**Checklist For Preparing Faculty Reappointment Papers**

**Due dates:** Reappointment papers for most lines are due at the very beginning of the Fall semester. First reappointments, for new faculty, are due at the beginning of the Spring semester. Lecturer second reappointments for are also in the Spring semester. Please check the college calendar for College P & B due dates.

**Audience:** When preparing papers for reappointment, consider your audience. Your first audience is your chair and department P&B. The second audience is the College P&B, which consists of the chairs of all the departments, the provost, and the president. The third audience is the Academic Review Committee, which consists of five full professors not serving as chairs. Use this checklist as a form of quality control, before you turn your papers in.

**Tenure-track positions** (assistant, associate, and full professor) cover the “three legs of the stool”: teaching, scholarship, and service. **Lecturer** and **Instructor** positions cover teaching and service. Scholarship is not required for lecturers, but if you engage with scholarship, include that as well in your CV and brief. 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:** For reappointments, your narrative brief should focus only on the past year. Your discussion of teaching should include your pedagogical philosophy and practice, including teaching innovations. Keep the brief to no more than three pages and avoid bullet lists.

**CV Form:** Your CV should cover the time you have been in your tenure-track 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](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/promotion-tenure-guidelines.pdf)”?

2. Are you using the most recent form of the [BCC Faculty CV](http://www.bcc.cuny.edu/wp-content/uploads/2022/02/bcc-cv_11-11-2021-final.docx)?

3. Have you read “[How to Fill Out Your Curriculum Vitae Form](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/how-to-fill-out-bcc-cv-7-2019-final.pdf)”?

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? Have the “How to Fill Out the CV” handy to catch 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 evaluation
* Most recent student evaluations: cumulative and most recent overall section report
* Provide a link in the citation on your CV form to all publications available online. Otherwise, provide copies of all publications and accepted works since last reappointment. 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.

**Checklist For Preparing Faculty Promotion Papers**

**Due dates:** Promotion papers for Associate Professor 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 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 due dates and [Guidelines for Faculty/Instructional Staff Applying for Reappointment, Reappointment with Tenure, CCE and Promotion](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/promotion-tenure-guidelines.pdf) for further details.

**Audience:** When preparing papers for reappointment, consider your audience. **For promotion to Associate**, your first audience is your chair and department P&B. The second audience is the College P&B, which consists of the chairs of all the departments, the provost, and the president. The third audience is the Academic Review Committee, which consists of five full professors not serving as chairs. **For promotion to Professor**, you do not go through the department P&B. Use this checklist as a form of quality control, before you turn your papers in.

**Tenure-track positions** (Assistant, Associate, and Professor) cover the “three legs of the stool”: teaching, scholarship, and 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:** For promotions, your narrative brief should cover your career at BCC but focus on what you have done since your last promotion. Your discussion of teaching should include your pedagogical philosophy and practice, including teaching innovations. The brief should be no longer than three pages.

**CV Form:** Your CV should cover the time since you were first appointed to the tenure-track position at BCC, and you should place an asterisk next to any item that is new since the last time you were reappointed or promoted.

1. Have you read the “[Guidelines for Faculty/Instructional Staff Applying for Reappointment, Reappointment with Tenure, CCE and Promotion](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/promotion-tenure-guidelines.pdf)”?

2. Are you using the most recent form of the [BCC Faculty CV](http://www.bcc.cuny.edu/wp-content/uploads/2022/02/bcc-cv_11-11-2021-final.docx)?

3. Have you read “[How to Fill Out Your Curriculum Vitae Form](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/how-to-fill-out-bcc-cv-7-2019-final.pdf)”?

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? Have the “How to Fill Out the CV” handy, to catch 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 in the citation on your CV form to all publications available online. Otherwise, provide copies of all publications and accepted works since last reappointment. 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.

