How to Fill Out Your BCC Curriculum Vitae Form

The BCC CV, based on a CUNY template, is used for all instructional personnel evaluations—reappointments, tenure, promotion, and leaves—and may be used for other BCC purposes as well.

This CV is a picture of your career at Bronx Community College, which is why it limits many of the items to the time you have been employed at BCC.
- If you are in a full-time tenure-track or CCE-track position, but were previously an adjunct or substitute, other than including the information about prior teaching at BCC or elsewhere (Section 2.A), include only those items and activities since your initial appointment in the full-time position.
- Adjuncts applying for promotion should list everything since their initial employment at BCC.

There is one CV form used for faculty and one for CLTs. Both may have sections or elements that are not applicable to your discipline or work. If you do not have any items for a section, do not delete that section; just leave it blank. The CV form is a Word document, and you may add (or subtract) rows as necessary.

For each relevant section, **list items in reverse chronological order**, starting with the most recent. Do not use abbreviations, as your readers come from a variety of disciplines and may be unfamiliar with acronyms for or abbreviated names of organizations or journals.

Style guidelines:
- *Italics* are used only for longer works: titles of books, journals, newspapers, magazines, full-length films, TV/radio shows, podcasts, music albums, and art exhibitions. This applies to both physical and digital formats.
- Do not use italics or quotation marks for names of courses or conferences.
- Follow the citation style used for your discipline. If you are unsure which citation style to use, look it up, and choose one.

Where do I put that?
- **Section 3. Current Professional Licenses and/or Certifications** is discipline-specific, and not relevant to all disciplines. Do not include certificates for faculty development programs or mandatory CUNY trainings.

- **Section 4. Scholarly Publications and Creative Works** is divided into two sections: 4.A. and 4.B.

- Section 4.A. is for peer-reviewed, refereed, or juried works that are relevant to your discipline(s).
  - Publications include peer-reviewed books, book chapters, journal articles, and conference proceedings, as well as literary works published by reputable venues.
  - Regarding scholarly journals, please see the CUNY memo on predatory journals, https://www.cuny.edu/research/research-development-programs/research-development/predatory-journals-memo/, before including your works.
  - For creative works such as gallery or museum shows, recordings, public performances, and films, state the title, venue, dates, and your role, as appropriate to your field.
- Section 4.B. is for other works that are relevant to your professional field but do not fall under category 4.A. This may include magazine or newspaper articles, reviews, catalog essays, graphic and web design, blog posts, arXiv posts, podcasts, open resources (i.e. OER), and self-published materials.

- **Section 5. Unpublished Work** is divided into three sections.
  - Section 5.A. is for works that have been accepted, but not yet published.
  - Section 5.B. is for works that have been submitted but have not yet been accepted. This includes works that are in the "revise and resubmit" process as well as works that have not yet received a response.
  - Section 5.C. is for works in progress that are not ready for submission.

- **Section 6. Conference Presentations and Invited Lectures** includes scholarly poster presentations and being a conference session panelist or discussant.
  - "Type of Work" may include invited lecture, poster presentation, paper presentation, keynote, and panelist.
  - In 6.B. list confirmed forthcoming presentations or invited lectures. Note that organizing or chairing a conference, conference session, lecture series, or individual lecture goes in Section 8 (Service).

- **Section 7. Grants and Sponsored Programs** is divided into three sections: externally funded, internally funded, and submitted. Examples of externally funded grants and programs include NSF grants and NEH programs. Examples of internally funded grants and programs include BCC Presidential Grants and PSC-CUNY grants.

- **Section 8. Service** is divided into two sections: service to the department, college, and university; and service to the profession and community. Service to the profession may include organizing conferences or sessions, leading (not just belonging to) a professional organization, editing a journal, and reviewing manuscripts for journals or publishers. Service to the community may include outreach to high schools and advocacy efforts in a community organization.

- **Section 9. Other Professional Activities** is for activities related to your profession that don't fit into any other category on the CV. As such, it may include widely disparate activities such as participating in faculty development seminars and attending conferences (but not presenting at/organizing/chairing conferences, which go in other sections), and being interviewed as an expert in your field. Indicate the type of involvement in the activity.

- **Section 10. Academic and Professional Honors:** These should only be for those awards and honors since you have started on the tenure track or CCE line at BCC.
  - Include: awards (internal or external) related to your profession (teaching or discipline) and competitive CUNY or external fellowships (not fellowship leave).
  - Do not include: grants (which go in Section 7), faculty development seminars (which go in Section 9), or inclusion in a *Who's Who*.

Note: Activities that are part of your expected responsibilities do not go on your CV. These include teaching specific courses (put that in your brief), advising students, grade appeals, and conducting peer observations.