



Instructions for Required Forms **Promotion, Tenure and CCE**

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Introduction

As a candidate for the certificate of continuous employment (CCE), tenure and/or promotion, you will be required to provide Promotion and Tenure Review Committees, at all levels, with the necessary information to assist them in their deliberations. This process will include the completion of the standardized Brooklyn College Curriculum Vitae, writing a personal statement, and a review of your personnel files to ensure all documentation is proper and intact. For candidates in the professorial titles, the process also includes requests for outside evaluation and the completion of the Supplementary College Form.

Please examine the following requirements carefully. Discuss any questions you may have with your chair or area head. Do not hesitate to contact the Provost's Office for Faculty and Administration with any remaining questions or concerns. Submission deadlines and other details are included on the calendar corresponding to your title (professorial titles, lecturer titles or college laboratory technician titles). Dates and other requirements are specific to a particular cohort year.

The following are the forms each individual is required to complete:

- Brooklyn College Personal Statement Form
- Official Brooklyn College Curriculum Vitae Form (CV)
- Supplementary College Form (professorial titles only)

Strong Recommendation

Save all of your documents as PDFs before uploading to Interfolio.

Candidate's Personal Statement Instructions

Professorial Titles and Lecturers

Prepare a well-developed, written statement that encompasses clearly and specifically your major contributions to your field of research/creativity and your professional accomplishments, e.g., innovation and improvement in teaching; development of new curricula; acquisition of learning and new pedagogy; grantsmanship; and service to the College, the University, and your profession.

You may include in your statement achievements in any and all fields which relate to your professional status as a faculty member. Please make sure that particulars of all matters discussed herein are supported by appropriate evidence and cited in your curriculum vitae (CV). This statement should not merely repeat information on your CV. Instead, use it to elaborate or provide context for that information.

College Laboratory Technicians

In a well-developed statement, discuss the various facets of your professional duties as a college laboratory technician. Emphasis should be placed on what you believe to be your most important contributions at Brooklyn College. You may also include technical, academic and creative achievements in any and all fields which relates to your professional work and any service to the College and/or University.

In preparing your statement, please be sure that all matters discussed herein are documented in your file and cited in your curriculum vitae (CV). This statement should not merely repeat information on your CV. Instead, use it to elaborate or provide context for that information.

Note: Please make sure to use the standard Brooklyn College Personal Statement Form.

Curriculum Vitae (CV) Form

Professorial Titles and Lecturers

General Note for Completing the Standardized CV

If a section does not apply to you, simply leave it blank. Do not delete a section or attempt to renumber or rearrange the form. All committees and reviewers understand that not all components of the CV apply to all candidates.

I. Personal Data

If you are unsure of your various personnel action dates (appointment, tenure, etc.), contact the Provost's Office for Faculty and Administration and/or Human Resource Services to confirm.

II.A. Higher Education

List your post-secondary education in reverse chronological order. You should include any educational programs in progress.

II.B. Prior Appointments and Other Employment

Please list in reverse chronological order. Include appointments or other employment germane to your current faculty role.

III. Personal Highlights Statement

This statement is optional. It *does not* take the place of the more thorough and lengthy *Personal Statement* that is required for promotion and tenure/CCE review.

Promotion and Tenure are based on three criteria—research/scholarship/creative works, teaching, and service. The summary statement should highlight the areas in which you excel, and which should be a primary basis for consideration by the reviewers. You may emphasize your highlighted areas by including the section number in which it appears below (IV-IX).

Lecturers who are candidates for CCE should be focused on teaching and service.

IV. Scholarly and Creative Activity

Note for Lecturers: According to the PSC/CUNY Collective Bargaining Agreement, lecturers shall not be required to have a research commitment ([Article 18](#), Professional Evaluation). You will be reviewed for CCE primarily based on your teaching and service.

Do not add extraneous documents (letter, articles, etc.) to the CV. Copies of any materials you may wish to bring to the attention of the Promotion and Tenure Review Committees should be placed in your Personal File and uploaded to Interfolio.

Please use the following guidelines related to your specific personnel action in completing the CV form. For more substantive guidance, refer to the [CAP Memorandum on Expectations for Promotion and Tenure \(pdf\)](#), dated April 2021.

A. Publications and Creative Works

Using as many pages as may be necessary, please list your publications or creative works in reverse chronological order under the subject headings provided below, noting which are peer-reviewed, juried, or otherwise professionally evaluated.

Only items published or accepted for publication may be sent to the outside evaluators. For non-traditional scholarship, only work produced/shown professionally/reviewed, or accepted may be sent to the outside evaluators.

When listing your publications, please use the following guidelines:

- If a work is a joint effort, list all co-authors and, if applicable, senior author.
- If a work is refereed, please place “R” immediately after the title.
- If a work is a review article, please place “REV” immediately after the title.
- If a work is a letter to the editor, please place “L” immediately after the title.
- If a book is an undergraduate or graduate text, please indicate.
- If you contributed only a chapter to a book and did not write the entire book, please indicate.

1. Recent Published Works/Creative Works

Tenure Candidates: List all published works (or non-traditional scholarly work appearing in public fora) since your *initial* Tenure-track appointment at Brooklyn College.

