups); Participation in program initiatives such as First Year Seminar, learning communities; student club advisor; participation in events such as New Student Orientation;
- University level: Pathways, University Senate, discipline-specific councils
- Professional Field: Membership in or leadership role in international, national, regional, local organizations/boards
- Grants: For service, program development, and / or equipment

REFERENCES:

For additional information refer to the CUNY Bylaws

- ARTICLE VI INSTRUCTIONAL STAFF > SECTION 6.2. PERMANENT INSTRUCTIONAL STAFF -TENURE.  
[http://policy.cuny.edu/bylaws/article\\_vi/section\\_6.2./text/#Navigation\\_Location](http://policy.cuny.edu/bylaws/article_vi/section_6.2./text/#Navigation_Location)
- ARTICLE IX ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS > SECTION 9.5. APPOINTMENTS.  
[http://policy.cuny.edu/bylaws/article\\_ix/section\\_9.5./text/#Navigation\\_Location](http://policy.cuny.edu/bylaws/article_ix/section_9.5./text/#Navigation_Location)
- ARTICLE IX ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS > SECTION 9.6. PROMOTIONS. :  
[http://policy.cuny.edu/bylaws/article\\_ix/section\\_9.6./text/#Navigation\\_Location](http://policy.cuny.edu/bylaws/article_ix/section_9.6./text/#Navigation_Location)