

## Checklist For Preparing Reappointment Papers

**Due dates:** For first reappointment, all candidates submit reappointment papers at the beginning of the first spring semester after their initial appointment. For second reappointment, lecturers only submit paperwork in the beginning of the subsequent spring semester. All other candidates submit their second reappointment paperwork at the beginning of the subsequent fall semester. All subsequent reappointments for all titles are due at the beginning of the fall semester.

Please check the college calendar for College P&B (Personnel and Budget) due dates.

**Audience:** Your reappointment papers will be evaluated first by your chair and department P&B, then 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.

Think of this checklist as part of the quality control you conduct before papers submission.

**Requirements for Reappointment:** Assistant, associate, and full professor candidates are expected to demonstrate evidence supporting the “three legs of the stool”: teaching, scholarship, and service. The same requirements apply to instructors. Lecturers must demonstrate effective teaching and service; although not required, lecturers who produce scholarship should include that information on their CV and brief. CLTs need to demonstrate effective classroom and/or laboratory instructional support 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:** Your narrative brief should not exceed three pages. The brief should articulate evidence of your accomplishments according to the requirements of your position. For example, if you are an assistant professor, your brief should discuss your accomplishments in teaching, scholarship, and service. If you are a CLT, your brief should discuss your accomplishments in the areas of instructional support, professional development, and service. For reappointments, your narrative brief should focus only on the past year. For tenure, your brief should focus on activities since appointment to the tenure-track line. Please note: for promotion (see Checklist for Preparing Promotion Papers) your brief should focus on activities since appointment/promotion 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 the 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 in your reappointment packet?
- Most recent peer teaching observation report and post-observation report
  - Signed memorandum of the annual evaluation
  - Most recent student evaluations: cumulative and most recent overall section report
  - Provide links on your CV to all publications available online. Provide copies of all publications and accepted works since last reappointment in your packet. 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.