Note: In addition to the record of their achievements since their appointment at Brooklyn College, faculty who seek tenure prior to their contractually mandated year may submit, with approval from the Provost, appropriate additional records of their achievements of not more than four (4) years prior to the appointment at Brooklyn College. The total number of years of achievements considered by the outside evaluators and committee members may not exceed the *regular probationary period* for your title.

Promotion Candidates: List all published works (or non-traditional scholarly work appearing in public fora) completed in your current rank.

Note: If you have questions about this section, please discuss them with your chair, who will consult with the Provost’s Office for Faculty and Administration.

2. Works Accepted for Publication/Exhibition/Recording/Production

All Personnel Actions: List works currently accepted for publication (or non-traditional scholarly work accepted for production, showing, etc.) but not yet in print/in public fora. Include the letter of acceptance under “Letters from Publishers” in your Personal File.

3. Works in Progress

All Personnel Actions: List works in progress not yet accepted for publication, including completed manuscripts. For non-traditional scholarship, list works in progress not yet accepted for appearance in public fora.

4. Previous Publications/Exhibitions/Recordings/Productions

All Personnel Actions: List works published (for non-traditional scholarship, works produced or appearing in public fora) prior to those listed under Section 1 “Recent Published Works/Creative Works” above.

5. Public Engagement

As noted in the CAP Memorandum on Expectations for Promotion and Tenure, “Public advocacy may supplement a candidate’s scholarly record when it is founded on the candidate’s area of scholarly expertise... Candidates for tenure and promotion should therefore catalog conference presentations, lectures, and wider public advocacy in their area of expertise on their *curriculum vitae*” (pg. 2-3).

List these types of scholarly engagement in this section.

B. Other Evidence of Scholarly or Creative Activity

Using as many pages as may be necessary, please list your other scholarly or creative activity in reverse chronological order under the subject headings provided. These may include “non-traditional research and creative activity,” such as performance, curation, the development of digital archives, etc.

If you have questions about how to list your activities in this section, please discuss with your chair, who will consult with the Provost’s Office for Faculty and Administration.

V. Professional Awards, Honors and Appointments

Please list any professional awards, honors, or appointments in reverse chronological order under the appropriate heading.

VI. Grants

Please list in reverse chronological order any funded grants or submitted grant proposals under the appropriate heading. Be certain to provide the inclusive dates for each grant listed.

If you need assistance completing this section, please contact the Office of Research and Sponsored Programs.

VII. Teaching

In this section, include information about your teaching and student mentoring experience.

A. Courses Taught

List the courses you have taught, and number of times you taught each. Indicate the “venue” by noting “B” for Brooklyn College, “G” for the Graduate Center, or “O” for another venue.

B. Evidence of Student Mentoring

In this section, provide evidence of student mentoring. Indicate the students’ educational level (high school, undergraduate, masters, or doctoral).

The CAP Memorandum on Expectations for Promotion and Tenure states that “mentoring and advising students [are] an important part of teaching.” For several examples of what can be considered mentoring, see pg. 4 of this guidance document.

C. Abstracts about Teaching Innovations and Related Activities

This may include course creation or revision, new or revised methods or materials, curriculum or program creation or revision activities, reports for accreditation or program review, or other pedagogical activities.

See the CAP Memorandum on Expectations for Promotion and Tenure (pg. 3 & 4) for a list of activities considered part of teaching “effort and success.”

VIII. College, University and Community Service

In this section, include only those functions, organizations, or committees in which you were a participating and productive member.

A. Service to Brooklyn College

The CAP Memorandum on Expectations for Promotion and Tenure states that “Service to the Brooklyn College community is important for both tenure and promotion, and it may take many forms. Service may occur at different levels, including service to the Department, service to the School, service to the College, service to the profession, and service to the wider community” (p5). And continues, “As with all professional work and

accomplishments, candidates are encouraged to document their service work to their files in any appropriate manner, including narrative statements, emails, memos, logged hours, and other methods” (pg. 6).

List your service activities at Brooklyn College in reverse chronological order under the subject headings provided.

B. Faculty Mentoring Activities

Per the CAP Memorandum on Expectations for Promotion and Tenure, “mentoring junior or contingent faculty members and supporting one’s faculty colleagues are crucial forms of service to the College” (pg. 5).

Provide evidence of faculty mentoring, specifying the rank and institution (BC, other CUNY, or external) of your mentees, and the nature of the mentoring interactions. You may include a brief statement or philosophy describing your approach to faculty mentoring.

List your faculty mentoring activities in reverse chronological order.

C. Service to your Profession

For examples of “service to the profession associated with the candidate’s expertise,” see the CAP Memorandum on Expectations for Promotion and Tenure (pg. 6).

List your service activities to your profession in reverse chronological order.

D. Other Academic Service

For examples of other service to the College and University, see the CAP Memorandum on Expectations for Promotion and Tenure (pg. 5).

List other academic service activities in reverse chronological order.

E. Community Service and Collaboration

For examples of service to and collaboration with community-based organizations and non-profits, see the CAP Memorandum on Expectations for Promotion and Tenure (pg. 5).