**Checklist For Preparing Tenure or Certificate of Continuous Employment (CCE) Papers**

**Due dates:** Tenure papers are also reappointment papers, and due to the Department P&B at the beginning of the Fall semester. For tenure-track faculty, the seventh reappointment is also reappointment with tenure. For Lecturers, the fifth reappointment is also reappointment with CCE. Please check the college calendar for due dates and [Guidelines for Faculty/Instructional Staff Applying for Reappointment, Reappointment with Tenure, CCE and Promotion](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/promotion-tenure-guidelines.pdf) for further details.

**Audience:** When preparing papers for tenure or CCE, consider your audience. Your first audience is your chair and department P&B. The second audience is the College P&B, which consists of the chairs of all the departments, the provost, and the president. Use this checklist as a form of quality control, before you turn your papers in.

**Tenure-track positions** (Assistant, Associate, and Professor) cover the “three legs of the stool”: teaching, scholarship, and service. **Lecturer** positions cover teaching and service. Scholarship is not required for Lecturers, but if you engage with scholarship, include that as well in your CV and brief. 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:** For tenure and CCE, your narrative brief should cover your career at BCC but focus on what you have done since your last reappointment. Your discussion of teaching should include your pedagogical philosophy and practice, including teaching innovations. The brief should be no longer than three pages.

**CV From:** Your CV should cover the time since you were first appointed to your tenure-track position at BCC, and you should place an asterisk next to any item that is new since the last time you were reappointed or promoted.

1. Have you read the “[Guidelines for Faculty/Instructional Staff Applying for Reappointment, Reappointment with Tenure, CCE and Promotion](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/promotion-tenure-guidelines.pdf)”?

2. Are you using the most recent form of the [BCC Faculty CV](http://www.bcc.cuny.edu/wp-content/uploads/2022/02/bcc-cv_11-11-2021-final.docx)?

3. Have you read “[How to Fill Out Your Curriculum Vitae Form](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/how-to-fill-out-bcc-cv-7-2019-final.pdf)”?

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? Have the “How to Fill Out the CV” handy, to catch 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 in the citation on your CV form to all publications available online. Otherwise, provide copies of all publications and accepted works since last reappointment. 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.

**Checklist For Faculty Fellowship Leave (Sabbatical) Papers**

**Due Dates:** Fellowship leave papers are due the year before you are applying to take your fellowship leave. You must apply in the Fall semester to take leave in or starting the following Fall. You must apply in the Spring semester to take leave in or starting the following Spring. Faculty on the professorial and lecturer lines are eligible for fellowship leave after seven years of service. Please check the college calendar for due dates.

**Audience:** When preparing papers for Fellowship leave, consider your audience. Your first audience is your chair and department P&B. The second audience is the College P&B, which consists of the chairs of all the departments, the provost, and the president. The third audience is exclusively the president, who has sole discretion in awarding leaves and may limit the number of fellowship leaves based on several considerations.

**Fellowship Form:** Attach a narrative regarding what you intend to accomplish on your fellowship leave; do not try to fit it into the form. The department chair must fill out boxes on the application as well. The Office of Academic Affairs will take care of obtaining the eligibility check from HR after the Department P&B submits the application to OAA. [**Fellowship Leave application-fillable-2-4**](http://www.bcc.cuny.edu/wp-content/uploads/2023/08/fellowshipleaveapplication-fillable-2-4.pdf)

**CV Form:** Your CV should cover the time since you were first appointed to your tenure-track position at BCC, and you should place an asterisk next to any item that is new since the last time you were reappointed or promoted.

1. Are you using the most recent form of the [BCC Faculty CV](http://www.bcc.cuny.edu/wp-content/uploads/2022/02/bcc-cv_11-11-2021-final.docx)?

2. Have you read “[How to Fill Out Your Curriculum Vitae Form](http://www.bcc.cuny.edu/wp-content/uploads/2019/12/how-to-fill-out-bcc-cv-7-2019-final.pdf)”?

3. Have you consulted with your department chair about how to fill out the CV or write your   
proposal?

4. Have you proofread and signed your fellowship leave application?

5. Have you proofread and signed your CV? Have the “How to Fill Out the CV” handy, to catch such things as spelling out acronyms, presenting full citations, and using italics correctly.

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.