

**TENURE AND PROMOTION PACKAGE
CITY COLLEGE COVER SHEET**

PART I.

Name of Candidate _____ Current Rank _____
Being Recommended for _____
Date of CV _____ Date of Receipt of Doctorate _____
1st Appt _____ Promotion to Current Rank _____
Tenure/CCE _____

The materials in this document have been assembled under my direction and are complete to my knowledge as of the date:

Department _____
Department Chairperson Name _____
(Typed) (Signature)

PART II.

I have read the City College Requirements for the Preparation of Curriculum Vitae and reviewed the contents of this curriculum vitae, including all appended materials, except for the Chairperson's Report, Department's List of Referees, and letters of reference, and (check one):

I find the materials in it to be complete and true
I find the materials in it to be complete and true
with the exception of the following:

Candidate's Signature _____ Date _____

PART III. Confidential (see Section VI.E)

A. Previous Personnel Actions
(last two years)

B. Current Personnel Actions

<u>For</u>	<u>Committee</u>	<u>Date</u>	<u>Vote</u>	<u>For</u>	<u>Committee</u>	<u>Date</u>	<u>Vote</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

NOTA BENE

In the case of an Associate Professor being considered for promotion to the rank of Professor, the Advisory Panel shall consist of full professors. Faculty on leave from their professional title serving in Executive Compensation Plan titles may not serve on Advisory Panels or Promotion Committees.

The Chair's Report, the List of Evaluators (referees), including the names of persons on the candidate's Advisory Panel or Tenure Committee, and Student Evaluation information must each be placed on a separate page.

CURRICULUM VITAE

DATE OF PREPARATION_____

1. NAME_____

Affiliations: (e.g. City College, Graduate Center, non-CCNY or CUNY affiliations, etc.)

2. RECOMMENDATION FOR

PROMOTION_____

REAPPOINTMENT_____REAPPOINTMENT WITH TENURE_____
(If with waiver, please indicate.)

TITLE_____

EFFECTIVE DATE_____SALARY RATE_____
(subject to financial ability)

3. HIGHER EDUCATION

(indicate your Masters/PhD/Postdoctoral Mentor)

A. Degrees

<u>Institution</u>	<u>Degrees & Major</u>	<u>Date Conferred</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Additional Higher Education and/Education in Progress

<u>Institution</u>	<u>Dates Attended</u>	<u>Courses, etc.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. EXPERIENCE
(list in reverse chronological order)

<u>Position/Title/Rank</u>	<u>Dates</u>	<u>Institution / Department</u>

5. ACADEMIC AND PROFESSIONAL HONORS (NON-FINANCIAL)
(do not include grants or other financial awards listed in section 7)

6. RESEARCH, SCHOLARSHIP, AND CREATIVE WORK

(list in reverse chronological order, and if more than two authors/creators please indicate your contribution as Major, Equal, or Minor)

A. Peer and Critically Reviewed Work

(1) Books and book chapters

(2) Journal articles

(3) Refereed conference proceedings

(4) Critically reviewed work (e.g. exhibitions, performances, art work, works of architecture, landscape architecture, and urban design, curricular, audiovisual, or online materials, etc.) with description of works and venue, and reference to published critical review(s).

B. Other Scholarly Work (not peer/critically reviewed)

(1) Invited articles

(2) Conference proceedings and presentations

(3) Other articles and contributed presentations

(4) Book reviews or articles that assess others' work

(5) Other scholarly and creative work (e.g. exhibitions, performances, art work, works of architecture, landscape architecture, and urban design, curricular, audiovisual, or online materials, etc.) with description of works and venue as applicable.

7. GRANTS, FELLOWSHIPS, AND AWARDS

(list in reverse chronological order)

Guidelines: Include the principal investigator/awardee, date/period of award, total amount (if applicable), and candidate's share (if applicable).

(1) Grants

(2) Contracts

(3) Awards

(4) Fellowships and scholarships

8. PROFESSIONAL ACTIVITIES

(list in reverse chronological order, including dates/periods)

(1) Inventions and patents (including patent numbers)

(2) Leadership roles and accomplishments

(3) Accrediting or licensing boards

(4) Industry boards

(5) Government panels

(6) Conference boards, panels, workshops, etc.

(7) Review panels

(8) Editorial panels and/or agencies, journals or presses for whom the candidate is a reviewer

(9) Consulting

(10) Membership in professional societies

(11) Community service related to profession

(12) External steering and advisory committees

(13) Curatorial activities

9. INSTRUCTIONAL ACTIVITIES

(material may be submitted as a portfolio in appendix II)

(1) Student evaluations and peer observations

(2) Clinical instruction

(3) Innovative instructional activities, including curriculum and program development

(4) Development of online/hybrid or service learning courses

(5) Any additional material, produced by the candidate that constitutes clear evidence of the candidate's caliber and accomplishment as a teacher

10. ADVISING & MENTORING ACTIVITIES

(1) Academic advising

(2) Student project/research mentoring activities together with descriptions of mentored projects and list of mentees (as appropriate), and awards/grants won by mentees.

(3) Student development activities (e.g. career options and resume workshops, alumni networking events, etc.)

(4) Advising activities for student associations and societies

11. SERVICE AT THE CITY COLLEGE AND THE CITY UNIVERSITY

(1) Service and contributions in leadership positions (e.g. Chair, Program Director, etc.)

(2) Service on departmental, divisional, College, and University-wide committees

(3) Mentoring of junior faculty members

(4) Student recruitment activities

12. OUTREACH ACTIVITIES

(1) K-12 outreach activities

(2) Community outreach activities and other related volunteer work

APPENDICES

- I. Candidate's Statement (3 page limit)
The statement should put all the candidate's activities and accomplishments into a framework that makes a case for the pending tenure and/or promotion action. Include separate sections covering research and future research agenda, teaching, and service.
- II. Instructional portfolio (includes items specified in section 9)
- III. Additional items included for review. For certain faculty members the items listed above may need to be supplemented to provide an adequate presentation of a faculty member's activities. Such items should appear in this Appendix.
- IV. The candidate may include a CV as standard in their field.
- V. Letters of reference (Up to 6 names to be submitted by the candidate, and 6 names by the Departmental/Divisional Advisory Panel. A minimum of 6 letters are required, 3 from the candidate's list and 3 from the Panel's list.)
- VI. Chair's report (to be written after the Departmental Tenure and Promotion committee vote and before consideration of the application by the Divisional P&B) summarizing the candidate's case.