List your community service and collaboration activities in reverse chronological order.

Curriculum Vitae (CV) Form

College Laboratory Technicians

I. Personal Data

If you are unsure of your various personnel action dates (appointment, tenure, etc.), contact the Provost's Office for Faculty and Administration and/or Human Resource Services to confirm.

II. Education

List your academic education in reverse chronological order. You should include any educational programs in progress.

Professional Training or Certificates. List in reverse chronological order, training and certifications you have received that have been beneficial to your job.

III. Experience

Brooklyn College. List in reverse chronological order your employment history at Brooklyn College. Indicate the title in the "Position" field (e.g., adjunct lecturer, graduate assistant, college assistant).

Outside Brooklyn College. In reverse chronological order please list your employment outside of Brooklyn College.

IV. Professional Duties at Brooklyn College

List the duties you perform in your current college laboratory technician rank. This section covers the core of what you do, so be as thorough as possible. Do not list work completed under other job titles/ranks.

V. Professional Activities and Memberships

Please list in reverse chronological order your professional and/or creative accomplishments. This may include but is not limited to presentations, exhibitions, film screenings, conference participation, lectures, published works and artist residences.

This section should also include your membership in professional organizations that bear relevance to your job as a college laboratory technician.

VI. Service, Committees, Honors, Awards and Grants

Under this section, list the awards, honors, and grants you have received. Indicate the date of receipt. You should also list your service to the department, College, University, and community. Include only those functions, organizations, or committees in which you were a participating and productive member.

External Evaluators

Applicable to candidates in the professorial titles only.

In accordance with the Council on Administrative Policy (CAP) guidelines on external evaluations, every department must solicit outside evaluations for the purposes of tenure and promotion review. For full details of the procedures, requirements and special circumstances associated with soliciting external evaluations, please see the [CAP Guidelines, Policies and Procedures for Promotion and Tenure of Faculty](#) (Revised February 1, 2018).

Exceptions notwithstanding, the candidate is required to submit to the chairperson of his or her department the names of five (5) professionals outside of Brooklyn College who are qualified to evaluate the candidate's scholarly and/or creative activities. Please see the instructions for the Supplementary College Form below. Likewise, the department chairperson will prepare a list of five additional (and distinct) external evaluators. Two external evaluators will be selected from each list for a total of four.

Additional external evaluators from the candidate's and chairperson's lists may be contacted at the discretion of the promotion and tenure review committees and/or the discretion of the president.

Note: Only items published or accepted for publication may be sent to the outside evaluators. For non-traditional scholarship, only work produced/shown professionally/reviewed, or accepted may be sent to the outside evaluators.

Supplemental College Form Instructions

Applicable to candidates in the *professorial titles* only. Consult with your department chair when completing this form.

I. Professional References

Submit the names of five professionals outside of Brooklyn College who are acquainted with your scholarly activities. You are encouraged to choose well-respected and objective scholars in your field. *These individuals must not be mentors, former advisors or advisees, current colleagues, co-authors, research collaborators, project advisors or a close personal connection.* A maximum of one external evaluator may be from within the CUNY system. Brooklyn College faculty (including retired faculty) may not serve as evaluators.

In any case, the relationship of the named professionals to you and their areas of expertise should be clearly stated. "Professional Colleague" is not sufficient. State the exact nature of your interaction with the potential evaluator. Letters of reference will be requested from some of the professionals named on your list, as well as from other appropriate professionals.

For each of your references, please provide complete contact information, including the e-mail address. Past practice has been to advise candidates to check with prospective evaluators to confirm availability prior to submitting the Supplementary College Form.

The College no longer recommends this course of action. As a candidate, you should not contact prospective evaluators.

If the named professional is a faculty member at a college or university, he/she should be tenured. For promotion, the evaluator in addition to being tenured must hold the rank being sought or higher than the one you seek. If you are a tenure candidate, the evaluator should hold the rank of associate professor or higher, and may not have a rank lower than your own.

When the reference is a non-academic professional, he/she must be a recognized, well-established expert in the field.

Note: Faculty who have been promoted to Associate Professor one year prior to the contractually-mandated year for tenure may submit for tenure consideration any one of the following:

- i. the letters from external evaluators solicited for the successful promotion action; OR
- ii. in the event the candidate's record has significantly changed, updated letters from the same external evaluators who wrote for the promotion action; OR
- iii. a new set of letters from new evaluators chosen according to the established protocol.

II. Description of your Field(s) of Research

Provide a brief description of your field(s) of research and scholarship, the specialty within each field and the sub-specialty.

The following are examples for this section:

For History

- A. Field: American History
- B. Specialty: The Civil War
- C. Sub-Specialty: Military Strategy and Tactics

For Physics

- A. Field: Solid State Physics-Theory
- B. Specialty: Super Conductivity
- C. Sub-Specialty: Josephson Junctions

III. Description of Professional Activities

Describe briefly what you believe are your main professional contributions to your field. This will help to focus the committees' attention on the main areas of your professional contributions as you perceive them, as well as help them to pick supplementary evaluators if needed.