

Checklist For Preparing Promotion Papers

Due dates: Promotion papers for Associate Professor and CLT are due to the department P&B at the beginning of the spring semester. Promotion papers for Professor are due a little later in the spring semester, and are submitted directly to the Office of Academic Affairs; three letters of recommendation must be sent to the President and Dean of Academic Affairs. Please check the college calendar for specific due dates and [Guidelines for Faculty/Instructional Staff Applying for Reappointment, Reappointment with Tenure, CCE and Promotion](#) for further details.

Audience: Your promotion papers from assistant to associate and CLT series will be evaluated first by your chair and department P&B, then the College P&B, the Academic Review Committee, and finally the president. For full professor you are not required to submit paperwork to your chair or department P&B, but it is recommended. Full professor promotion packets will be evaluated by the College P&B, the Academic Review Committee, and finally the president. Keep this in mind as you prepare your documents. The College P&B consists of the chairs of all the departments, the provost, and the president. The Academic Review Committee consists of five full professors not serving as chairs. Be sure to carefully proofread, and keep in mind that once out of your department, your paperwork will be reviewed by people not familiar with your discipline. If you have questions as you work on your documents, reach out to your chair or mentor who can advise you.

Requirements for Promotion: For promotion from assistant to associate professor, candidates are expected to demonstrate evidence of meaningful growth in the areas of teaching, scholarship, and service. CLTs need to demonstrate continued classroom and/or laboratory instructional effectiveness as well as service. For Library faculty, "teaching effectiveness" may be interpreted as "library effectiveness," and include developing, organizing, preserving, maintaining, making accessible, and interpreting informational resources for teaching, learning, and research.

Narrative Brief: All narrative briefs must not exceed three pages. Your promotion brief should articulate evidence of your continuing accomplishments according to the requirements of your position since your last promotion or appointment to your current rank.

CV: There are two CV templates: one for faculty and one for CLTs. Information on your CV should cover the time you have been in your position at BCC. Formatting and reference style should be in accordance with the practice in your discipline. Please read the instructions on the CV template carefully.

- ☐ 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 version of CV template for your position?
[Faculty CV Form](#) / [CLT CV Form](#)
- ☐ 3. Have you read “[How to Fill Out Your Curriculum Vitae Form](#)”?
- ☐ 4. Have you consulted with your department chair about how to fill out the CV or write the brief?
- ☐ 5. Is your brief no more than three pages? Have you proofread your brief?
- ☐ 6. Have you proofread and signed your CV? Look out for such things as spelling out acronyms, presenting full citations, and using italics correctly.
- ☐ 7. Have you included relevant additional documents?
 - Most recent peer teaching observation report and post-observation report
 - Signed memorandum of the annual conference
 - Most recent student evaluations: Cumulative and most recent overall section report
 - Provide a link on your CV form to all publications available online. Otherwise, provide copies of all publications and accepted works since appointment to current rank. Acceptance letters must be included if the publication or presentation is still forthcoming.

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